

**Design and development of UNAIDS “Investing for Results” web portal
RFP 2014 -05**

Responses to Queries

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p>1. Paragraph: 1.3.1 Key requirements / Site architecture (page 5) Reference is made to "Annex 2: Architecture of the site" but this document is not included in the documentation of the RFP. Can it be made available to us during this RFP Period?</p> <p>2. Annex 2: File is missing from the document set</p>	<p>The document referred to as "Annex 2: Architecture of the site" on page 5 of the RFP is now available online at the Tenders page of the UNAIDS website.</p>
<p>3. Paragraph: 1.3.1 Key requirements / Main features (page 6) It is stated that the portal should "reflect the UNAIDS branding standards". Can these standards be made available to us during this RFP Period?</p> <p>4. art 2.7.3 (Technical Proposal); page 12 – The technical proposal must contain at least one proposed mock-up of the new website. For the development of the mock-up it would be helpful to have any branding guidelines or styleguide (if applicable). Can you please provide us with such a style guide (plus existing fonts etc.) if it exists?</p> <p>5. In case of proposed mock-up do we have to apply branding styles on the proposed mock up [Style guides not provided the RFP]</p> <p>6. Paragraph 1.3.1: “Reflect UNAIDS Branding Standards” Which are the standards? Will you provide a brand-book or Corporate identity guidelines?</p>	<p>Please click on the link to view UNAIDS Brand Visual Guidelines. These guidelines are published to ensure an appropriate and consistent visual approach for UNAIDS, and to increase the awareness of UNAIDS as an organization with a unified focus</p>
<p>7. Paragraph: 1.3.1 Key requirements / Methodology / Stage 1: Inception (page 7) It is stated that "The selected design can be subject to modification and adjustment". We assume that any such modification and adjustment will take place prior to the approval of the design by the UNAIDS Communications and Advocacy Division at the end of Stage 1, and none thereafter. Please confirm.</p>	<p>Modification and adjustment of selected portal design may take place before and after submission to the UNAIDS Communication and Advocacy Department for approval to take into account comments and suggestions from the members of the Portal task team.</p>
<p>8. Paragraph: 1.3.1 Key requirements / Methodology (page 7) / Stage 4: Launch (page 7)</p>	<p>Corrective maintenance and proposed enhancements after the warranty period shall be handled by the</p>

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p>Question: A "1 month warranty for bugs and issues discovered" is stipulated. Please clarify how corrective maintenance (bugs and issues) and evolutive maintenance (enhancements) might be handled following the end of the warranty period.</p>	<p>UNAIDS IT Department.</p>
<p>9. Can you please provide a full list of scope of work as a vendor to develop the CMS?</p>	<p>Please refer to Section 1.3 "Work to be performed" of the RFP to view the detailed scope of work of the contractual partner.</p>
<p>10. Does SEO (Search Engine Optimization) is included with this task? If so what is the level of SEO you are asking from the vendor?</p>	<p>Please provide your suggestions with the estimated cost for additional SEO.</p>
<p>11. Is the webhosting included with this task? If so please inform in-details of this option (how long, require space GB, price-plane, e-mail system etc.,)</p> <p>12. The portal will be hosted in the UNAIDS Public website http://www.unaids.org. Are the tenders open to bid for hosting services of the required portal?</p>	<p>No, the proposed web portal shall be hosted by UNAIDS.</p>
<p>13. Is data migration required in this task? (your existing data), if so what is the current database server? Is it my SQL or what?</p> <p>14. Will there be any data migration involved? If yes, can you please specify the source and volume of data to be migrated?</p> <p>15. What is the scope of the content migration)</p>	<p>As the UNAIDS web portal is a new website, no data migration is required for this project. However, data-entry of contents for the purpose of the portal launch is included in the scope of works.</p>
<p>16. Who will provide the content texting for this CMS? We have to write the script or your officials?</p>	<p>The content of the portal will be provided by relevant UNAIDS staff in MS word format. Any need for scripting will be done by the contractual partner.</p>
<p>17. Is it require any management application system in-site of the CMS? For example any event management or tender management etc system? If so please inform in details including the require module and operation system.</p>	<p>No, not envisaged at present. If considered of relevance, the company is requested to provide options and estimated additional cost.</p>
<p>18. Inception Phase: Is it a mandatory provision to meet with your officials onsite to share the view and ideas to prepare inception report to drive development phase or we can organise a virtual conference system. If so, how many days and session it would be?</p>	<p>No, it is not a mandatory provision; in fact the video-conferences are planned.</p>

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
19. Is it a mandate to prepare three web lay-out to include into the technical proposal? Or we can provide it after awarding?	The contents of the technical proposal are described under Section 2.7.3, pages 11-12 of the RFP. The section specifies among others that “The technical proposal must contain at least three examples of recent web designs done for other clients and at least one proposed mock-up of the UNAIDS web portal . “
20. <i>Ref: RFP-2014-05_Request_for_Proposal_Portal-v2.pdf Page 8 Section 1.2.3 Reporting Requirements]</i> Is the vendor required to provide 3 sets of mock ups of all key pages within website, or homepage only? 21. Is it necessary to provide the proposed mock up? Or will wire-frames do?	Yes, the contractual partner will be required to provide three mock-ups of all the key pages of the web portal.
22. 2.7.3_ “Technical proposal must contain at least one proposed mock-up”: Is it enough with one or should contain one per responsive device?	One mock-up of the Portal that includes mock-ups of key pages
23. 1.3.2 With regards to the 3 design that must be presented after the contractual agreement: * Should include graphic design? * Should include a navigable prototype? * Each design should include one per device? * UNAIDS will provide all the images or should we create/buy them	For the proposed designs, only mock-ups are needed (for each device). However, the final deliverable (selected mock-up) must include the source code (HTML, JS, CSS, etc...).
24. Annex I - In Annex I you explain from which sources the content will be pulled. For some parts of the new website you plan to pull content from another database (dynamic). Can you please specify how this database will be integrated or how you expect the content to be pulled from this database to the website? 25. Annex “Outline of the Portal: Investing for results (working title)” Dynamic (pulling from another database): AIDSinfo and ERP <i>What is AIDSinfo? What information provides to website? Is there already an integration interface or is it needed to develop one? Same for the ERP system.</i>	It is envisaged that select data from AIDSInfo and UNAIDS Enterprise Resource Planning will be pulled into some parts of the UNAIDS web portal. This will be done through the use of Application Programme Interfaces (APIs). An API is available for AIDSInfo. For ERP, the development of API is part of the scope of work of the contractual partner for this RFP. <u>AIDS Info</u> AIDSInfo is a data visualization and dissemination tool to facilitate the use of AIDS-related data in countries and globally. AIDSInfo is populated with multisectoral HIV data, including AIDS spending, epidemiological estimates, country-reported programmatic data and

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p>26. Document "RFP-2014-05_Annex_I_Outline_of_the_Portal.pdf" Some data are marked as "Dynamic (pulling from another DB)". Is there an API for each of those services or how do we "pull" those data?</p> <p>27. <i>[Ref: UNAIDS-RFP-2014-05_Annex_I_Outline_of_the_Portal.pdf]</i> Could more information be provide about items marked "Dynamic (pulling from another database)" – AIDSinfo & ERP, for example: Type and location of database Is an API available to integrate to database?</p> <p style="padding-left: 40px;">28. How does UNAIDS envisage that the dynamic content from AIDSinfo / ERP will be generated within the new web portal - for example, using iFrames, data feeds or an API?</p> <p>29. In Annex I, we note that there are two external data sources/database that the platform will need to access: ERP and UNAIDSinfo. Would it be possible to provide further information regarding these data sources, i.e.: what ERP is used and what is the database where the UNAIDSinfo is stored?</p>	<p>National Composite Policy Index responses from government and civil society.</p> <p>AIDSInfo’s data visualization capabilities allow for rapid production of charts, maps and tables, along with export of data and graphics to numerous formats for presentation and analysis. AIDSInfo allows comparison of similar indicators from multiple sources.</p> <p><u>Enterprise Resource Planning (ERP)</u> The Enterprise Resource Planning System, or ERP is the single administrative and financial system of UNAIDS. It is a highly robust IT system that brings together disparate work flows, procedures and systems into one common system across the organization. It includes programme planning, human resources, finance, travel and procurement modules.</p> <p>The Integration interface for AIDSInfo is available but for ERP , an API needs to be developed by the contractual partner No automated data at this stage is envisaged, especially because the UNAIDS web portal will be updated only a couple of times per year. So static data coming from AIDSinfo and ERP should be enough. No need, to develop an API. Please refer to question 67.</p>
<p>30. Also, would there be a one-off data migration, or is it required to have a real-time continuous data access to these sources? - In the case of a one-off data migration, how much content/data will need to be migrated? - In the case of a continuous data access, are there readily available web services that can be utilised, or will it be required to develop a specific API?</p>	<p>Same answer as above, there is no need, to maintain real-time data access.</p>
<p>31. Part 1.3 (work to be performed): page 7 – After the launch the contractor shall offer 6 months remote support for the management of the portal. Can you please specify what kind of support you will require during this phase?</p>	<p>Within the six-month period of Stage 5, as described in page 7, after the launch, the contractual partner shall work hand-in hand with UNAIDS web portal administrator populate all the webpages of the portal and ensure stability of the portal’s interface with linked databases.</p>
<p>32. How many templates will be needed in the end?</p>	<p>The following templates shall be developed :</p> <ol style="list-style-type: none"> 1. Homepage 2. Thematic webpage (for 10 HLM targets)

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
	3. Regional webpage (for 7 UNAIDS regions) 4. Country webpage (for 110 countries with UNAIDS presence) 5. Operational effectiveness and efficiency page 6. Funding page
33. Interactive maps: What are the expectations from such maps? Are we going to use interactive Google Maps, or something more like http://www.swissaid.ch/en/projects-in-nine-countries/ ?	One of the main features of the UNAIDS web portal will be the interactive map that allows quick and user-friendly navigation from country to country. The map shall also allow mouse hover to show key information about a country or region.
34. "Interactive maps and clickable icons and photos that facilitate navigation from page to page" What is maximum level of detail needed? Country level? 35. Could you give us an idea of the kind of data that is to be shown on Interactive maps ?	The maximum level of detail for the interactive maps should be at the national level.
36. What do you mean by "search external resources"?	External resources mentioned on page 6 refer to data or information obtained from sources other than UNAIDS that are shared/featured in the UNAIDS web portal
37. Do you want to search in PDF documents as well? Do you need an electronic documents management system?	Yes, the web portal shall have the following feature: Easy, intuitive, rapid, and searchable access to: <ul style="list-style-type: none"> ● new documents and resources (with the ability to 'showcase' new/major publications) ● external resources ● Document format: only PDF documents will be stored on the UNAIDS portal
38. What do you call "latest versions" of browsers? Can you please give us a specific list? (in particular for the minimum version of Microsoft Internet Explorer to be supported).	The proposed UNAIDS web portal should be accessible using the following browsers: <ul style="list-style-type: none"> ● Internet explorer (minimum IE8 up to the latest IE version); This is the standard UNAIDS browser; ● Firefox ● Google Chrome ● Safari
39. [Ref: UNAIDS-RFP-2014-05_Annex_I_Outline_of_the_Portal.pdf] Please define "Static (PDF)" – does this mean that links to this element open a PDF, or a "static" HTML page?	Yes, that's correct. Static elements of the portal are either uploaded pdf documents or HTML pages containing text.
40. Ref: UNAIDS-RFP-2014-05_Annex_I_Outline_of_the_Portal.pdf	Yes, Regions that will be featured in the proposed UNAIDS web portal are the same as those shown in the

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p>Can we assume that Regions featured in the portal will be the same as those found here: http://www.unaids.org/en/regionscountries/regions/</p>	<p>link.</p>
<p>41. [Ref: UNAIDS-RFP-2014 05_Annex_I_Outline_of_the_Portal.pdf] Can we assume that Countries featured in the portal will be the same as those found here: http://www.unaids.org/en/regionscountries/countries/</p>	<p>Yes, the proposal UNAIDS web portal shall feature the same set of countries shown in the link. These are the countries where UNAIDS (Cosponsors and Secretariat) have presence.</p>
<p>42. Video capability: videos will be hosted on YouTube and the Portal will embed a video player in its web pages (the embedded player must run on Internet Explorer , Chrome, Safari and Firefox as well as mobile devices); “ Should the functionality to upload videos to Youtube be integrated in the Drupal 7 CMS or will be conducted using Youtube’s administration?”</p>	<p>Functionality to upload videos to Youtube will be done using Youtube’s administration; no need to integrate video uploading to the Drupal 7 CMS.</p>
<p>43. Responsive design - works on desktop, laptop, tablet and smartphone” We assume the contents and navigation menus of the website will be the same for all the devices. Only the graphic design will adapt to each device. Is this correct?</p>	<p>Yes, the content and navigation menu of the UNAIDS web portal are the same for desktops, lap tops and tablets. However, the navigation menu and graphic design shall be adapted for mobile phones.</p>
<p>44. 1.3.1 “Responsive Design”: Could you please specify the devices resolution?</p>	
<p>45. The site will require an access to an SMTP server for sending email notifications” Will the SMTP server be provided by UNAIDS hosting infrastructure?</p>	<p>This is managed by UNAIDS as we are hosting the portal</p>
<p>46. “The Portal must run on the latest versions of Google Chrome, Firefox, Safari and Internet Explorer and must also run on mobile devices browsers.” What mobile devices and mobile OS versions are required?</p>	<p>It is envisaged that the UNAIDS web portal should also be accessible using smart phones and tablets running on the latest versions of Android or IOS7 (e.g. Samsung, Google or Apple) as well as Microsoft mobile devices (e.g., Nokia. Microsoft Surface).</p>
<p>47. The work is proposed to be conducted in 2 components: (I) COMPONENT A: This component includes the inception analysis and detailed design. The expected deliverables</p>	<p>Please refer to our response to question 13-15</p>

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p>are:</p> <ul style="list-style-type: none"> • Three mockups • HTML / javascript code of the selected mockup (Drupal compliant) • CSS files (responsive) • Images and any other resources required for the Portal” <p>(II) COMPONENT B: This component includes development of the portal, review/testing, launch and remote support. The expected deliverables are:</p> <ul style="list-style-type: none"> • MySQL database backup • Site related files • Technical documentation including installation guide, site architecture, code and development documentation (if applicable)” <p><i>Must the deliverables for component B include the current content and users of the website? If so, is it needed to migrate this information (content and users) from any existing system or will be recreated in the new website?</i></p>	
<p>48. What kind of membership does the site offer?</p>	
<p>49. Our understanding of the project:</p> <ul style="list-style-type: none"> • It is about a micro site that must be designed, built and rolled-out for 23 June 2014, on the occasion of the 34th meeting of the Programme Coordinating Board (PCB). • The initial Information Architecture of the site is available and part of the content already exists. The re-use and/or migration of the existing content should be organized. A portion of mentioned content resides in databases that will need to be interfaced for content capture. • A graphical mock-up of the site and possibly a high level UX proposal should be provided for the part "A" of the RFP. • Features and functionality of the proposed design will include those that were mentioned in the RFP, completed by additional ones that we believe would be beneficial for the project. • The "B" part of the RFP corresponds to the realization of the proposed "mock-up". The financial proposal of the "B" part is therefore related to the design proposed in the part "A" of the RFP. 	<p>Yes, the bidder’s understanding is correct.</p>

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p><i>Is our understanding of the project correct (as described above)?</i></p>	
<p>50. To what extent has the proposed information architecture been validated? Is there a need to challenge it, for instance by testing it with users?</p>	<p>The proposed site architecture described in page 5 of the RFP and supplemented by Annexes 1 and 2 was developed through intensive and broad consultation within UNAIDS with due consideration to the needs/requirements of intended audience. For the purpose of bid uniformity, prospective bidders should base their proposals on this site architecture.</p> <p>Any clarification /validation may be discussed between the portal task team and the contractual partner during the inception meeting.</p>
<p>51. Would you be interested in (remote) usability tests on the prototype produced in the first phase?</p>	<p>Testing of the new portal is included in the Scope of work as Stage 3. We are interested in a remote usability test as long as this does not entail any additional cost on the part of UNAIDS.</p>
<p>52. Inspire Donors to Support UNAIDS and attract more resources: a) Will there be a provision for online donation? If yes, then how many payment gateways are expected to be integrated</p>	<p>Access to online donations will be performed through a link to the existing donation platform (https://donations.unaids.org).</p>
<p>53. The main deliverable for this project is the design and optionally the development of the UNAIDS web portal whose intended audiences are donor countries... Will this portal cater to all countries under the UN or specific countries?</p>	<p>The portal will feature webpages for each of the countries with UNAIDS presence.</p>
<p>54. Currently the application seems to support 4 languages (English, French, Spanish and Russian), Will it support more languages in the future? Please specify any new language support (if needed)</p> <p>55. There are no mentions to multi-language configuration. Should we assume that the site will exist only in English?</p> <p>56. Does the new portal have to support multi-lingual content?</p> <p>57. Kindly let us know if portal is expected to be</p>	<p>The web portal will have versions in the four UNAIDS official languages (English, French, Russian and Spanish). For bid uniformity, bidders should only consider these four languages in their offer.</p>

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p>multilingual. If yes, let us know the languages which portal should support</p>	
<p>58. Will the required CMS be country/region based</p>	<p>The administrator of the web portal will be based in UNAIDS HQ in Geneva, even though regions and countries will be featured in the system.</p>
<p>59. Is there any forecast on the site traffic? Also, is there any estimated number of concurrent users for the site?</p> <p>60. Is there any specific requirement in terms of stress test for the website? Number of users, concurrency..?</p>	<p>No, no estimate is made yet. The portal will be a completely different platform with a very specific audience.</p>
<p>61. This proposed UNAIDS web portal should have a simple, neat and graphically appealing design a) Will the design template vary from region to region?</p>	<p>No, they will be consistent, the content will vary</p>
<p>62. Operating system: The solution should run on both MS Windows and Linux platforms May we know the purpose of this requirement?</p>	<p>The final hosting platform is not yet selected.</p>
<p>63. What is the technology platform of current UNAIDS public website, http://www.unaids.org</p>	<p>Question not relevant for the project as the web portal will be independent from the UNAIDS website.</p>
<p>64. Do we consider any LDAP integration?</p>	<p>No need to consider LDAP integration in your bid.</p>
<p>65. Is Drupal to be set up on multisite environment or as a standalone instance?</p> <p>66. Will the new UNAIDS 'Investing for Results' portal be a standalone Drupal instance, or does it have to form part of the larger site (unaids.org)?</p>	<p>The web portal will be a standalone Drupal instance.</p>
<p>67. “The contents of the UNAIDS web portal shall be sourced from existing reporting mechanisms and information systems across the UNAIDS Secretariat” does this mean the content will be provided offline to us or there will be a integration and pulled in real time?</p>	<p>Please refer to the responses to Q24-29</p>

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
<p>68. Annex I: How the data should be pulled to the new website?</p> <ul style="list-style-type: none"> * Dynamic: AIDSinfo, ERP * Link to UNAIDS: Parts of UBRAF * New/not written: JPMS, sources, KPIs, MER, etc. * Responsibility for content: RMO <p>*Are there web-services or any other way to import such information?</p> <p>69. What are the systems that need to be migrated/interfaced for content migration/access/publication? Does this need to be automated?</p>	
<p>70. Document thumbnail generator - this can only be done for pdfs (rather than .doc, .xls files etc.) using pdfthumb for Drupal (which is a contributed module). To generate thumbnails for .doc, .xls files etc. would require custom code. Is this acceptable to UNAIDS?</p>	<p>Only PDF documents should be posted on the web portal.</p>
<p>71. 1.3.1 Site architecture: With regards to the architecture described, Where should be placed:</p> <ul style="list-style-type: none"> * Main strategic lines, funds achievements * Stories by target * Country stories and regional stories – what is the difference between them both 	<p>Please find attached the Outline where hierarchical lines are better defined.</p>
<p>72. * Could you please detail more the Annex II document? We would like to know 1) How many pages should be 2) Which type of content (static, dynamic, content?) 3) What is the hierarchical structure of all the pages</p>	<p>Please find attached the Outline where hierarchical lines are better defined.</p>
<p>73. 1.3.1: Which is the navigation workflow that a user will follow? Sections I, II and III are main sections and each child one page? If not, how the data should be structured / displayed?</p>	<p>Please find attached the Outline where hierarchical lines are better defined</p>
<p>74. 1.3.1: Could you specify the whole list of social media sites that should be available for the users to share information? Facebook? Google+, Twitter, what else?</p>	<p>The whole list if not defined yet, please provide your options and estimated additional costs for implementing</p>
<p>75. 1.3.1“Standard Drupal modules”: it means any Drupal module available at Drupal official website?</p> <p>76. What are termed ‘standard’ Drupal modules? Does this refer only to 'core' modules rather than</p>	<p>Yes, only standard Drupal modules, coming from Official Drupal website must be used.</p>

TECHNICAL QUERIES	
QUESTIONS	ANSWERS
'contributed' modules?	
77. 1.3.1 Functional Requirements: Document management: in which content types the managers will be able to attach documents?	Please provide your suggested option for the document management in line with your proposal with related additional costs, if any.
78. 1.3.1 Methodology: Stage 3: Training: could you specify the expected training? Should be in site or remotely? Duration? Attendants?	Not envisaged, if considered of relevance, the company is requested to provide options and estimated additional cost.
79. There is no mention to security, should the system comply with any specific procedure?	This is a standard website, the security features are standard. Please explain your question.

PROCEDURAL/ADMINISTRATIVE QUERIES	
QUESTIONS	ANSWERS
1. Is there any advance payment option for instance 30% in advance after signing contract to cover the initial cost?	As specified in Section 2.7.4 of the RFP, UNAIDS' policy is to make an advance payment up to a maximum of 25% upon signature of a contract, whether a private firm, NGO or a government or other entity. Please refer to the abovementioned section for further information.
2. Paragraph: 2.7.3 Technical Proposal / b) Proposed Approach, Methodology, Timing and Outputs (page 11 - 12) Question: We note a typographical error: "the GCWA website", which presumably should read "the Portal"	Yes, this is indeed a typographical error. The sentence on page 12 should read, "The technical proposal must contain at least three examples of recent web designs done for other clients and at least one proposed mock-up of the UNAIDS web portal ."
3. Paragraph: 2.7 Proposal structure Question: A Proposal Completeness Form is included in the RFP documentation, but is not mentioned in the description of the proposal structure. We assume that it should be submitted in the Technical Proposal envelope together with the Proposal Submission Form. Please confirm.	The Proposal Completeness Form should be filled out and enclosed in the Technical Proposal together with the following forms: <ul style="list-style-type: none"> • Confidentiality Undertaking • Proposal Submission Form
4. Paragraph: 2.7.4 Financial Proposal (page 12) Question: We note that a separate financial proposal must be submitted for each Component. Should	The enclosed Financial Proposal Submission Form for the RFP already covers the two components. Please use this form in submitting your financial proposal, i.e. 1 cover

PROCEDURAL/ADMINISTRATIVE QUERIES	
<p>there also be a separate cover letter for each Component, or one cover letter addressing both Components?</p>	<p>letter.</p>
<p>5. Paragraph: 2.8 Format and Signing of Proposals / OPTION FOR ELECTRONIC SUBMISSION (page 14) Question: For submission of proposals electronically, please advise what the limit on email file size is at UNAIDS.</p>	<p>The maximum file size in UNAIDS is 25mb including attachments. If this size limit is insufficient for a single email submission, multiple emails can be sent as the bidder submission, as specified on Section 2.8 pages 13-14 of the RFP.</p>
<p>6. Paragraph: 2.8 Format and Signing of Proposals (page 13) Question: "All copies of the proposal ... shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract." Please advise how the proposal should be signed - for example, signed on the cover page only?</p>	<p>All pages of the proposal shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract.</p>
<p>7. 5.18 Termination: Possibility for UNAIDS to terminate the contract with a 30 days prior notice period in writing. Is it reciprocal?</p>	<p>No, contractor is bound by the terms of the RFP and its offer. However, should UNAIDS cancel the contract, UNAIDS will be responsible for the payment of the work conducted until the notice of termination.</p>
<p>8. 4.1.1 Right to modify the scope: If UNAIDS wants to modify the scope of services and goods specified, is it also possible for us, then, to change our offer too?</p>	<p>If changes are deemed substantial, the contractual partner would be allowed to amend the financial offer. However the base price of the services (for example daily fees) should be maintained.</p>
<p>9. Is it possible to add additional elements like: Non Solicitation Clause: ARTICLE: NON SOLICITATION</p> <ul style="list-style-type: none"> • Neither party shall, without the prior written consent of the other party, solicit, directly or indirectly, the employment of or hire any person who during the course of employment with the other party was materially involved in the provision of the Services and who when solicited is the current employee of the other party or its affiliates companies . This obligation shall be effective during the term of this Agreement and shall expire one (1) year after the expiration or earlier termination of the Agreement. • Should a Party not respect this obligation, the other Party shall be in right to request twelve (12) months of gross pay of the employee for compensation for the consequences of such 	<p>Bidder must make this request in the bid and if it is acceptable to UNAIDS Legal department will be included in the contract.</p>

PROCEDURAL/ADMINISTRATIVE QUERIES	
violation. This does not exclude the right for the Party to claim other damages.	
10. Is it a mandate to provide consortium member entities name into the acknowledgement form? or only the lead firm can signing the acknowledgement form?	Please refer to Section 2.5 of the RFP which addresses the case of joint proposals by a consortium. Such a proposal must be submitted in the name of one member of the consortium-hereinafter referred to as the "lead organization".
11. Is it possible to work internally with our different <vendor name> entities? If yes, are they considered as <vendor name> itself or subcontractors?	If the entities are separate commercial entities they can be described as members of a consortium presenting the bid or as entities with subcontracting arrangements.
12. If they are considered as subcontractors, is it necessary for them to present all the documents mentioned in 2.7.2 or a signed statement on honor is sufficient?	Subcontractors do not need to present the same information of the bidder since the contractual obligation for delivery of services will be fully with the entity presenting the bid.
13. 5.16 Confidentiality: Regarding confidentiality clause, is it possible to give more specifics regarding the duration of the confidentiality clause after the end of the contract?	The confidentiality clause does not expire with the contract.
14. 5.19 Force Majeure: In case of more than 30 days of force majeure, UNAIDS can terminate the contract without delay=> is it reciprocal?	No party to the Contract shall be responsible for a delay caused by force majeure, that is, a delay caused by reasons outside such party's reasonable control. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNAIDS, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract
15. 5.25 Insurance and liability: We would like to limit the coverage of insurance. We would like to mention : "The Supplier takes the responsibility of the direct damages caused to the Client or third parties under the execution of the contract due to a light or middle fault or any negligence from its auxiliaries only up to a limit of [1.000.000] euros for damage or injury [3.000.000] euros"	Bidder must make this request in the bid and if it is acceptable to UNAIDS Legal department will be included in the contract.
16. 5.25 Insurance and liability: Is it possible to suppress this article? We would not like to include UNAIDS as additional insured.	Bidder must make this request in the bid and if it is acceptable to UNAIDS Legal department will be included in the contract.

PROCEDURAL/ADMINISTRATIVE QUERIES

17. 5.26 Settlement of disputes: We would like to settle with only one arbitrator is it possible?	Bidder must make this request in the bid and if it is acceptable to UNAIDS Legal department will be included in the contract.
18. Will UNAIDS be releasing a maximum budget or budget range for this RFP?	No, UNAIDS will not provide a maximum budget or budget range for this RFP.