

UNAIDS RFP-2014-08 Q&A

29-April-2014

Thanks so much for responding to the UNAIDS RFP for communications support. Based on the questions received so far we have put together this Q&A to clarify doubts and help finalize the application process.

	Question	Answer
1	<p>Paragraph 1.3.1</p> <p>"UNAIDS foresees up to 15 different projects for estimated 150 hours per year in total"</p> <ul style="list-style-type: none"> ▪ For clarity, does this mean that UNAIDS currently anticipates requiring the delivery of approximately 15 projects each year, and that each of those 15 different projects will require on average 10 hours' work by the agency undertaking that project? ▪ UNAIDS foresees up to 15 different projects for estimated 150 hours per year in total. – Here we would like to clarify are you expecting 150 hours per project or this 150 hours is the total for these 15 projects i.e. 10 hours approx. per project. Please advise. 	<p>Based on past experiences, we have estimated that all future projects will amount a maximum of 150 hours. The actual hours for each individual future project will vary based on complexity or specific requirements (Some might need 20 hours and some just 2 hours).</p>
2	<p>Paragraph 2.7.1</p> <p>Regarding the line titled "2. Experiences and Reference Contact Information," would you like a reference for each experience/case study presented?</p>	<p>There is no need for contact information but please state the client's name for each example of relevant work.</p>
3	<p>Paragraph 2.7.2</p> <p>Should this section, on firm information, be delivered as a separate document or incorporated into one of the other two (Technical or Financial) documents stated?</p> <p>If to be delivered separately, can you please clarify Paragraph 2.8 by indicating where this section should be delivered?</p>	<p>This information should be provided as part of the technical proposal.</p>
4	<p>Paragraph 2.7.3</p>	<p>For this RFP, there is no need to propose a timeline. You can however, indicate the</p>

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	<p>How should the information on "proposed timeline" be delivered given that there is no specific project to estimate?</p> <p>Would you like that delivered as a series of samples for relevant projects, or some other way?</p> <p>If some other way, can you please elaborate?</p>	<p>time spent for each of the relevant projects submitted as examples of past work. (not mandatory)</p>
5	<p>Paragraph 2.7.4</p> <p>How should the "overall quotation" be presented given that there is no specific project to estimate?</p> <p>Would you like a general estimate for the 150 hours total quoted in paragraph 1.3.1?</p> <p>Would you prefer that as a sample set of budgets for relevant project types?</p> <p>Or would you prefer a rate sheet quoting rates per hour for key staff who would be involved?</p>	<p>As indicated in the Financial Proposal Form (Annex 4), please submit the cost per hour. (We have separated the activities to be quoted as web development and web design).</p>
6	<p>Approximate Budget of UNAIDS for these projects</p>	<p>We cannot display this information at this stage.</p>
7	<p>Can you share the sample of microsites, one page web sites, Facebook pages to understand the complexity of the work.</p>	<p>Complexity will depend on future work requirements.</p>
8	<p>Will the images for this work be shared by UNAIDS or the contractor will have to arrange it.</p>	<p>Both, depending on the project.</p>

[END]