



United Nations Population Fund  
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**Q&A in response to**  
**REQUEST FOR PROPOSAL (RFP)**  
**RFP Number: UNFPA/BKK/RFP/20/003**

For the establishment of a: **LONG TERM AGREEMENT**

In regards to: PROVISION OF DESIGN SERVICES TO UNFPA APRO OFFICE, BANGKOK THAILAND

1. **Question No.1:** Section 1/C.16.1.6: "Copy of the last three (3) years of audited financial statements." Our audit financial statements are in Thai, would that work.

*Answer No.1: Please refer to Section 10. **Language of the Bid***

*1.1. Bid documents and all related correspondence will be written in English.*

*1.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above.*

*For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.*

2. **Questions No. 2:** Section 1/C.17.2.2: "Where installation, commissioning, training or other similar services are required to be performed by the Bidder, ..."Are we talking about if our staff would need to provide these services, what would the cost be like, is that correct?

*Answer No.2: Yes, please refer to Clause No. 17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.*

3. **Question No. 3:** Section V/4.2: "Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for the supply of goods or services as offered." We bid for other LTA with UN in the past but never win it so we would not have any evidence to showcase similar contracts. What can we do here? or we shouldn't even consider submitting the bid this time.

*Answer No.3: We encourage all vendors to submit the bid since apart from the above-mentioned clause, we take another criterion into our consideration. Please refer to Section 1/C. 28 Technical Evaluation No. 28.1 The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidder and the evaluation criteria published below.*



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Criteria	(A) Maximum Points	(B) Points attained by bidders	(C) Weight (%)	(B) X (C)= (D) Total points
<b>Company profile:</b> Experience and expertise of the company, including the ownership of software and equipment, and it's commitment to UNFPA values of equality.	100 (More than 8 years' experience working for similar organisations and a range of high-profile clients, an ethical company committed to UNFPA values)		15%	
<b>Company profile:</b> The quality and capacity of key staff, including balanced gender representation.	100 (Solid training, education and experience in digital and print design using professional software such as Adobe Creative Cloud, a diverse team)		15%	
<b>Process:</b> Adequate approach to the design process, including methodology	100 (A collaborative and strategic approach)		10%	
<b>Portfolio:</b> A creative, diverse and innovative <u>print media</u> portfolio that meets the needs of UNFPA	100 (Pushes boundaries in terms of creativity, exciting and diverse in nature))		30%	
<b>Portfolio:</b> A creative, diverse and innovative <u>digital media</u> portfolio that meets the needs of UNFPA	100 (Pushes boundaries in terms of creativity, exciting and diverse in nature)		30%	
<b>Grand Total for all criterion</b>	<b>500</b>		<b>100%</b>	