

## Responses to questions - RFQ

The dates and months for deliverables in the ToR will not be possible to deliver on in some cases (March/April etc for webinars that take time to plan).

Shall I write a proposal with:

**1: Only deliverables and no months mentioned? (= exclude the months you request after each bullet point)**

**2: Deliverables with a realistic time plan suggested (other months than in the ToRs)?**

**3: Deliverables with the months mentioned in the ToRs event though they are not possible to deliver on? (And just add somewhere that time planning and adjustments will be done together with UNFPA?)**

In the case where the bidder does not believe the dates for the deliverables are achievable or realistic, new dates should be proposed. In the event where the bidder is to be selected, these will be reviewed and agreed with UNFPA.

**For the first deliverable:**

**- Edit and package the webinar as a series of videos that can be used as knowledge products and advocacy/awareness materials**

**This part needs to be discussed with UNFPA, since video editing and packaging is not among our core services.**

- 1. Do you want us to involve a professional editing firm and should this cost be included in the proposal (it is rather high cost here in Sweden)?**
- 2. I also need to know if this webinar may be done in Zoom or if you want me to book a studio with technical support etc? Also an external cost that is costly. So I can do the webinar in Zoom, or try to get a room at the Foreign Ministry or Swedish Institute for free, however not possible to know yet.**

The bidder can propose two alternatives, both costed accordingly to provide UNFPA the option. All costs must be taken into account, in the instance of hiring a professional editing firm, the cost should be included in the proposal.

Webinars can be done in whichever format the bidder sees fits, but all costs associated must be included in the proposal. Again, different alternatives could be proposed.

**Does “technical specs” in the Price quotation form column “Description of resources” (i.e. type of material, staff level and role; technical specs), etc) mean that I will there add all bullet points with each deliverable details from the Technical proposal doc? Or do you mean tech related resources needed (like cameras, IT tools etc)?**

Technical specs refers to technical specifications of any physical resources or software required for the development/implementation of the deliverables (i.e. IT software, hardware, etc).