

Clarifications (updated 2020.05.19)

#	Question	Clarification
1	Is this bid open for bidders outside Sweden?	Yes, the bid is open for international bidders but you need to have full professional proficiency of Swedish to be eligible for the LTA.
2	Regarding publicity, using UN as a client reference. The 'Contracts' document states the following concerning publicity from the project. <i>(17. PUBLICITY, AND USE OF THE NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS: The Contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise without the written permission of UNDP.)</i> The question is under what conditions "written permission" normally is given for the contractor to use its' relationship as a service provider to the UNDP to gain commercial advantages? Is it ever granted, and what are usual/probable limitations?	It is difficult to give one clear answer, written permissions are always issued on a case-by-case basis. Referring to UNDP as a client on a webpage or similar is often permitted. However, when it comes to further marketing initiatives or external campaigns, permission will depend on context and will need to be preceded by a discussion between the contractor and UNDP.
3	Are there any specific technical specifications? In the ITB document it is stated that such specifications are included in Section 5 (page 21-22), but those pages don't include any real technical specifications apart from a reference to the 3 sample projects.	The listed projects are sample projects without technical requirements. It is stated in the specifications of the sample projects that they should be similar to the existing referral projects on the website. We have done it this way to leave it up to you to decide what is required to develop a tool similar to the referral projects.
4	Will written answers also be sent out, or will the answers only be shared verbally at the pre-bid conference?	Yes. Written clarifications (i.e. this document) will be published on eTendering and United Nations Global Marketplace in two rounds. First with questions received on or before 11 May and second with questions received on or before 18 May.
5	In the bidding form and check list documents, there are requirements to fill out the financial standing of the company – would it be possible to get the financial terms mentioned there translated to Swedish?	Yes. Please find the translation of the financial terms used in Form D: Eligibility and Qualification Form. Total Assets (TA) / Summa tillgångar Total Liabilities (TL) / Summa eget kapital och skulder Current Assets (CA) / Omsättningstillgångar Current Liabilities (CL) / Kortfristiga skulder Total / Gross Revenue (TR) / Bruttointäkter Profits Before Taxes (PBT) / Nettointäkter Net Profit / Vinst efter skatt Current Ratio / Kassalikviditet
6	About being fluent in Swedish, we are an international team, is it a requirement that the whole team speaks Swedish?	It is not a requirement that the whole team has full professional proficiency in Swedish. However, the person(s) responsible for the implementation of the web development and graphic design services need to have full professional proficiency in Swedish. The webpage globalamalen.se is in Swedish, and therefore significant parts of implementing both the graphic design and web development of the webpage requires fluency in Swedish.
7	Regarding section 5 in the sample projects there is a timeline, is this a suggestion or is this a set timeline?	This is a point of reference for you to get an estimate of how long it took for us to develop the existing referral projects. It is not a set timeline as we recognize at this depends on the contractors professional experience and capabilities.
8	Regarding section 5, the time estimate. What starting point do we need to assess the 300 hours beginning? From the starting point or from the technical web development?	It is from the first contact with the web development agency, including discussions and iterations of the functionality and design of the product. All substantive content is supplied by UNDP.

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9	Should we view this as a collaboration between the digital agency and UNDP in terms of creativity and ideas for the web development?	The contract is for web development and graphic design services. We have been receiving creative ideas from our past web developer which has been greatly appreciated. However, it is not a requirement.
10	Can we access the eTendering platform with different users from the same company?	We suggest you create one login to the eTendering platform for your company and then share the login details between the persons who are responsible for the bid.
11	Approximately how many hours were spent on web development and graphic design of globalamalen.se in 2019?	400 hours
12	We have a questions regarding formality in Form E. Are we to make a separate document answering everything in Section 1 and 2, and attach this to the overall tender? Are there any limitations on format or length regarding that document?	If possible, we encourage you to write directly in the returnable forms under each section as it makes it easier for us in the evaluation process. However, this is not an obligation. If you do submit separate documents please make sure that it is clear to what sections and criteria they correspond to. Regarding format and size, please see the electronic submission requirements in Section 3, Bid Data Sheet, Column 14 (page 17) as well as on page 24 in the UNDP eTendering User Guide for Bidders.
13	Is it ok to attach the annual report (årsredovisning) in Swedish?	Yes, it is okay. Please note that you still need to fill out the Financial Standing section in Form D: Eligibility and Qualification Form. For a Swedish translation of the financial terms in the table please see clarification no. 5 above.
14	Is it possible to just attach CV:s or do we need to fill in the section in the Bidding Form under Format of Technical Bid as well?	If possible, we encourage you to write directly in the returnable forms under each section as it makes it easier for us in the evaluation process. However, this is not an obligation. If you do submit separate documents and/or CV please make sure that it is clear to what sections and criteria they correspond to.
15	It looks like the site is built upon Wordpress. Is that correct?	Yes, the website is built on Wordpress.
16	In what media library are the pdf:s that can be downloaded in sample project number 3 stored? Are there any specific integrations that we would need to take in to consideration? And would that work be included in the 40h specified in the tender?	As the school exercises work on globalamålen.se at the moment, there are no finished PDF files with the school exercises, but they are automatically generated based on the website content every time a user clicks the "Download/Ladda ner" button on the school practice page. This function, or similar should be included in the 40 hours specified in the tender.
17	Is there a current web development and graphic design agency you're working with that are under an LTA? If so, will they be replaced or complemented by whichever agency winning this contract?	The current web developer is not contracted on a LTA but on a fixed contract based on a list of deliverables. This contract is expected to conclude on or before 30 June 2020. The LTA for this tender is expected to commence on 1 July 2020 and will be awarded to one proposer only. Please note however that the LTA is a non-exclusive agreement. When circumstances dictate, UNDP Sweden may source specific requirements outside the existing LTA. If there is a good indication that we can obtain better prices or terms and conditions than those in the existing LTA, we have the opportunity to conduct a separate competitive process.
18	Do you have any wishes regarding seniority in the team, or are we free to use whomever we recommend to fulfil the tasks?	There are no requirements in terms of seniority as long as the company and the person(s) fulfills the listed requirements.
19	Should the cost specified in the sample projects etc. be inclusive of VAT?	Yes.
20	Will the invoices to UNDP be inclusive or exclusive of VAT?	Inclusive of VAT.
21	On page 22 in the ITB it says "All documentations, including catalogues, instructions and operating manuals, shall be in this language: English, Swedish". Does this mean, for example, that if the supplier creates a manual for how UNDP can edit and administrate a digital tool that has been developed, does this manual need to be in both Swedish and English?	This point refers to the language of the documentation submitted as part of the bid (for example annual reports, portfolio, descriptions of how the bidder will deliver the sample projects etc.). It is not a specific requirement for future potential projects. Please note that the documentation submitted as part of the bid needs to be in Swedish OR English. No need to submit documentation in both languages.
22	Does the bid need to be submitted on the eTendering platform or can it be submitted via email?	All bids must be supplied on the eTendering platform. Please find the instructions of how to submit your bid here: https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/ and in the UNDP eTendering User guide for Bidders on UNGM.
23	The returnable Form B asks if we are a UNDP vendor and if so, what is our vendor number. Is there another way to register as a UNDP vendor and how do we get a vendor number?	You will only have a UNDP vendor number if you have received payment(s) from UNDP in the past. If so you need to contact the bureau or country office of which you supplied services to an enquiry about your vendor ID. If you have not received payments from UNDP in the past, then please leave this column blank.