**Question 1:** Is there a proposal template for the RFPS-NYH-2021-503343? if there is no template, is there a guideline document available to prepare a proposal for UNICEF?

**Answer:** No, there is no UNICEF template. Vendors are required to ensure that all the requirements in the Terms of Reference (TOR) are fully addressed including the instructions to bidders and terms and conditions stated in the RFP and its attachments are met. Page 17 of the TORs makes reference the structure of the RFPS.

**Question 2:** This bid will be submitted in PDF format. Is the PDF watermark accepted for the proposal?

**Answer:** No, a pdf watermark is **not** acceptable. UNICEF will need to share the technical documents with the evaluators of the Proposals. Therefore, UNICEF should be able to share the documents.

**Question 3:** Can the RFPS Evaluation Process and Criteria mechanism be more specifically explained. What does the Highest Possible score and Lowest Pass values mean? What are optional technical requirements (Table B and C) impacting the proposal score. If no optional requirements are filled, is it possible to get a maximum score.

**Answer:** The highest possible means for example if the total technical scores excluding the service component is 5045 points, with a requirement to pass at 2655, the highest points to be score is therefore 5045 points. For the service component, the highest possible score is 1300 points. To pass a vendor must score 754 points.

Please refer to page 23 of the TOR, the scoring is also fully covered in Appendix B3.

**Please note** that proposers will not be able to calculate the marks their submission will receive, as the “quality of submission” scores are allocated during the technical assessment of the tender once submitted. Proposers must allocate one of five statuses against each requirement in the Compliance column of the “Requirement Compliance Sheet Appendix B3” spreadsheet as this will form part of the scoring process.

The maximum score includes marks for both the mandatory and optional requirements, it is therefore not possible to get a maximum scope without meeting both the optional and mandated requirements.

**Question 4:**

Can you please send an editable pricing template in excel format?  The current PDF file for pricing is not usable.

**Answer:** Yes, soft files of the appendices are available now in the UNGM relevant link under "Documents" Tab

**Question 5:**

We respectfully request confirmation that responses to the RFPS should be emailed only and that hard copies are not required (The Instructions to Proposers indicate hard copies should be submitted, however Appendix B2 and elsewhere in the document only reference electronic copies.)

**Answer:** Proposals should be submitted by email only, to the following email address: nysdbidding@unicef.org