**Clarification Note**

**Long Term Arrangement for the Provision of Global Records Storage and Archiving Services of UNICEF data RFPS-NYH-2023-503638**

**Q&A no. 1**

| **#** | **Question** | **Answer** |
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| 1 | Between Rwanda, Uganda, and Kenya In which countries do you require:   * 1. Service Category 1 – Media and tapes storage, and   2. Service Category 2 Paper/Documents Storage? | Currently, services required are for New York and Valencia. The Services can be extended globally in the future. |
| 2 | Can you provide volumes per type of media and tapes per country? | There are no forecasts at the moment for the global services.   * Currently, we are using HPE LTO-6 Ultrium RW (C7976A) in New York and in Valencia it will be HPE LTO-9 Ultrium RW (Q2079A) |
| 3 | Can you provide volumes and sizes for physical documents (paper format) per country? | There are no forecasts for the moment for the global services. The ICTD requirements are summa.  Currently, 3600 boxes are required in New York only. |
| 4 | Considering that we will submit for 3 countries, is it preferred to submit 3 technical and 3 financial proposals? | You can submit one technical proposal with detailed information for each service category. One financial proposal can also be submitted with the cost details of the service categories as presented in the financial proposal template Annex - C |
| 5 | In ANNEX V – Sustainable Procurement Practice is mentioned, at the end, that “Annex VII should be returned together with technical proposal duly signed” – can you please specify if this refers to Annex V or can you please provide Annex VII? | It is a typo, there is no Annex VII. Annex V is the correct document. |
| 6 | Please specify, if available, the planned timeline for the RFP award, and the project implementation intended start date. | This RFPS is intended for the establishment of LTA-S, which shall be valid for an initial period of 3 years, with the possibility of extensions for two (2) additional periods of two (2) years each (3+2+2 years), at the discretion of UNICEF and subject to satisfactory performance by the service providers to deliver the required archiving services. The LTA is not a contract; therefore, specific project implementation, which will be based on the resultant LTAS, will be determined at a later time.    The LTAS will be awarded to qualified bidders upon the completion of the tender process; the date of the award is not known. |
| 7 | The “UNGM#”number below as request on page 5/28 – are we supposed to have been pre-registered as a supplier? | Yes, bidders are encouraged to register as suppliers in the UNGM |
| 8 | Kindly confirm that this RFPS is applicable to provision of archiving services to UNICEF in Ghana, Nigeria and Tanzania where Top Archive has operations. | The RFPS will result in global LTAS, which can be used globally. The initial focus locations are New York and Valencia. |