

LRPS-2024-9194542 LTAS Graphic Design Service

Clarifications to Questions from Bidders

Part 3 - 12/12/2024

No	Reference document	Question from Bidders	Clarification from UNICEF
1	Annex B - TOR, Deliverables	Will deliverables be required only in English? If not, who will be responsible for translations?	Please refer to Clarification Notes 2, Question No. 3
2	Annex B - TOR, Deliverables	Are there any communication requirements in addition to English?	Please refer to Clarification Notes 2, Question No. 3
3	Annex B - TOR, Mandatory and Desirable Qualification Requirements	Is there a preference for using local vendors?	No, there is no preference for using local vendors. Please refer to the TOR, Section 7, which states that there are no mandatory criteria regarding location. However, it is expected that awarded LTAS holders will be able to work and communicate effectively within the Bangkok/East Asia Pacific (EAP) time zone.
4	Annex B - TOR, LTA-S Service Categories	How many vendors do UNICEF anticipate awarding contracts to in each category?	<p>UNICEF EAPRO is seeking to establish one or more non-exclusive Long-Term Agreements for Services (LTA-S) for the duration of 36 months, with the option of additional 2 x 24 months extension, subject to satisfactory performance and agreement of both contracting parties. The number of LTA-S / awarded contractors will depend on the quality of proposals received, and their responsiveness to the requirements outlined in the TOR. For any assignments contracted under the established LTA-S, all suitable LTA-S holders will be invited to submit their proposals through a secondary bidding process.</p> <p>For more information, please refer to Annex B - TOR under section Objectives, Purpose & Expected results.</p>
5	Budget	Can UNICEF confirm the annual budget allocated for each category?	The established LTA-S will be time bound, without a monetary value or guaranteed offtake. No specific annual budget has been allocated for each category. The LTA-S will be widely shared with other UNICEF offices and UN agencies in Bangkok and the EAP region. Depending on the needs of the different offices and agencies it is not possible to provide a forecast.

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6	Annex B - TOR, LTA-S Service Categories	Can UNICEF provide examples of similar deliverables for each category?	The example of final products for each category are indicated in the Annex B - TOR, Section 3 LTA-S Service Categories.
7	Annex C - Technical Proposal, and Annex D - Financial Proposal	Does bidder need to submit separate proposals for each category, or can bidder submit one technical proposal and one cost proposal that covers all categories?	Bidders are welcome to submit either separate proposals for each category or one combined proposal for all offered categories, providing one or several Annex C - Technical Proposal and Annex D - Financial Proposal. Please ensure to name files clearly, if split by category.