

**LRPS-2024-9194542 LTAS Graphic Design Service**  
**Clarifications to Questions from Bidders**  
**Part 4 - 16/12/2024**

No	Reference document	Question from Bidders	Clarification from UNICEF
1	Annex B - TOR, Mandatory and Desirable Qualification Requirements	Regarding the bidder's experience and expertise, could UNICEF please clarify whether bidder should submit up to 5 projects per category or a total of 5 assignment experiences for the entire proposal?	Bidders are required to submit: - A minimum of 3 samples per category. - A minimum of 5 different projects for overall submission.
2	Annex B - TOR, Mandatory and Desirable Qualification Requirements	Are bidders allowed to submit multiple sample links for each project to show the different developed resources, or is only one link per project permitted?	Yes, several links are possible.
3	Annex B - TOR, Mandatory and Desirable Qualification Requirements	When presenting the CVs of the key team members and bidder's approach to providing the services, can bidder divide them into graphic design and video animation services, or would UNICEF prefer them to be organized by each category?	CVs of key team members should be provided once as annex / zip file.  For each category, key team members should be listed by name (same in Annex C and Annex D), plus generic team member roles (e.g., "junior Graphic Designer").
4	Annex C - Technical Proposal	Should bidders directly fill in the Annex C - Technical response form provided, or can bidder replicate the structure and submit it on the company's letterhead?	Bidders should complete Annex C as per structure provided. Bidders can replicate the same structure if they ensure to provide complete response in the same structure / order.  Additional information can always be provided as attachment / added at the end of Annex C structure