

LRPS-2024-9194542 LTAS Graphic Design Service
Clarifications to Questions from Bidders
Part 5 - 26/12/2024

No	Reference document	Question from Bidders	Clarification from UNICEF
1	Annex B - TOR	Could UNICEF please provide information on any typical challenges UNICEF has encountered in the past related to these service categories? If so, we would appreciate it if you could share specific details.	UNICEF has not encountered any specific challenges in the past related to these service categories. Please refer to the TOR to understand the assignment fully.
2	Annex B - TOR, LTA-S Service Categories	Page 2, Category A - Publication and Layout Design Could UNICEF please clarify the activity titled 'Develop translated versions of selected publications and graphic products in English language'? Specifically, will UNICEF supply the original publications and graphic products in a language other than English that require translation into English?"	Please refer to Clarification Notes 2, Question No. 3.
3	Annex B - TOR, LTA-S Service Categories	Page 2, Category B - Data Visualization Could you clarify whether UNICEF will provide the interpretation of the data for the data visualization, or will the vendor need to have expertise in this area as well? If UNICEF requires the vendor to interpret the data, could you provide details on the formats in which the data will be supplied? For instance, will it be provided as Excel sheets, or will we need to extract it from specific tools?	No interpretation of data is requested. The assignment under this LTAS will be for creative / graphic design services.
4	LRPS document	Could UNICEF please clarify which document or form that bidder need to submit prior to submitting the final proposal?	Please refer to the invitation email / UNGM and the main LRPS document for guidance on all documents to be submitted in the tender.

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5	Annex B - TOR, Mandatory and Desirable Qualification Requirements	Could UNICEF please confirm whether accept proposals from offshore vendors for your requirements?	Please refer to the TOR, Section 7, which states that there are no mandatory criteria regarding location. However, it is expected that awarded LTA-S holders will be able to work and communicate effectively within the Bangkok/East Asia Pacific (EAP) time zone.
6	Annex B - TOR, Deliverables	Would the bidder be required to attend on-site in-person meetings on a quarterly or bi-annual basis?	No, the LTA-S holders are not required to attend on-site in-person meetings on a quarterly or bi-annual basis.
7	Annex B - TOR, Deliverables	<p>Will all content/copy required for the collaterals be provided by UNICEF office?</p> <p>Would UNICEF like the agency to do any editing, proofreading of the provided content before the design-layout process is started for each collateral?</p>	<p>Yes, the content/copy required for each assignment will be provided by UNICEF. The agency is expected to design the materials based on the content provided.</p> <p>Depending on the assignment, LTA-S holders might be required to provide editorial support, including proofreading final documents to ensure they align with UNICEF's editorial standards. The specific requirements for each assignment to be contracted under the established LTA-S will be expressed in a TOR, and the secondary bidding process. LTA-S holders will be able to submit a proposal for each specific assignment. Kindly also refer to section 2 of the TOR for this tender.</p>
8	Annex B - TOR, Mandatory and Desirable Qualification Requirements	Would UNICEF be providing clear brand guidelines for the collaterals?	Yes, UNICEF will provide clear brand guidelines to the awarded LTA-S holders. The TOR specifies that design work must follow UNICEF's Brandbook 4.0.
9	Annex B - TOR, Deliverables	Will UNICEF provide high-resolution photographs for design purposes?	Yes, for most assignments UNICEF will provide all input materials / raw materials including suitable photos.
10	Annex B - TOR, LTA-S Service Categories	In which locations will photography need to be conducted?	The TOR does not mention any requirement for conducting photography in specific locations. Instead, it indicates that photographs will be sourced together with the UNICEF team using the UNICEF image bank. If photography in specific locations becomes necessary, it will be defined in the specific assignment under the secondary bidding process.

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11	Annex B - TOR, LTA-S Service Categories	Would UNICEF be open to receiving printing services from India?	<p>The TOR specifies that the agency should have the capacity to oversee the production of printed materials and liaise with printers.</p> <p>Decisions regarding the location of printing services, such as from India, it will be defined in the specific assignments under the <u>secondary bidding process</u>.</p>
12	Annex B - TOR, LTA-S Service Categories	Could UNICEF please provide a comprehensive list of collaterals that bidder should include in our scope?	In the TOR under section 3, the LTA-S Service Categories provide examples of assignments that the bidder should, categorized into five (5) service categories.
13	Annex B - TOR, LTA-S Service Categories	To provide accurate cost estimates for printing, bidder need to understand the specifications of the collaterals, including paper quality, lamination, quantity, etc. Could UNICEF please provide a list of potential collaterals and the quantities to be printed?	The TOR specifies that the agency should have the capacity to oversee the production of printed materials and liaise with printers. At this point no printing cost estimates are required.
14	Annex B - TOR, LTA-S Service Categories	Will live shooting be required for the videos?	In most cases, UNICEF will provide all footage / raw materials required. Any additional requirements, such as shooting of additional footage, would be defined in the specific assignments under the secondary bidding process.
15	Annex B - TOR, LTA-S Service Categories	In which language should these collaterals be developed? Will transcreation of these collaterals be required?	Please refer to Clarification Notes 2, Question No. 3.