

Date: October 22, 2014

Addendum #1

Request for Proposal (RFP)

Ref: # UNFEMRFP3

A) Changes in the RFP

1. Modification of Reference # of the RFP : **UNFEMRFP3**
2. Clause 15 (*Sealing and marking of proposals*) of the RFP will change to read as follows:-

The Offeror shall submit proposals email option in pdf format as detailed below:-

(i) The technical proposal with clear subject line as “Technical Proposal RFP **UNFEMRFP3: Provision Services of Event Planning and Production of the HeForShe Fundraising Concert** – (containing the Proposal Submission Form Annex IV and the Technical Component of your proposal) must be submitted to technical.bid@unwomen.org;

(ii) The financial proposal with clear subject line as “Financial Proposal RFP **UNFEMRFP3: Provision Services of Event Planning and Production of the HeForShe Fundraising Concert**” (containing your Financial Proposal in the format of Annex V) must be submitted to financial.bid@unwomen.org;

All other terms and conditions of the RFP remain the same.

B) UN Women Responses to Enquiries from Prospective Vendors:

How did you come to learn of our company? *[Please provide a response to thisand add that UN Women is reaching out to prospective vendors in order to widen the competitive market for the requested services]* Do you see us as being a serious contender for this contract, or are we being included to fulfill a minimum number of respondents?
Via internet research.

How many companies are being invited to bid?

[As previously stated, this is an open international bidding process. The RFP has been published on the United Global Market Place (UNGM) and UN Women websites therefore is made publicly available to all prospective vendors].

How many of them have worked with your organization before?

This is an open international RFP process thus unable to confirm if previous vendors will participate in the process until closure of the bidding process.

What is your approved budget for this event?

[UN Women procurement regulations do not allow providing information on budget availability for bid solicitation processes].

Is UN-Women 100% committed to going forward with this event? Or is the purpose of this RFP to help determine whether UN-Women can/should move forward with the event?

This a confirmed event

What is your firm deadline for awarding this contract?

[Please refer to clause 12. Period of validity of proposals in the RFP. Contract will be awarded within the proposal validity period]

Has UN-Women secured the Barclays Center for September 26, 2015? *[Yes]* How many days prior to the event have you secured for load-in, set-up, technical rehearsals, etc?

To be determined

Are you asking talent to perform pro bono? Yes

Has any talent already agreed to perform? To be determined

Will our extensive contacts in the entertainment industry be useful to you in securing talent? Yes

“Performance security” is something we’ve never seen before in a proposed contract. What dollar amount of “Performance security” will you be seeking?

To be determined based on event budget amount *included in the financial proposal of the recommended vendor. Usually at 10%.*