

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

- 1. We have overlooked the dates and missed to confirm our participation during the period allowed, is it still possible for us to confirm our intention and submit the proposal?**

Failure to confirm will not disqualify interested offerors. Interested offerors can still participate by sending in their proposals on or before the stated deadline.

- 2. We are not familiar with the other services required in the RFPS, can we bid partially on the services we offer?**

Proposal must address all portions of this RFPS; however if proposing organizations can only address part of the services in this RFPS, they are encouraged to still bid on the services that they are able to deliver.

- 3. Can UNICEF provide an indication of the budget for this work?**

In most cases, UN does not provide budgets for its request for proposals as this may unnecessarily bias their technical or price components.

The bidding organizations need to make their own assessment of anticipated level of effort, appropriate levels of expertise to achieve the specified outcomes as cost efficiently as possible. UNICEF will then assess each of the bids on their own technical and price merits which represent value for money for UNICEF.

- 4. Can UNICEF confirm that proposals sent have been received?**

Due to the high volume of communications, UNICEF cannot issue confirmation as to receipt of the proposals.

- 5. The RFP outlines the instructions for electronic submission. We would like to submit a hard-copy, is this allowed? If so, to whom and what address should we send the proposals (in sealed envelopes) to?**

We do not accept hard-copy proposals anymore. Please refer to section 8.0 of the RFPS document for RFPS response format.

- 6. How can we find out about the results of our bids/proposals? Is it possible for UNICEF to provide us feedback that we can work on for future purposes? Can UNICEF provide information why proposing institutions were not selected?**

UNICEF will contact the selected bidder directly in writing. Technical review teams, constituted by experts in the area of work, compare the overall technical characteristics of all submissions. Proposals are then assessed as per the ranking tables reflected in the RFPs. Thus, it is not feasible to point out the small differences that could in a selection process influence the decision made in favor of a particular vendor.

- 7. Is there a specific format requested for the technical proposal and the price proposal? Is there a page limit or particular format required?**

No. There is no standard template at this time. If the hiring unit requests information to be described in a particular template, this will be communicated in each RFPS.

Section 8.0 of the RFPS explains the format to be used.

- 8. In point 7.1 of the RFPS, does the term 'proposer' refer to the organization submitting the proposal only or does it include the individuals who will make up the project team?**

This means that the bidder/ vendor/organization submitting the proposal must submit names and contact information for at least 3 references/clients that the proposer(i.e. vendor, bidder, organization) has provided similar services to so that UNICEF can contact them if necessary to confirm information provided by proposers.

The term proposer refers to the bidder/ vendor/organization submitting the proposal.

**9. What is the indirect cost rate allowed by UNICEF?**

UNICEF does not have a specific policy that norms this element of a commercial offer.

However, every component of the price proposal is reviewed for it to be commensurate with the deliverables being requested.

**10. We are a government institute and we are interested to bid, can we participate in this RFPS?**

Sorry, this RFPS is not open to government institutions.