

Clarification Note
Long Term Arrangement for
Event Management and Hotel Program Service Provider for UNICEF Globally
RFPS-NYH-2019-503049
Round 1

1	Q	In Table B – rates for services such as videographer/photographer etc – are we to insert the highest cost as some countries will be substantially lower than others in the same region?
	A	<p>How much cost should be proposed would depend on bidders’ decision.</p> <p>Please note, however, that this RFPS is a competitive process and the decision of how much price is being proposed will affect the outcome of the evaluation process (Technical Evaluation is weighted as 70% while Financial Evaluation is weighted as 30%). Whatever cost that is being proposed, it will be used later in case the bidder is awarded the LTA. And the price proposed for each specific region or country will be used for all countries within the correspondence region or for all cities within the correspondence country.</p> <p>As a reference, Table 1 in the TOR can be used to understand major locations where UNICEF have the events. If there is a significant gap between countries, Bidders can also propose different price for different countries. UNICEF will take the average cost for the evaluation purpose.</p>
2	Q	In Table B – you refer to secretarial services. Can you confirm that this is the cost for a general secretary / support type person who can assist with registration etc on the day?
	A	As per the TOR, the secretarial services is needed for assisting in events registration and coordination with hotel/ event venue management throughout the events executing period. A representative of the Service Provider may be required to be at the venue throughout the event.
3	Q	For Table B – there is no place to insert ONSITE MANAGEMENT – for the event manager to be present at the event and the associated travel costs to fly and be accommodated onsite at the event– shall we insert that under additional services as a cost per day for onsite management and a cost per event for travel?
	A	<p>Onsite management should fall under Secretarial Services. If bidders have different price (excluding travel cost) for different type of secretarial service, bidders can provide the different prices. UNICEF will take the average cost for the evaluation purpose.</p> <p>As for any travel costs, bidders do not have to include the cost here. Any travel costs shall be calculated based on economy class travel, regardless of the length of travel. UNICEF will reimburse travel related expenses based on actual costs upon presentation of receipts.</p> <p>During travels, costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC): https://icsc.un.org/ (information on all countries and destinations can be found by navigating on the map).</p>

4	Q	In Table B – under operating expenses: Please clarify that the cost for reporting and account management – IS PER EVENT?
		The Unit of Measurement for the reporting and account management would be a fixed cost. The Reporting and Account Management cost under Table B – Operating Expenses referred to a monthly cost for managing the account <u>if bidders deemed this cost is needed</u> to perform the service required (<i>please bear in mind the competitive process of this RFPS</i>) considering that Service Fee for managing accommodation/ venue/ catering for specific event is also available in the other tables (table C – P).
5	Q	In Table B – under operating expenses: Please clarify that the online portal maintenance cost – IS A MONTHLY FEE OR PER EVENT FEE OR PER ANNUM FEE?
		The Unit of Measurement for the Online Portal Maintenance cost would be a fixed cost. The Online Portal Maintenance cost under Table B – Operating Expenses referred to a monthly cost for managing the online portal <u>if bidders deemed this costs is needed</u> to perform the service required (please bear in mind the competitive process of this RFPS) considering that Service Fee for managing accommodation/ venue/ catering for specific event is also available in the other tables (table C – P).
		<p>NOTE: Kindly be informed that the closing date of the tender has been extended until 14 July 2019 @23:59 hours (NY time)</p> <p>Proposals that have been received will remain unopen. Bidders that have submitted their proposals earlier as response to this RFP have an option either to submit a new proposal or keep the previous ones already submitted. If no revision or notification is received before the revised closing date, UNICEF will consider the previous submitted proposals for evaluation.</p>

Date: 3 July 2019