

Clarification to Bidder's Queries:

**Request For Quotation (RFQ) for
Services**

Graphic Design Services

RFQ No 2015_00092702_004

Date: 12 August 2015

In reference to the above RFQ, UNOPS has received the below queries from bidders and would like to share the clarifications as below:

Query 1: Whether companies from Outside Denmark can apply for this?

Clarification: Yes, companies outside Denmark can apply for the tender.

Query 2: Whether we need to come over there for meetings?

Clarification: Basically, the main part of graphic design services can be performed remotely, however, if the office of the STAP project requests for a meeting for a detailed meeting, it should be arranged.

Query 3: Can we submit our proposals via e-mail ?

Clarification: Yes, you need prepare your application in accordance with all requirements, stated in the RFQ document, sign it and send it to the contact e-mail (stated in the RFQ), indicating in the Subject of E-mail: "Application for 2015/00092702/004 – Graphic Design Services – [name of organization]".

Query 4: Part of the deliverables is design and development of 2-3 video/interactive productions per year. Do you have any past examples of these that we could use as examples to quote against? It would be useful to know for things like average length of the animations, whether you require voiceovers or music soundtracks to them, the level of detail and kind of animations you require, etc.

Clarification: The video/interactive productions are expected to run in a loop of approximately 5 minutes length and will be used at conference/meetings/trade shows. The production may include interviews, PPT presentation, photos, etc, in one production. We have no past example to share, but trust in the professional experience of the potential vendor to submit complete information.

Query 5: Also, the financial offer asks us to include travel and daily subsistence costs. Is national/international travel and working in different locations required as part of the brief?

Clarification: STAP is not expecting any travel related expenses for this.

Query 6: Lastly, the requirements don't outline any print quantities or delivery addresses. Do we assume that the quote is to cover design and development only and print production will be handled by yourselves?

Clarification: This is for graphic design only, so no expectation of printed material. Delivery should be via electronic means.

 Fredrik Lindhe

Associate Portfolio Manager, GPSO

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12 August 2015