

Q: Do the translated resumes mentioned at the beginning of the 5th page of the RFP present resumes of the newsletters or translated resumes of each media item (article/social post) included in the newsletter? –

A: Translated resumes of the newsletters.

Q: The fee for the specific topic monitoring [p.4) of 2. Price Proposal] is predefined once when the project starts or it can be changed whenever necessary?

A: You can propose a min-max budget.

Q: Is the Ad-hoc analysis [p.5) and p.6) of 2. Price Proposal] present deep-dive KPI reports?

A: Yes normally it is related to UNICEF's KPI-s.

Q: How often could UNICEF ask for Ad-hoc analysis [p.5) and p.6) of 2. Price Proposal]?

A: 2-3 per year.

Q: What is the expected delivery deadline for such Ad-hoc analysis? Would it be possible for the vendor to define delivery deadlines based on the analysis of each individual case?

A: We can agree on a deadline and normally it is possible for vendor to define it based on each individual case.

Q: Based on your experience so far, would it be possible that more than 2 ad-hoc reports may be requested in parallel with other services provided by the contractor?

A: No.

Q: About REQUEST FOR PROPOSAL FOR SERVICES FORM - On our side, we have to print it, fill it out by handwriting, and send it to you scanned with signature and stamp? Please advise.

A: You may either print, fill-in handwritten, sign, stamp (if available) and send back scanned, OR fill-in electronically, sign with qualified electronic signature and send back as locked file. Please note that in any case, the form shall be signed by the official representative or other authorized person.

Q: Court Registration in Bulgaria - We have an issued and valid Court Registration dated 19.12.2022 - is it also valid for your documentation? Please confirm.

A: Should the Court Registration document is still within its validity, it is acceptable.

Q: I have a question regarding some of the requirements - the ToR says that we should prepare daily media monitoring by 10:00 AM (7 days a week). Does this mean that we should provide summaries in Bulgarian and English by 10:00 AM every day, including weekends and bank holidays, or the information from weekends and bank holidays should be provided on the first working day following the holiday? Does the same thing apply to social media monitoring, too, and is there a daily deadline for receiving social media monitoring reports such as the 10:00 AM deadline for regular media?

A: We would like to receive clipping and monitoring of social media every day (no exceptions) by 10 am. Eventually, you may propose a different time. However, it should not be later than noon every day.