Clarification Note

Long Term Arrangement for English Editing Services.
RFPS-9159164

In line with paragraph 1.2 (Question from Proposers) in the Request for Proposal document we hereby provide clarifications to all written enquiries received by 13 July 2020.

Clarifications:

1. Does UNICEF have a proposal template that you would like proposers to use in their proposal submission?
   Clarification: The price schedule annex 2 and the bid form on page 2 of RFP 9159164 to be submitted please read the detail information in the TOR.

2. Would any category or type of employment other than full-time fixed-term employment be deemed ‘sub-contracted services’
   Clarification: This is not related to the employment category. Purchases will be made against contracts (institutional service contract) to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA-S(s). Actual quantities to be purchased will vary from contract to contract.

3. May a current staff member or a consultant of the UN system (which is not any UNICEF office), be one of the proposed editors for this RFPS? Such individuals would only be gaining in more of the relevant experience as editors, on the basis of a pre-approved outside activity and voluntary work. Inclusion of such editors would be beneficial as they are familiar with the relevant UN terminology and style of writing.
   Clarification: A current staff cannot be recruited as consultant while a consultant working on other UN projects may be recruited as editor.

4. Would you accept a bidder’s letter of reference for individual editors as proof enough? The end-client does not have direct contact with the editors, and it is the vendor company (bidder) which knows the individual work of its editors and, thus, issues references for them. The end-client only issues reference letters to the vendor company it contracted for the services.
   Clarification: Detailed CV/s of its professional editor/s on retainer, detailing their academic qualifications, their editing experience and past clients, their competencies, as well as sample editing work, and at least 3 reference contacts for each of the proposed editors. Please refer to annex B for detail information.
5. We are service provider from India. Can we participate?
   Clarification: Yes

6. We sign NDA (Non-Disclosure Agreement) with our clients. So we cannot share any edited/proofread documents as work samples due to confidentiality. We request your good office to send us some sample pages which we will do the editing & proofreading and submit along with the bid document.
   Clarification: For the company that could not share the proof documents, you can use this document to edit and submit this along with your proposal. Document attached.

7. Can we add Goods & Service Tax (GST) in the Bid. As in India we have to add GST @ 18% for all services we provide. Or we need to quote lump sum including GST.
   Clarification: UNICEF is part of the UN System is exempt from direct taxes such as income taxes and is entitled to reimbursement.

8. It is always better, if we submit our price in per word instead of per hour, if UNICEF allows us to do so?
   Clarification: Please submit the price per hourly rate. As you can see in the annex price schedule we will access how many word each editors can edit per hour.

9. Could you please let me know if UNICEF is looking for editing services in US English language or UK English?
   Clarification: Please see UNICEF styling guide

10. Could you please suggest if our resources, the Editors should be US based vendors or UK based native speakers?
    Clarification: It doesn’t matter where they are

11. Would it be possible to share with us the editorial guidelines for us to assess the level of work involved?
    Clarification: Please see UNICEF styling guide

12. We have around two decades of editorial experience with various international academic and scholarly publishers and handle various levels of editing, ranging from light to substantive. However, we do not have experience specific to working with NGOs, UN, and social enterprise clientele.
    Clarification: If you meet all the criteria selections you can submit your proposal.

13. One of the RFPS requirements is to provide at least 3 reference contacts for each of the proposed editors. However, our clients do not know the specific names of our editors. We can provide
reference contacts for our overall editorial services, though the clients will not be aware of the names of the editors who worked on the projects.

Clarification: That is fine

14. Could you please let us know the estimated volume, per week, or per month or provide us previous figures, from the past years, 2019, or 2018, in order to be able to prepare a detailed workflow and also to be able mention the projected timeframe, as required by the ToR?

Clariﬁcation: In 2019 alone, there were a total of 48 reports and documents edited by LTAs, spanning from 15 pages to more voluminous documents of 200 pages. The overall average is about 20-30 pages per documents. Timeframes also vary based on programmatic deadlines and priorities. An estimate time of editing a report of 15 pages is about four to five hours, with a turnaround time frame of two-three days, depending on document’s complexity and the status of the original draft.

15. Could you please clarify for the requirement Qualifications of the proposed editor/s, for the following criteria: Relevance of past clientele and References, if is it sufficient to provide 2-3 Reference Letters from the Clients of the Editors or, please advise what exactly do you expect to present and submit for this requirement?

Clarification: Relevance of past clients.

16. Could you be more specific with what you are referring to when you mention "editing" services? The same goes for "Copy-editing" and "Proof-reading".

Clarification: Speciﬁcally editing, copy-editing and proofreading

17. Is there a chance you provide us with a word-volume estimate?

Clarification: See 14.

18. I have it understood that the successful bidder will be paid by UNICEF on a monthly basis upon receipt of an invoice for performed services, as and when services have been provided. Therefore I do not quite understand the purpose or meaning of the "Payment Terms" section, as found on the bottom of page 2 of the RFPS document (screenshot attached). I am not familiar with this format of payment terms.

As we are flexible in our payment terms, and as we are also happy to follow the model of monthly payment against invoices, which option should we tick? Could you please, for future reference, explain what these payment terms refer to

Clarification: UNICEF Payment term standard is 30 days net, in case the supplier wish to have the payment early than this standard they can tick option provided with indication percentage of discount of the submitted invoice.
19. If only one price per hour/editor is applicable, how do we represent the difference of number of words treated for the different services (proofreading, copyediting, editing, finalization, etc...)? Proofreading will probably have a higher production ration than editing or copyediting... do you want us to differentiate rates per specific service?

*Clarification: Please see the revised price schedule*

To give prospective bidders reasonable time in which to take clarifications into account in preparing their proposals, UNICEF Cambodia would like to extend the deadline for the submission of proposal **RFP 9159164** as follow:

proposals must be received at the following email address **Cambodia-Bids@unice.org** latest **10:00AM Phnom Penh local time on Thursday 30, July 2020** and will be opened at the same day at 10.30 AM. Any proposals received by UNICEF after the Submission Deadline will be rejected.