

Clarification under LRPS-2023-9187709: Long-Term Arrangement for Services (LTA) for the provision for high-quality educational digital learning content

| Question | Response |
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| If for any company it is not mandatory to have audited financials as per their internal country laws then submission of the management accounts duly signed by the Director for the last 2 years will be sufficient/acceptable instead of Audited”? | The company has to provide previous financial audit report and also has to share such regulation as a supporting document. |
| <p>1. Concerning Annex B - Terms of Reference: Is the "Answer Sheet" on page 13 intended to be part of one file as the technical proposal, or should it be submitted as a separate email attachment?</p> <p>2. In the same "Answer Sheet," there's a query about the service language. Could you specify whether this refers to the language of the digital educational content, the capacity training, or both?</p> <p>3. On page 10, Point No. 2 requests details on institutional capacity and samples of prior work. We seek guidance on the preferred format for these attachments – would you prefer PDFs of Word documents, PDFs of Illustrator files, or another format? We aim to enquire and adhere to your specifications for file size and format when sharing our previous edtech projects in the technical proposal.</p> | <p>help UNICEF to identify the skills of each bidder during the bids evaluation.</p> <p>Question #2 Yes UNICEF aims to produce different languages of digital educational content, however, the language of the digital learning content will be determined later. Therefore, it is important to complete this answer sheet (pg 13-14) to enlighten UNICEF on the skills that can be supplied to UNICEF in case awarded with an LTA contract.</p> <p>Question #3: Any format that we can open without having to purchase new software is ok. We have laptops with Windows and Microsoft office. In case, sending huge size of file, please send in multiple emails to ensure full files are received at UNICEF. Currently, we have files restriction up to 2MB size, beyond which it might be bounced back by the system. Please provide in split files or provide in a http link (zip files).</p> |
| <p>Financial Proposal question:</p> <p>Please can you advise how you would like us to submit expenses for a generic team if we do not know the actual scope of work? i.e, the number of experts required will depend on the amount of digital content required and travel expenses will differ due to how much work required during the implementation ?. How would you like us to cost the model so it can be fairly assessed?</p> | <p>Since this an LTA award, the costs will be fixed throughout the LTA period and all bidders shall refer to page 2 under scope of works when calculating and quoting the costs in their financial proposal. For instance: under the scope of works there are several category of works that we will request LTA winner to perform their task. Each bidder should embed their costing by reflecting the service for Category 1, 2, 3, or 4 and for different level of consultant that will be assigned for the specific request.</p> <p>Another example: if the specific request was to perform Technical capacity building/training under category 2, and the UNICEF specific TOR clearly specify the needs to have 1 Senior Project Manager and 1 Project Officer, then the costs will be calculated based on this needs. In a nutshell, the fees should be calculated on per day man based on the experience / seniority of the assigned team.</p> |

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| <p>1) Please advise when we can expect the clarification question log to be published</p> <p>2) Will we receive the clarification log via email, UNGM or UNICEF procurement website? We have registered onto the UNGM portal but instructions state to directly respond to the supplier email</p> <p>3) Are there a maximum number of suppliers that will be awarded to the LTA or will all suppliers who reach the quality and financial threshold set by UNICEF will be accepted onto the LTA</p> <p>4) Please advise if there is a specified font and/or font size for our technical submission</p> <p>5) Page count - is there a limit to the number of pages to support our technical proposal and also number of CVs to demonstrate our capacity and capability to support the SOW requirements?</p> <p>6) Can diagrams and additional information be included as annexes to support our submission</p> <p>7) Please advise if links can be included in our submission to demonstrate our experience and expertise</p> | <p>1) We are complying all queries and share the feedback at soonest.</p> <p>2) We will upload our clarification in UNICEF Nepal's website as well as on UNGM on certain interval.</p> <p>3) UNICEF aims to establish multiple LTAs with different vendors but this is all subject to how many bidders have passed the technical evaluation and are eligible to receive LTA.</p> <p>4) No particular font is required when preparing your proposal, however, it should be easily readable.</p> <p>5) There is no any limitation of page number. Please, mention table of content for proper tracking of required documents.</p> <p>6) Yes, additional information can be added in annexes.</p> <p>7) Yes, link can be shared as part of submission in your email provided.</p> |
| <p>The ToR provided offers clarity to most of the components of the assignment but we have some doubts regarding the methodology and work plan of the proposal which mentions that the methodology and work plan would depend on the specific request of the country, but on the other hand on page 7 of the ToR it states "Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment" and "Proposed work plan showing detailed sequence and timeline for each activity and person days of each proposed team member". So, what should we mention in the technical proposal scheduled for submission on 1st Feb 2024 under methodology and work plan header?</p> | <p>The TOR is an umbrella of the required services to establish an LTA. Specific request after awarding LTA will be prepared by the respective offices based on their needs. In preparing your technical proposal, you are required to present your company ability to handle this LTA, for instance by describing your approach and potential methodology in managing the LTA. Later on, if you are awarded with an LTA, you will need to provide another specific methodology that shall response to that particular request.</p> <p>The work plan should give us an idea of how you would plan the delivery of such requests, including a sample timeline. This is all tentative and hypothetical because there are no specific requests now, but it will help us understand how you work.</p> |
| <p>what does Service Area refer to page No. 13</p> | <p>This refers to the category 1 to 4 mentioned in the page 2 & 3 of this TOR.</p> |

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| <p>1. Regarding the responsibilities associated with the first category, could you please elaborate? Specifically, would these entail solely to reviewing existing material and suggesting potential improvements? Or does it involve the creation of digital learning content or videos?</p> <p>2. Concerning the price schedule template, are we strictly limited to determining the cost of the listed items, or is there flexibility to include additional elements?</p> <p>3. And regarding 2nd category e-learning design & development, can we get additional information regarding the size of the course, number of 2D/3D animations required, number of shooted content and infographics required such that we can estimate the budget and prepare financial proposal accordingly.</p> | <p>1. Yes correct, it could include all new materials or existing material that require modification / amendment in all digital format.</p> <p>2. Ideally, we are expecting to fix those costs, however, if your company feel there are other components to be added, please do but it will be subject for UNICEF acceptance.</p> <p>3. This will be provided on the specific request after awarding the LTA. At this stage, the costs component shall be prepared based on man day.</p> |