**Questions and Answers in regard to**

**UNFPA/EGY/RFP/19/014**

1. The process of proposal submission (email - physical) and in case of email does your esteemed team need stamped envelopes and documents as well.

Please send to our secured email or hard copy could be delivered to our office as stated in the Bid documents.

2)  It is mentioned in the technical evaluation that the company should possess a minimum 3 years of proven experience with supportive documents as annual reports, audited financial statements, bank statements… etc. as for our company we are a newly established ( March 2019 ) professional sports marketing & consultancy agency with an accumulative experience of its owners and teams for more than 12 years in the field working with big domestic and regional entities either in the commercial or public sector ( Etisalat – Juhayna – Vodafone - Al Ahly Club – Pyramdis Club – Sela Sports – Aramco KSA – Sabic KSA – Ministry of Health KSA … among others ) owners and management staff are all Ex-Employees with senior positions in Multinational Companies & Agencies whom handled diversified campaigns for all mentioned clients and more, all our references are valid and ready yet it is not by the name of Wissix but related to the seniors working now for Wissix Sports Agency, appreciate your feedback regarding this point and if we can submit references accordingly or will it affect our evaluation and scoring point as its required in most clauses in the bid.

you may add this justification on separate documents attaching the references you have and explain the situation as you mentioned in this clause , please provide your website and portfolio as I could not find.

3)   The same point is valid for any other work references related to media production – social media campaign -  Branding – Campaign monitoring and KPI`s – PR & Media Presence - Events organization and logistics …etc. as also our team has implemented numerous amount of campaigns and initiatives yet not relevant to Wissix but to its stakeholders and senior staff from their past experiences .

Same as above, you may add this justification on separate documents attaching the referenances you have and explain the situation as you mentioned in this clause

4) Regarding the scope of work or TOR, if the BID is price sensitive we recommend to identify some specific parameters so that our agency can provide an efficient solution with the best value and here are the most needed areas to zoom in

(Social Media Reach/Engagement  KPI`s

The parameters are the ones used for developing and managing a social media strategy; in terms of creating ideas, timeline planning, determining the channels, content, and design preparations, specifying the target audience, and so on.

In addition, Periodic reporting on the reach, engagement, and conversions is required after each activity. Please identify the cost for all your social media management services in case we picked any of them to use.

preferences regarding specific sports PR plan like soccer, handball, squash …etc. as we have a list of mostly all sports community & influencers yet we need to specify as pricing varies –

We don't usually decide based on the type of sports, we always want young champions and persons with influence on young people who don't have any ethical or political concerns to benefit from their exposure both on the ground and for social media.

as mentioned in the scope regarding campaign`s areas of performance shall be conducted in all governments does the UNFPA has special preferences regarding the selected cities in each government & prioritization or we shall provide our own insights and recommendations )

The capital of each Governorate.

5) We need some clarification regarding the (Touristic Visit) mentioned in point 6 to bring attention make the youth proud (who will visit – where – number of visitors)

This activity is managed by the Ministry of Youth and Sports in one of the sports projects currently happening. Activity 1 - 6 in this part in the introduction is describing these specific project activities. It's a part of the description therefore, no input needed from your end. A group of participants in each governorate based on their evaluation in the first activity are chosen and they go to a pre-determined place by the ministry and the UNFPA.

6)  Regarding the technical proposal do we have to submit on site preparation detailed plan as we recommend providing in depth event plan with timelines after awarding where location scouting is mandatory for us to determine best venue & event structuring that is cohesive with safety parameters and traffic flow.

YES

7)    What is the payment methodology of the UNFPA for the whole project life cycle for awarded vendor.

Payment will be settled upon completion of each event and after submitting all related original invoices.

8) Is there a bid explanation for gathered inquiries from vendors before submission deadline on the 15th of September or answers will be sent to each vendor separately.

will be sent to each vendor and also could be posted in the tender place.

1.3.1 The successful Bidder shall accord the same terms and conditions to any other organization with the United Nations Systems , Located in Egypt    
( if we don’t but we have organized events for NGO’s ).

This clause relate to one UN which means in case your company awarded the LTA any other UN in Egypt can Piggyback (use the same LTA under same conditions and prices) and its not allowed to quote  or offer any other UN different prices (less or more than contracted one), also NGOs  that funded by UNFPA  by official agreement as Implementing partners IPs may also use same LTA.  
  
**Further Clarifications about:**  
-Payment (conditions & Timeline).   
  
-UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases (further clarifications needed ).

 NO, UNFPA need not any bank guarantee since UNFPA never pay advance payment, payment upon the successful completion of each assignment or based on agreed deliverables  
  
-Exact Venue for each activity?

Please review the TORs;  part of the assignment is to suggest three location /venues for the run in each Governorate. Activities connected to runs will be in cooperation with UNFPA team and Ministry of Youth Mostprobably will be conducted at youth centers and civil education center in each Governorate

-Renting 4-8 mobile toilet units .( How much time available for set up for each event? )

the portable toilets will be used for the run  ( ~ 4 hours) when ever needed supplier will be advised in advance about location and # of required portable toilets in each Governorate

-Renting sound system  ( outdoor or indoor ).

Out door

- Mockups ( please specify mockups for what )

For each event with the event theme, logos (UNFPA, MOY, EU or GIZ...etc and Destination Egypt 2030

- Production of branded dedication wall ( More Details needed)

Same as above for participants to sign in the dedication wall  made of  vinyl

- insert performance guarantee number (further clarification needed)

not applicable.