

**Request for Proposals
for Expanding Long Term Financing Options for HIV in Sub-Saharan Africa -
EMP/AFE/EDA/2108**

Questions and Answers

Dear Applicant,

Please find herewith questions and answers regarding the RFP for Expanding Long Term Financing Options for HIV in Sub-Saharan Africa – EMP/AFE/EDA/2108. Questions presented below are the compilation of the different questions received from candidates.

**IMPORTANT INFORMATION:
the request for proposal is extended to 25 September 2009**

Question 1: The RFP states that “The consultancy is divided into two lots where, for each lot, a minimum of three countries will be selected from the initial list as follows (...)”.
Are the tenderers in the tender, or UNAIDS at a later stage, to select a minimum of three countries from these lists?

Answer 1: the minimum UNAIDS is planning to realise is 3 countries for each lot. Nevertheless, UNAIDS would like to consider doing more if the proposal (variant) of a candidate is enabling to perform 4 countries within the confidential budget.

Question 2: In case the tenderers are to choose a minimum of three countries in the tender, do we have to state the reasons why some countries are chosen above others?

Answer 2: indeed. Explaining why you suggest preselecting this group of countries instead of another is an opportunity to demonstrate your analytical capacity and your methodology.

Question 3: And if the tenderers choose more than three countries, will the Price Component take into account the number of countries that are chosen?

Answer 3: the candidate’s offer should present at least 3 countries. Any offer with more countries should be made as a variant offer.

Question 4: If UNAIDS chooses the countries after having awarded the contract, will the budget be consequently increased if more than three countries are chosen?

Answer 4: the opportunity for performing more than 3 countries will be considered if the total amount of such variant offer matches with UNAIDS’ confidential budget for this proposal.

Question 5: Could you provide the following details before we buy the document:

1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required. 2) Soft Copy of the Tender Document through email. 3) Names of countries that will be eligible to participate in this tender. 4) Information about the Tendering Procedure and Guidelines 5) Estimated Budget for this Purchase 6) Any Extension of Bidding Deadline? 7) Any Addendum or Pre Bid meeting Minutes?

Answer 5: the document is available for free at the following link and all requested information is included in the said document. Please do not hesitate to request additional details.

<http://www.unaids.org/en/AboutUNAIDS/Jobs/RFP.asp>

Question 6: We would like to submit but we would like to know whether some firms initially submitted expressions of interest and were shortlisted to submit full proposal or this is open to everybody. If some firms were already short listed then, we would be interested in to know them so that we can partner with one of them.

Answer 6: There is no long- and shortlist mechanism. Consortium with other offices/institutions from countries included in the tender are encouraged and it is the candidate's initiative to identify and build such consortium if suited.

Question 7: - Regional conference - Will it be one conference for both lots with translation facilities ? or 1 conference per lot (with translation for Mozambique)?

Answer 7: it is expected one regional conference per set of countries, *i.e.* one per lot

Question 8: Will there be an inception report for the assignment as a whole or an inception report by country? When is/are the inception report(s) due?

Answer 8: There is one inception report per lot. Those inception reports are expected within the first month of implementation.

Question 9: Can you please confirm whether, in the case where bidders apply for both lots of work, it is necessary to produce one overall issue paper outlining recommendations for financing options (deliverable 3 as per TOR) or one paper for the west and central African region and another for east and southern Africa (ie two papers)?

Answer 9: We encourage candidates to apply to both lots if they feel they can perform both of them successfully and within the deadlines. Nevertheless, as each lot might be implemented by different candidates, all deliverables are requested for each lot.