



**RfP15/01001: Public Relations and Communication Services for Ombudsperson Office and Equality Council in the Republic of Moldova**

**Questions received after the Pre-proposal Conference (as of 19 June 2015) and respective Answers**

**Question 1: Submission of Proposal by E-mail, Data Sheet #23:** How shall password for protected/encrypted PDF be submitted and at what time exactly on 2 July 2015?

**Answer 1:** the password to the technical proposal shall be submitted immediately after the deadline in the message addressed to [tenders@undp.md](mailto:tenders@undp.md); the password for financial proposal should be submitted by the offeror ONLY upon UNDP request.

**Question 2: Expected Date of Commencement of Contract, Data Sheet #29:** With a stated expected date of commencement of 31 July 2015, the listed time schedule for deliverables, p. 25 of ToR, seems overly optimistic, since first report is due on 31 July 2015. Deadline for Proposal also on 2 July 2015; whereby a very optimistic early Date of Commencement cannot be expected before 20 July 2015.

**Question 3: Time Schedule for Deliverables, ToR, p. 25:** As previously stated, the proposed time schedule for the 1 to 4 seems overly optimistic and thus unrealistic. One also has to take into account national summer holiday in Moldova. This project requires close collaboration with all stakeholders including approval of project deliverables by client and end recipient; hence, the listed deadlines for deliverables 1 to 4 appear awfully short given expected commencement date.

**Answer 2, 3:** The deadlines for the deliverables have been changed. Please check the amendment to RfP on the UNDP web-site.

**Question 4: Finalization of Re-branding of Ombudsperson Office, ToR, p. 25:** Only 10 days are allocated to finalize re-branding of Ombudsperson Office following submission of at least 3 concepts. Taking into account review and approval by stakeholders for this task/deliverable, the time schedule listed seems unrealistic.

**Answer 4:** The period of 10 days (6th deliverable should be submitted by 10 October 2015) should be sufficient for finalization of rebranding of the Ombudsperson Office.

**Question 5: Working Language, ToR, p. 25:** Understand Final Communication Strategy and Action Plan shall be submitted in the Romanian language. Can the working language be English including for Draft Reports/Deliverables?

**Answer 5:** In accomplishing the tasks the company must cooperate, engage and consult the draft and final products with the relevant Equality Council and Ombudsperson Office staff, therefore the working language shall be Romanian.