**RESPONSE TO QUESTIONS REGARDING TENDER 2024-04-053**

Assignment Name: *Developing, producing and implementing digital communications*

*campaigns for the Libyan House of Representatives*

**Based on questions received, the information below is provided for clarification regarding**

**The tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** Could you please provide the estimated budget for completing both Lots of this assignment?

**Response:** The financial offer is a part of the evaluation process, and to maintain the integrity of our evaluation process and ensure fair decision-making, we are unable to disclose the specific budget amount.

1. **Question:** How will coordination with the Diwan staff be handled? Will there be meetings and/or presentations for approval of materials or will it be fully managed by the IDEA programme manager?

 **Response:** IDEA will manage all coordination and communication with the Diwan staff.

 However, the selected company is expected to participate in some of the coordination meetings

 to present the material and discuss any needed amendments.

1. **Question:** In which part of Libya is the House of Representatives currently located?

**Response**: Benghazi.

1. **Question:** Will the selected company have direct access to the Diwan's existing social media accounts to manage and post content, or will the company only be responsible for providing the detailed dissemination plan and editorial calendar?

**Response**: Neither IDEA nor the selected company will have access to the Diwan social media.
The selected company's responsibility is limited to providing a detailed dissemination plan and editorial calendar and the required deliverables.

1. **Question:** Is there any flexibility in the suggested timeline provided in the Tender (5 months), or must it be strictly adhered to?

**Response**: Unfortunately, we are working on a restricted timeline. The Tentative timeframe under Section 1 in the ToR is final.

1. **Question:** “Language: The official language for the documents required for the competition and the contract is English. Reports and any other documents concerning the assignment will be delivered in English and Arabic as described under section 5 of the TORs.” Could you please better explain what is meant with “any other documents” (e.g. emails, daily communications, etc.) and if the involved staff needs to be Arabic speaker?

**Response**:

* Official Documents: All documents submitted as part of your tender response, including the offer itself, **MUST** be in English.
* Project Deliverables: The assignment deliverables, such as reports and presentations, **MUST** be provided in Arabic.
* Reports on the progress and implementation of the campaigns must be provided in English, as mentioned in the ToR under Section 4 - lot 2 - iv.
* The day-to-day communications and interactions between the selected company and IDEA staff can be conducted in English or Arabic.
1. **Question:** “All videos should include subtitles and sign language interpretation embedded in the video itself.” Could you please confirm if you require the subtitles in English only or also in any other language and if sign language should also refer to standard English or any other language / country (since there might be differences in the outcome)?

**Response**: Subtitles must be in Standard Arabic. For sign language interpretation you need to make sure it meets Libyan sign language standards.

1. **Question:** Maximum Budget: Is there a maximum budget allocated to each lot or for the overall project to help us adjust our financial proposal accordingly?

**Response**: Please refer to question 1 response.

1. **Question:** Payment Terms: Are the payment terms (advance payment, payment upon delivery of each deliverable, etc.) flexible or already defined?

**Response**:

* Payment of 100% of the Price will be made upon satisfactory completion of services and acceptance of deliverables by International IDEA.
* Advance payments are not normally paid. However, if a Provider lacks the necessary internal cash flow to cover the costs incurred in the inception phase of the Services or before the submission of any Deliverables, an advance payment may be considered. Where International IDEA agrees to make an advance payment, it will not normally exceed 15% of the Price, and it will not in any case, exceed 30% of the Price.
* Payments will be made to Provider(s)’s bank account set out in the contract within 30 days from acceptance by International IDEA of the relevant Deliverable and receipt of a valid invoice.
1. **Question:** Financial Offer Template: Do you have a specific template for the financial offer that we should follow?

**Response**: Please refer to section 2, clause 2.7 in the tender notice.

1. **Question:** Required Documents: Could you please provide us with a list of the necessary documents to be submitted with the proposal?

**Response**: Please refer to section 2 Preparation of Proposals, clauses 2.1 to 2.10 in the tender notice.

1. **Question:** Logistics: Regarding travel and production in Libya (if necessary), are there any specific logistical or security considerations we should take into account?

**Response**: IDEA responsibility is limited to coordination with the Diwan to help you obtain the necessary visa /entry permits.

1. **Question:** Availability of Premises: Will the production team have access to the Diwan premises or other facilities for the production of the required videos and materials?

**Response**: If the production requires videos shooting within the Parliament, IDEA can coordinate with the Diwan to facilitate entry to its premises.