Dear Bidders,

Please find attached the response to queries raised by a potential bidder in respect to RFP No. 2021-0068/THORVALDSOTTIR "Scientific Writing and Editing of OSI Technical Reports".

Please take the response into account in the preparation and submission of your Proposal.

We are looking forward to receiving your Proposal prior to the closing date on 14 July 2021, 17:00h Vienna local time.

Kind regards

Courtney Linley
Chief, Procurement Section
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<th>Questions from Bidders</th>
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| Please clarify which activities shall be included in the quoted "Total Contract Price", as specified in PART II FINANCIAL PROPOSAL, par. (i).  
Please advise whether to refer to the work needed to process 15 drafts in 18 months, or to the work needed to process one single draft. | **Answer 1**  
As indicated in the Instructions to Bidders, the bidder shall submit a proposal which indicates:  
The Total Contract Price, exclusive of taxes.  
A breakdown of the Contract Price, indicating the price for all items indicated in section i, ii and iii of the Instructions to Bidders (Part II, Financial Proposal).  
The bidder shall thus submit a financial proposal indicating the unit prices for each work task/report (hourly/daily/per page/per report etc.) as well as indicating the overall, aggregated cost of the Contract (the “Total Contract Price”). |
| **Question 2**         |                             |
| With a reference to the Instructions to Bidders, page 1.  
The mentioned Attachment C is not apparent, nor listed in the documents included in the RFP. Please explain. | **Answer 2**  
As indicated in the Instructions to Bidders, two Attachments are included with the Terms of Reference; Technical Evaluation Criteria (Attachment 1) and Sample Document (Attachment 2).  
The awarded Proposal will be added as Annex C to the Contract. |
| **Question 3**         |                             |
| Attachment 2 is a sample of CBITO documentation. Please explain what is required to be done with the Sample Document (Attachment No. 2) in order to demonstrate the quality of the bidder’s work. | **Answer 3**  
Please refer to Terms of Reference, Section 2.1 (“Scope”) for the expected scope of work. |