

Questions and Answers USAID CSS RfQ 2021-04: Provision of Technical services to support strategic communication efforts for USAID Competitive Economy Project

Q: Could you explain the table of costs? What does "unit" and every other column represent in the table of costs?

A: Unit refers to day, month, each, etc., while other columns are for: cost per unit and the total amount for the budget category/line (number of units X cost per unit).

It is up to you to decide what type of unit you will use for the estimation, but the total amount for each deliverable (row) should show the total cost of each category for the Contract's duration (twelve months).

Q: Could you please send us an example of a filled table of costs or at least one example of one row? We are trying to understand the correct way of filling it out. For example in the first row, we do not know how many static visuals could be requested in one interaction (and it will be up to 4 times per month).

Both examples refer to the first row of the table Offeror's Price Quote:

A: Example 1: (unit =consultant day); 4 (number of units) x 100 USD/(cost per unit=day) equals 400 USD total for this consultant for twelve month period (contract duration).

Example 2: (unit = month); 12 (number of units) X 200 USD (monthly cost per unit (this should compress up to 4 visuals per month) equals 2400 USD total for visuals for twelve month period (contract duration).

Q: Will our collaboration be organized on a project basis, by separate purchase orders that will follow the project brief?

A: Collaboration with selected bidder will be based on firm fixed price Purchase Order, followed by monthly requests /orders and monthly invoicing from the subcontractor.

Q: How can we express the cost of accounting, reporting and similar activities? Will it be a part of each separate service that you listed in the table?

A: The Offer/Bid is based on all-inclusive fixed unit costs that should comprise of all administrative and alike costs as well. Such costs will be a part of each separate service that is listed in the table.

Q: Additional tasks per request in the field of graphic design (up to 5 days during the 12-month period) should be presented as 1 working day (8 hours) of graphic designer x 5 days? (same is it for the community management)?

A: This is correct: unit is working day x 5 days x daily rate for consultant (e.g. 100 USD) equals 500 USD total for this consultant

Q: Those additional tasks could include:

- other graphic design services upon request
- design of different elements for various project publications, success stories, leaflets, brochures, etc.;
- graphic processing and delivery of the files in a format adequate for the media/purpose (online, print, etc.)?

A: Yes, the services listed in your question could be additionally included.

Q: Offeror's Brief description of professional capacities and experience should be altogether one page, or is it OK to be a maximum length of 1 page per item? Is it PPT in PDF OK option?

A: Please follow the instructions provided in the Quote format. Total length is maximum of 1 page and it refers to professional capacities, past performance and experience; however bidders are welcome to add separate attachments to the Quote format if you feel the need to do so and to additionally describe your company's experience and capabilities (CV's, portfolio, awards, etc.). Word and PDF are required.