“**QUESTIONS AND ANSWERS”**

**RFP: French Transcription/Translation Services for Alive & Thrive Project**.

October 19, 2021.

Group Questions: #1

* Our organisation is headquartered in the UK with offices globally, including France, and wanted to know if you will be sourcing a supplier from a particular location/country or whether any organisation that meets the qualifying criteria can apply?
* Could we please also know if there is an additional pricing template you would like us to submit for the costings for the proposal, or whether the budget template on your website will suffice?
* Is there a current supplier for these services that you already work with?
* Do you have an estimated budget for the completion of this work?
* Could we please have the questions and responses for all additional questions asked by other potential suppliers emailed to us?

Group Answers: 1

* Service providers/suppliers from any location can apply, provided they meet all qualifying criteria.
* The budget template posted on our website will suffice. Not necessary, but the supplier can submit documents of backup, such as a company rate card, to support the budget.
* No, we do not have a current supplier for these services.
* We would like to see the unit per minute/hour rate for the type of services. We would like not to disclose the estimated budget at this time.
* We have posted all the questions and responses for all additional questions asked by all suppliers.

Group Questions: #2

* Do companies have to fill out the biodata sheet, or is that only for individual consultants?
* Should we list the educational background and the employment history of all the proposed linguists?
* The provided budget template is for a project entitled "Supplies of medical masks for five Mekong delta province" Would you please confirm that the provided template is the correct one to be used for the subject tender?

Group Answers: 2

* Only individual consultants need to fill out the biodata sheet.
* Yes, complete information is preferred. Please attach a separate sheet if necessary.
* No, that is not the right template, and the corrected one has now been updated. Apologies for the wrong project title on the budget template.

Group Questions: 3

* Can an individual consultant located and registered outside the USA be considered for this opportunity?
* Do you expect a specific format for the final deliverables?
* If feasible, would it be possible to share a monthly estimate of the number of interview transcriptions and transcription translations that may be assigned to the successful consultant?

Group Answers: 3

* Yes, any individual consultant/supplier meeting the qualifying criteria will be considered.
* MS Word.doc format for transcription and SRT file for captions.
* We do not have a monthly estimate of the number of interview transcriptions and transcription translations. The services are on a rolling basis. The monthly tasks can be determined by mutual agreement between the A&T technical lead and the selected service provider.