

CLARIFICATIONS ON MEDIA AGENCY EOI

Consortiums:

Q: Are all members of a consortium expected to be registered business entities in Tanzania, or is it sufficient if the main consortium partner is legally registered in Tanzania? Would you need proof of registration etc for all consortium members?

A: Any named member of the consortium needs to be registered in Tanzania and will have to do the mandatory compliance checks

Workdays:

Q: The ToR mentions approx. 9 workdays per month. Would you be able to specify which work will be needed on a monthly basis? Are these workdays for Key Experts and Team Leader or also those for NKE such as photographers, graphic designers etc.?

A: Please refer to the ToR where there are more details. The ToR has indicated that an estimated average of 9 working days of the organisation is required quarterly to provide media relations and strategic communications support. Additional deliverables and outputs will be paid on a fee basis.

Events:

Q: Can you specify which and how many events are foreseen under this contract? Will there be a special budget line for event organization or is this part of the overall budget?

A: Indicatively HDIF has one big annual event (Innovation Week) and at least three other events, we may request additional event support as needed. The budget for the events is not included in the retainer fee.

Q: One of the technical capacities stated is for organizing and managing events with a minimum of 200 people. If an agency opts to outsource a partner to carry out the event management, would this be allowed in the pre-qualification? If so, must the outsourced partner be mentioned by name in the documents shared for the pre-qualification?

A: Yes, the agency may outsource/ subcontract the events agency as part of a consortium application. Please refer to the EOI request. In the letter expressing interest the company must describe how they meet the following criteria:

‘Extensive knowledge of strategic communication, media relations, social media management, event management, production of digital media and graphic design.’

'In case of a consortium of organisations the planned arrangement of work must be described. For consortium applicants only one EoI-letter written by the leading organisation is needed.'

Further documents will need to be submitted if a firm passes the pre-qualification and are asked to respond to the TORs

Budget:

Q: Under Value for Money which is one of the criteria for evaluation, it is requested to provide an indicative pricing for printing, would you kindly clarify on which items the organization may need to be printed?

A: Value for money is not requested to be demonstrated in the call for Expression of Interest. Only pre-qualified firms responding to the TORs will be asked to provide indicative pricing.

Q: Can you give us a maximum lump-sum of the budget available and a breakdown of tasks foreseen under this contract? This will be important to understand if we are also supposed to sub-contract for specific tasks or events.

A: Please refer to the ToRs for a breakdown of tasks between the retainer and additional fee-based services.