



Organization for Security and Co-operation in Europe
Spillover Monitor Mission to Skopje

DATE: 10 June 2008

SUBJECT: Request for Proposal No. 148292 – Minutes of Pre-Proposal Meeting

PAGES: one (2) pages

The OSCE Spillover Monitor Mission to Skopje held a pre-proposal meeting on 09 June 2008 for all prospective Bidders for RFP 148292. A number of questions were raised at the meeting.

In accordance with paragraph 3 “Clarification of RFP Documents” of Section I, Instructions to Consultants of the RFP documents, the OSCE would like to provide the following clarifications to all prospective bidders:

Question:

Has there been any evaluation of the first phase of the campaign that was conducted last year?

Answer:

Not yet. The OSCE intends to engage external consultants to gauge the effectiveness of the campaign as a whole, upon completion of the second phase.

Question:

It is difficult for Bidders to provide consistency and continuation of the first phase of the campaign without more details of that first phase. Can the OSCE provide more information on the first phase (including logos, materials, media etc.)?

Answer:

The OSCE has compiled a file of information from the first campaign; however it is too large to send by email. Prospective Bidders can collect a CD-ROM of the materials from the OSCE Office. It will be available from Wednesday 12th June from 08.30 am to 12.00pm from Daniela Micevska Zafirova. If Bidders are unable to come at this time please liaise directly with daniela.micevska-zafirova@osce.org

Question:

Can you confirm the focus should be on the mature urban and rural populations?

Answer:

The first phase of the campaign focused on the urban young, so this group is less of a priority in this second phase. Bidders should target this phase of the campaign to the groups mentioned in the Terms of Reference, including rural populations (both young and mature) and urban mature groups, educational and law enforcement institutions and ensuring a wide geographical spread.

Question:

The terms and conditions specify payment within 30 days of the completion of the services. Does this mean that there will be no payment until 30 January 2009?

Answer:

It should be possible to come to some arrangement with the successful contractor for payment in phases throughout the implementation of the campaign.

Question:

Are CV's required for the whole company or just for the key account manager?

Answer:

It would be advantageous to prospective Bidders to include CVs of all staff employed at their company, as it would be further evidence of the skills, experience and professionalism of the company.