



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

RESPONSE TO CLARIFICATION QUESTIONS REGARDING TENDER No. 258-17/76

Project Name: *Publications and Communications*
Assignment Name: Editing and Proofreading of International IDEA's publications and communications material

Based on questions received, the information below is provided for clarification regarding the assignment "Editing and Proofreading of International IDEA's publications and communications material". Please note if new questions are received they will be added to this document.

1. **Question re 2.4 (iv) ("The proposal should provide the following information: Samples of previous editing/proofreading assignments"):** "Samples of our work are covered by strict confidentiality requirements by our clients. Is there any other means of fulfilling this tender requirement?"

Response:

In the situation where client confidentiality prevents you from submitting samples of previous assignments please outline the following in your submission:

- a) the reasons you are unable to submit samples (for example due to confidentiality restrictions); and
- b) clearly indicate the scope of the assignments with these clients (note that one of the evaluation criteria outlined in 4.1 of the Tender Notice and RfP relates to both the scope and quality of samples provided).

In accordance with 4.7 of the Tender Notice and RfP all bidders who are shortlisted as a result of the evaluation will be requested to carry out a test to demonstrate their ability to perform the different services.

2. **Question re Section 2.4 (viii) ("The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference") :** "The tender is for a contract to provide editing and proofreading services. As such, the particular assignments are not specified, so it is difficult to propose a specific methodology and work plan. Could you please advise on this?"

Response:

This point requires you to refer to the services described under section 2 of the Terms of Reference (Scope of Work). It outlines typical assignments and you are expected to outline how you would normally proceed with such assignments in general. You may also propose any alternative processes that you follow which are not outlined in the Terms of Reference.