**RESPONSE TO QUESTIONS REGARDING TENDER 258-20/35**

Assignment Name: *Graphic Design Services & Data Visualization*

**Based on questions received, the information below is provided for clarification regarding**

**The tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** We are three colleagues working together under my company name. Is it enough with a Swedish cooperation agreement or do we need to be a registered legal entity?

**Response:** Should a proposal from a group be selected, International IDEA will contract only one legal entity. The main legal entity submitting the proposal is responsible for the Work. If sub-contractors or collaborators are used on a regular basis it should be specified in the proposal.

1. **Question:** In the Matrix for submitting prices, is the price to be costed based on creative original design in every product except typesetting?

**Response:** Yes, all other products (expect typesetting) would be creative design without an existing template but based on International IDEA’s visual identity.

1. **Question:** Regarding the samples of previous graphic design assignments that shall be provided, is the amount maximized to two also for Infographics? It would be grateful if you could take into account that the requested categories are so diversified that it would be helpful to be able to show more than two examples.

**Response:** We understand the point and will allow one example of infographics in **each** category. See also addendum issued concerning the submission of the sample.

1. **Question:** Can you estimate the total amount of work in hours per year?

**Response:** Unfortunately, we are not in a position to estimate how much work will be commissioned per year. It will depend on the Work Programme and budget of the Institute, which is and will continue to be affected by the pandemic.

1. **Question:** We are concerned that original graphics done on one language will be used in all other languages (at no extra cost).

**Response:** The conditions of Framework contracts with International IDEA requires providers to transfer copyright and original source files to International IDEA for all Work. They might be used by International IDEA or another provider for translations and other uses without any additional renumeration for the original provider. Attribution will be given for re-use of creative design but not for typesetting.

1. **Question:** Will it be IDEA that is in charge for the various domains, i.e. settling renewal charges, etc.? What about updating the material?

**Response:** Microsites will normally be published under International IDEA’s domain for which we are responsible. There may be instances in which a separate domain is required and for which International IDEA will be responsible. Updating the content of a microsite should be done by International IDEA unless otherwise agreed on.

1. **Question** We understand that IDEA is requesting estimates for both a static and interactive microsite with possibility to download PDF version. However, the 4 examples provided in Annex C samples for microsites (listed below), are very different, and we would like to ensure that our estimates match the expected scope of work.

[Alliance of Bioversity and CIAT](https://annualreport2019.alliancebioversityciat.org/) (interactive website, fully custom)

[WorldFish](https://worldfishcenter.org/annual-report2019/pdf/WorldFish-2019-Annual-Report.pdf) (print PDF + content writing)

[Future Earth](https://2020.futureearth.org/) (interactive website, using a premium theme)

[Global State of Democracy 2017](https://www.idea.int/gsod-2017/)

**Annex A**

1. **Question:** Kindly confirm the expectation of extent of work for each of the requested prices and tasks in Annex A. In Example, is it correctly understood that static microsite only price should be based on extend of work similar to [Future Earth](https://2020.futureearth.org/)?

**Response:** Yes

For further examples, please see below for clarification:

Microsite only

Static, price should be based on following example: [Future Earth](https://2020.futureearth.org/)

Animated, price should be based on following example: [Alliance of Bioversity and CIAT](https://annualreport2019.alliancebioversityciat.org/).

1. **Question**: We assume that “Animated” relates to interactive functionality, eg. hover function, micro-animation on text, numbers count etc. (but not design and animation of infographics)

**Response**: Yes

Microsite and PDF for download

1. **Question**: Static, price should be based on following example: [Future Earth](https://2020.futureearth.org/)

**Response:** Yes

1. **Question**: We assume that PDF for download relates to the functionality to download (but not design and layout of the report itself)

**Response**: Includes design and layout

1. **Question**: Animated, price should be based on following example: [Alliance of Bioversity and CIAT](https://annualreport2019.alliancebioversityciat.org/)

Same comment as above

**Response**: Yes

**Animated infographics**

1. **Question**: If the website need static or animated infographics, can we assume that the budget for this will be separate, and based on the per item budget for such? If correct, our budget for a microsite will not include infographics at this stage.

**Response**: Included, with rough estimate per infographic

**Downloadable PDF**

1. **Question:** Is it correct to assume that the price of the downloadable PDF version is for the functionality to enable download only? Whereas the budget for design and layout of report will be based on the per item budget for such?

**Response:** Includes both design, layout and download

**Visual concept**

1. **Question**: Should we assume that the microsite will always include development of a new visual concept or would the web design for some sites be built on an existing concept (From e.g., print report). The first would entail more work in the development phase.

**Response**: New visual concept within guidelines

**Language versions**

1. **Question**: We also wanted to ensure how many languages we should consider. One language, English only?

**Response:** Just English

1. **Question:**  How do you think about the content in the columns in the Matrix for submitting prices – ”Static”, ”Animated" and "Estimated production time (incl 3 rounds of feedback)”? What information do you want in "Estimated production time (incl 3 rounds of feedback)"?

**Response:** We would like to have an estimate based on your previous experience for an animated graphic (since this is assumed to be more complex than a static one). We understand that having 3 rounds of feedback would affect the timeline and would ask you to calculate 4 working days for each round of feedback

1. **Question**: And what about "Microsite and PDF for download”, shall the PDF include the same content as the site or is it an already made PDF?

**Response**: The content of the PDF would be the same as the microsite and should include same visuals but designed as a PDF that can be downloaded. So it is an additional output and not a pre-existing file.

1. **Question:** Is it possible to enter the pitch as a Belgian agency ?

**Response:** Yes, this tender is open for any potential bidders/service providers.

1. **Question:** Most web hosts offer modules with which to build microsite. Are we supposed to work in IDEA’s existing web system ?

**Response:** The service provider should expect to use Drupal, which is International IDEA’s existing content management system.

1. **Question:** How does it work with images, does IDEA stand for selection of images or is it part of the task to find suitable images?

**Response:** For the most part, International IDEA would provide photos or illustrations for Communications material but sometimes we ask providers to assist with this task. It varies with each project.

For publications, International IDEA will provide the cover image, but for infographs and other illustrations that would be a separate assignment for a designer and not part of a typesetting assignment.

1. **Question:** We would like to clarify an aspect on question number 17. As we understand it, it is being asked to add 4 days per revision round, making a total of 24 days. This is a very high number of days for the development of an infographic or any other of the services specified.

Could you please confirm if our understanding is correct?

**Response:** Yes, this is correct. The timelines will vary for each assignment but the experience is that International IDEA needs input from different teams and often feedback rounds take four days.

Each assignment will have a timeline which will specify delivery dates which are agreed upon with the provider and International IDEA.