**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.