



REQUEST FOR QUOTATION
No: UNFPA/IDN/RFQ/18/001

Questions	Answers
Apakah format proposal masih sama dengan format proposal sebelumnya?	There is no specific proposal format. You may use your own format (or the previous format in 2017) that cover requirements stated in the TOR.
Apakah dalam penulisan proposal masih diberlakukan batasan jumlah kata pada setiap bagian?	No limit on the number of words for all sections in the proposal. Kindly be advised to keep the proposal short and concise.
The RFP requests that budgets are submitted in Rupiah (IDR) and not USD. Can UNFPA confirm that organisations not based in Jakarta are eligible to apply?	Organizations not based in Jakarta are eligible to apply. Kindly be advised that the consultative meetings with Government in Jakarta will be done intensively during the development process. The cost for travel and accommodation should be considered and included in the financial proposal.
The proposed timeline for the work is only 2 months (Feb to March). Based on our experience with similar reports, this is not a realistic as coordination with Government, review processes, translation, etc. adds additional time. Is UNFPA open to alternative workplans?	The assignment duration is as per the TOR (two months). Regarding the start date and timeline, these will be further confirmed/determined with the Government as soon as the contract is awarded to the selected institution.
Should the proposed budget include costs for translation? What about professional design, layouting and possibly infographics?	If necessary, the institution may include cost for translation into the financial proposal. The professional design, lay out, and info-graphics are not part of the responsibility of the selected institution.
We would like to get information regarding on when the project will be started, and the duration of the project because this information will be required if we will have to make such adjustment in our proposal, in particular to the timeline.	We are planning to conduct the assignment with the timeline that has been stated in the workplan. However, the timeline may need to be adjusted later on based on discussions with Government and selected institution.