




MANILA SUPPLY CHAIN UNIT (MSCU)	
TO: Bidders	FROM: Procurement Support, Manila Supply Chain Unit (MSCU)
NO. OF PAGES INCLUDING COVER SHEET: 2	DATE: March 18, 2024
<b>SUBJECT:</b> Request for Quotation RFQ# 24-097 Provision of online training development for “Gender equality, diversity and inclusion, and gender-based violence mainstreaming for WASH programming.	

In reference to the Request for Quotation issued last March 7, 2024 via UNGM and IOM website for the Provision of online training development for “Gender equality, diversity and inclusion, and gender-based violence mainstreaming for WASH programming.”. This Addendum No.004 is issued to address clarifications from bidders.

Question No.	Questions/Clarifications	Answers
1	Which system will be used as the Learning Management System (LMS)? Are the LMS integration processes expected to be handled by the contractor?	The course will be hosted on the IOM learning and management system
2	Will e-content be developed in additional languages? If so, in which languages will it be developed?	No, the course content is expected to be delivered in English and then later translated to Spanish, French, and Arabic. IOM will be responsible for the translations if they are needed.
3	Do we understand correctly that IOM feedback will be shared with the contractor within a maximum of 15 calendar days?	Yes
4	Could you provide information regarding the production technique (motion graphic, green box, etc.) and targeted durations of the 12 videos listed in the "Suggested Content and Resources" column?	Images: from public domain or photos supplied by IOM will be required only.  Audio/video: It is not expected that copyright material will be required.  Photo/video: No shoots required.  Post-production: as suggested.  Animations: as suggested to reduce cost.  Voiceover: preference for human but AI accepted to reduce costs as needed. Both male and female.
5	What is the targeted total duration of the training?	The online course is estimated to take about 2 hours maximum.

6	Should only one document (Annex 3) be submitted that includes both our technical and financial offer, or should we also submit a separate technical offer (according to suggested outline in Annex 1)?	Yes, Annex 3 must be submitted. Additional files maybe submitted to support the list of technical documents required in Annex 1.
7	If we are to include all information relevant to our technical offer in Annex 3, can we present the information under the headings listed in Annex 1, or should the information be organised according to the headings in Annex 3?	<p>Information should be organized according to the list under Annex 1. Disregard the list in Annex 3.</p> <p>These are:</p> <ul style="list-style-type: none"><li>• Experience and expertise of the Service Provider relevant to the ToR.</li><li>• Management structure and key personnel, including academic qualifications and CVs key personnel.</li><li>• Summary of proposed approach and implementation plan relevant to the required deliverables, including options and compatibility with different hosting platforms.</li><li>• Workplan.</li></ul>

Approved by: 

Maria Theresa Viray

OIC - MSCU Head

Date: Mar 18, 2024