

QUESTIONS AND ANSWERS

Date & time:

Tue, 31 July 2018; Questions and Answers by E-mail

Closing Date of ITB (extended):

Thu, 23 August 2018 [5:00p.m. New York Time]

TO ALL INTERESTED COMPANIES

SUBJECT: **Printing and Distribution of UNDP Human Development Report, Summary, Posters and Press Kit Folders - ITB No. UNDP/HDRO/ITB/2018/002**

INFO: The following are questions received from bidders and their respective answers.

Here below are Answers to Questions received regarding the above assignment:

1. First Project: Will the first-year production take place in Quarter 3 of 2018 or Quarter 3 of 2019?

A: The first print will be in May/June 2019 (approximately)

2. Production Schedule Question: The schedule listed is that print production will occur during Quarter 3. Will all language versions of the Reports and Summaries print at the same time? Or, will the English Reports and Summaries print first, followed by all the additional language versions produced at the same time?

A: The schedule listed in the ITB is provisional (because the publication dates often change due to delays in writing and research). The actual schedule will be shared with the printer 3 months before the print date. EN Reports and EN, SP, and FR Summaries are printed first. Followed by the other language versions later.

3. Price Considerations: As this ITB is for a three-year period, there are certain items such as delivery costs and paper costs that are outside of the control of the print provider. Should either cost increase over the length of the contract, will the winning vendor be provided the opportunity to update the contract pricing with current market condition costs?

A: Prices quoted by bidders at this stage will remain fixed for the entire LTA period. No price adjustment will be allowed during the LTA period for any reason. Please note that since the shipping and distribution will be done through DHL services, the delivery component on the printer's side is only applicable for quantities which will be delivered to the HDRO office in New York and UN Publications in Virginia as indicated in the annual demand matrix in the ITB.

4. Award of Contract: From ITB - At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

As print production is a custom manufacturing process, there are certain fixed costs based on the publications specifications, coupled with a running cost per copy produced. As the quantity increases, UNDP should expect the unit price to decrease, as the quantity is decreased, UNDP should expect the unit price to increase. This particular clause does not apply well to print production manufacturing, can this be removed from the ITB? Or, will the winning vendor be provided the opportunity to submit an updated pricing proposal should the quantity change at the time of contract award?

A: The 25% variation clause is a standard provision for all UNDP contracts with vendors and cannot be removed from this ITB. Although the estimated quantity provided in the ITB is not binding, it is UNDP's expectation that no major variations will occur. Nevertheless, if there are major variations, the winning two (2) vendors will be provided with the opportunity to propose updated pricing and negotiate with HDRO/UNDP.

5. Submission of Proposal: Can our proposal be submitted in two separate emails (one for technical component and one for pricing) to the CPU Bids email address? Or, must bids be uploaded to the e-tendering site?

A: Submission is not to be done by e-mails. The allowable submission of bids is eTendering only, except for samples which are to be submitted by courier or hand delivery to the address provided in the ITB. See BDS No. 14, page 19 of the ITB. Please note also that the bids will be submitted using the Returnable Bidding forms provided in Section 6 of the ITB. Editable word versions have also been provided in the list of attachments tot the eTendering event.

6. On page 33 of the bid package there is a page referencing "HDR Distribution: API Instruction Note". Can you clarify what this is about? Is it a requirement that we must use the API to connect to a UN website in order to be able to access orders?

A: API (a programming interface) is a requirement that the selected printer will be able to provide an API connection between HDR ordering site and their company's system.

Additional information:

Please be informed that the bid submission deadline is hereby extended to 23 August 2018.