

QUESTIONS AND ANSWERS - ROUND 2

Date & time: Thu, 16 August 2018; Questions and Answers posted

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. I am working to finalize our bid submission I think I may see an item that is missing. As noted in the Q&A there is a requirement for the printing company to ship copies to NY and VA. Also included in the ITB the quantities and addresses are listed for the bulk shipments to NY and VA. However, the pricing forms to be completed do not include any fields for entering these shipping costs. These fields had been included during the last ITB for the HDRs a few years back. Should we simply not include those costs at this point?

A: The pricing forms do not include a line for delivery costs to the New York and Virginia locations because UNDP does not intend to evaluate these prices separately. Instead, bidders are informed of these delivery requirements so that they can be factor them in in the pricing in general.

2. Second Question. I want to ensure I submit our proposal as required through the e-tending system. I see the spot to upload an xls file that is to be converted to xml. However, the forms you sent to me are .doc files. Should I convert to a PDF file and upload, or keep as a word file? How do we handle multiple files? We have the bid submission form, the technical component, the bios and the certificates that had been requested. In the past, financial had to be submitted separately from the technical component. Any advice you can provide would be greatly appreciate. I am not understanding how the eTendering site works.

A: Please submit the pricing in pdf using the “[FORM F: Price Schedule Form](#)” provided in the ITB document. You may present the financial proposal in a separate pdf file for convenience. However, this ITB is not a two-envelope process, and therefore there is no strict requirement to separate financial bid from technical proposal.

Regarding how the eTendering site works, as indicated in the ITB document, detailed instructions are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

3. I am ready to populate my pricing for ITB No. UNDP/HDRO/ITB/2018/002 but looks like it is just a pdf and I cannot add to it. Question for you because we have never bid with the UN before – do I need to set up an “Etend” account? Not sure if I set this up, then in turn I will be able to get to this document and populate my costs. If you could guide me on this I would really appreciate it.

A: Although the ITB document is provided in pdf, the bidding forms are provided in editable word version. Please use the editable bidding forms to prepare your bid and upload them in the eTendering system. To be able to submit your bid, you will first have to log in using the temporary user name and password provided in the user guide (see the link in 2 above). After logging in using the temporary user name and password, you will then register, look up the bid event and accept invitation to bid. You can then be able to come back to the system and submit your bid at any time before the submission deadline.

Again, detailed instructions are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>