

RFQ/UNDP/OIST/017/2014/OIST

Procurement of "Offsite Tape Storage"

[UNDP Procurement Notice # 19850](#)

Clarification questions and answers

No.	Question	Answer
1.	Can you share a copy of the award winning bid for the current vendor?	UNDP cannot share contract information which is confidential. Based on UNDP's policy and procedure, the only contract award information available for public are for those contracts with a value of USD100,000 or more and these are usually posted on the procurement awards website.
2.	It was mentioned that the 4700 tapes are coming out of Robbinsville, NJ, are these currently on-site internally or with an offsite vendor?	The tapes are Off-site with our current vendor in Robbinsville, NJ
3.	Item #2 on the price table says delivery is Twice Monthly but is only showing quantity of "12", should this read "24"?	The unit price quoted should be per month consisting of the cost for two scheduled pick-ups. 12 refers to the quantity which is number of months per year, with two scheduled pickups per month, totaling in 24 scheduled pickups per year.
4.	There is no line item for the physical handling of the media to/from your location and to/from vendor location which should total "50", do we include a separate line item or do we group in under the transportation fee line item?	Handling charges should be included in Item #2 which is for "delivery/handling charges".
5.	Can you explain what is meant by "the vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List"?	<p>The bidder has to confirm (Self-Declaration) that it is not included in any list that declares a vendor as 'ineligible' to participate in procurement activities conducted by the UN system. This list includes, among others, the UN Security Council 1267/1989 list which is available at www.un.org.</p> <p><u>Note:</u> Ineligibility List is a list that aggregates information disclosed by UNDP and other Agencies, Funds or Programmes of the UN System, which specifies the name, location, grounds for ineligibility as well as a start and end expiration dates for sanctions for each vendor that has lost its eligible status. The Ineligibility List is separate and distinct from other UN System approved lists, including but not limited to the 1267/1989 Lists.</p> <p>For more information on UNDP vendor sanction, please visit: UNDP Vendor Protest and Sanctions</p>

No.	Question	Answer
6.	Does UNDP want bidders to create separate line items for locks, transport containers, storage containers, bar code labels, etc.?	All locks, transport containers, storage containers, bar code labels, etc. should be included in relevant line items of the pricing table to ensure cost is inclusive of all required components.
7.	Will UNDP be signing a contract agreement from the vendor if selected for three years?	<p>UNDP will sign a Long-term Agreement (LTA) with the selected vendors. LTA does not form a financial obligation or commitment from UNDP at the time the LTA is signed, and that such an agreement is non-exclusive. When a specific need arises, UNDP will issue a Purchase Order (PO) pursuant to the LTA and as accepted by the Contractor. This PO will form the only binding contract(s) between UNDP and the Contractor.</p> <p>The quantity listed in the price table is only an estimate. Financial commitments will only be established each time a Purchase Order for the specific request to Contractor is committed. Furthermore, UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this Agreement, which shall be for three years subject to the Contractor's satisfactory performance.</p>
8.	Are the back-up tapes currently being encrypted?	This question is not relevant to RFQ. Bidders should provide secure storage as per requirements.
9.	What is the UN's policy on loss or damage of the media? Industry standard is the physical replacement value on tape or media. Is this acceptable to your organization?	Replacement value on tape or media is acceptable to UNDP.
10.	Indexing—please provide additional information on what needs to be indexed from tape (Barcode label, Trioptic label #, Description, Additional information. Is there a database that can be imported into that of the vendor or does each tape need to be catalogued?	<p>Indexing should include the following:</p> <p>Tape barcode – primarily UNDP identifier</p> <p>Date when moved offsite/ Entry date</p> <p>Date when returned to UNDP, if so.</p> <p>Type of the tape [LTO4/LTO2/etc, could be different</p> <p>Status: at vendor location, or not, if returned.</p> <p>If the vendor uses internal indexing/own barcode – this info as well would be desirable.</p>
11.	Can you tell us what documents need to be submit for the RFQ?	Duly Accomplished Form as provided in Annex II (Tables 1 & 2)