

**Round II Vendor questions and UNDP responses for Print and distribution of the 2015 Human Development Report (in 5 languages), Summary (in 6 languages), Posters and Press Kit Folders**

**ITB/UNDP/ 001/2015/HDRO**

- 1) Can Sections, 4, 5, 6 and 7 (pricing schedule) be provided in either Word or Excel file format. We have only been supplied PDF files which make it difficult to complete the forms.

**YES**

- 2) In the "Invitation to Bid" contained in Section 2, Item F-35, with regards to varying the quantity by plus or minus 25%. I understand the request, however, this doesn't align with the printing process. Print production has fixed set-up costs and then a cost per unit for production. If the quantity ordered was to be increased by UNDP, you should expect to pay a lower per unit rate. Conversely, if the ordered quantity is lowered by UNDP, the unit price will increase. How should this be addressed? Can item 35 be removed from the Invitation to Bid?

**Please quote for the quantity listed in the ITB.**

- 3) Press Kit Folders: Under Section 3, Terms of Reference the quantity requested for pricing is 4,000 / 6,000 or 8,000 copies. On the Bid Sheet, Section 7 under Printing Job Number 1 there are entries for pricing for all 3 requested quantities. We understand that only 1 quantity will be requested. For the Subtotal Pricing line for Job 1, which price should we include the total? If we add all three quantity prices, the Subtotal will not be accurate, it will be artificially to high.

**Please include 6,000 copies in the total, but also provide pricing for 4,000 and 8,000**

- 4) Press Kit Folders: Under section 1.2.3 the specifications are not fully complete for the folders. Will the size of the folders be 9 x 12 inches with two 4 inch glued pockets? Will there be a ½ inch gusset on the spine?

**Yes, the spine will be ½ in thick.**

- 5) Press Kit Folders: Will the folders be packed into cartons in set of 20 for DHL shipment? Shrink wrap only will not work for shipment via DHL.

**Shrink wrap and carton 20 copies.**

- 6) Press Kit Folders: Item 1.3.2 requests shipment of 400 copies of press kit folders to UNDP in NY. However, on Bid Sheet 2 for the shipping costs, there is not a spot to list the shipment of the Press Kit Folders to NY.

**If there is no spot you can ignore it. We will use our own DHL account for press kit folders.**

- 7) Spanish Reports: Item 3.3.2 calls for 400 copies to be shipped to NY, on Bid Sheet 1, packing and labelling for the Spanish Reports the quantity to NY is listed as 450. On Bid Sheet 2, the shipping of Spanish Reports to NY is listed as 400 copies. Is the quantity 400 or 450 to NY?

**400**

- 8) Spanish Reports: Item 3.3.3 calls for 50 copies to be shipped to VA, on Bid Sheet 1, packing and labelling for the Spanish Reports the quantity to VA is listed as 20. On Bid Sheet 2, the shipping of Spanish Reports to VA is listed as 20 copies Is the quantity 50 or 20 to NY? (This will also affect the combined shipping entries 3 and 4).

20

- 9) Arabic Reports: Item 4.3.1 calls for 1,000 copies to be shipped via DHL, on Bid Sheet 1, packing and labelling for the Arabic Reports the quantity to pack for DHL is listed as 1,200. Is the quantity 1,000 or 1,200 to pack and ship via DHL?

1200

- 10) Summaries: Item 6.2.1. The cover stock is listed as International Papers: Kallima; 12 Pt C1S, this entry continues with 80# Matte Cover Stock. 12 Pt Kallima is not the same as 80# Matte Cover Stock. For the text papers, the description is Cascade Mills' 60# Rolland Opaque 30 smooth stock, this entry continues with, 70# white offset text stock. Rolland Opaque is not the same as 70# White Offset.

Cover International Papers: Kallima; 12 pt C1S, FCS-certified

Text pages Cascade Mills' 60# Roland Opaque 30 Smooth stock, FCS-certified

What is the paper intended for each? 12 Pt Kallima for the covers and 60# Rolland for the text? We understand that these also need to be FSC Certified.

- 11) In Section 5, item 14 the request has been made for a copy of our Certificate of Liability Insurance to the buildings involved as required by building management. Are you asking for a Certificate of Liability at our location in our name, or our location with UNDP added as an additionally insured party. Or, is this regarding delivery to your building and we need to provide proof of insurance for building management?

I don't have additional information to this except to what was written in the legal text.

12. What is the flat size and final size of the English Press Kit Folder?

Final: 12 x 9 x 0.5(spine), 2 interior pockets 4in

Flat: 12+4 x 9.5

13. Under the Schedule and Delivery for the English Reports, Posters and Press Kit Folders it says picked up by DHL Express and costs borne by HDRO (Corporate Account) but on the Price Schedule Form it ask for the shipping cost. Do we provide that since it is a HDRO (Corporate Account)?

Only deliveries to NY and VA should be quoted, everything else will be borne by HDRO DHL Account and no need for a quote.

14. On the other items that have DHL Shipments it also ask for the price and in the specification section it does not say anything about HDRO (Corporate Account)?

Only deliveries to NY and VA should be quoted, everything else will be borne by HDRO DHL Account and no need for a quote.

15. The items that ship to UN Development Programme/Print Shop, 304 East 45th Street, basement, inside delivery, New York, NY 10017, will our UPS Freight truck be able to deliver there? We shipped some WHO jobs to the United Nations Bldg and could not deliver there?

We did not have problems in the past.

16. 6.2 Print Specifications for the Summaries, the cover states Kallima; 12pt C1S 80# White Matte Cover, is it 12pt or 80# Cover that you want?

Kalima 12pt C1s

17. Please verify the depth of each pocket. Are they 4" for example, which would make the flat size 18 x 16. Also, do both pockets have the 1/2" box score. Please confirm.

4in ; pockets are flat, folder spine is 1/2in