

ITB 2016/2: Long Term Agreement for Printing and Design Services for UNDP and Projects

MINUTES OF PRE-BID MEETING

INVITATION TO BID

ITB 2016/2: Long Term Agreement for Printing and Design Services for UNDP and Projects

Date: 28th January 2016

Time: 10:00 am to 11:00 am

Venue: UNDP Jordan Offices in Amman, Jordan

- 1) Will UNDP order all the Promotional Items listed in the agreement?
Not necessarily; in this agreement, UNDP has listed all the important items that might be requested during this year.
Ex.: Shirts: we might only request the polo shirts (SS & LS) and note the normal ones and vice versa.
- 2) Timing & Shipping: As some of the companies raised their concern regarding the shipping time if the items were delivered from outside Jordan; it was decided to add a row indicating that this item is imported from outside, therefore kindly add: the item will need (...). Weeks → specify deliver time in all the items.
- 3) Price inflation: As the companies raised their concern regarding the price inflations of the row material; UNDP advised all companies to do their own calculations & add the expected price increase to the final price offered in their submitted price quotations.
- 4) Minimum Quantity Order for Promotional items imported from outside Jordan: all companies were asked to add a line for the minimum quantity order of any imported promotional material so that no misunderstanding would happen when UNDP orders any of these items (such as the rubber bracelets, coasters).
- 5) Design & Print fees & Options: for the IEC materials, a separate line for the design fees should always be mentioned/ stated. Also for the design, UNDP will need maximum two days to receive the needed design. The companies need to provide UNDP with a maximum of three design options.
- 6) Some companies raised their concern that UNDP has the right to reduce/ increase 25% from the quantity listed in the agreement. This is a UNDP worldwide policy and cannot be changed.
- 7) Imported & Local items: when completing the pricing table; all companies can write the below two scenarios for the promotional items:
 - Prices of the local items

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- Prices of the imported items
- 8) Samples: It is indicated in the ITB documents that the companies should provide UNDP with some samples when submitting the ITB.
 - 9) Extension of submission deadline: UNDP will not extend the deadline
 - 10) Requests for clarifications can be send by email till (5) calendar days before the submission deadline.