

Additional Questions/ Clarification by Bidders

Assignment Name:

ITB/UNDP/HDR/002/2016 Printing and Distribution: UNDP Human Development Report, Summary, Posters and Press Kit Folders

Closing Date of RFP:

1st April 2016 [11:59p.m. Malaysia time]

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

1.

Questions:	Where do the products have to be delivered? Only to the U.S.A, or in other countries as well? If the latter applies, which are the destination countries?
Answer:	<p>The products are to be distributed to USA and globally. The list is provided in Section 7 in the ITB:</p> <ul style="list-style-type: none"> a. To UNDP HDRO in New York, USA b. UN Publications, VA, USA c. Various destinations globally as per table in Annex A-1 in Section 7.

2.

Questions:	Does bidder have to send a formal letter at psb.bids@undp.org stating the interest of our company in participating at the ITB, or will an email be sufficient?
Answer:	Email is sufficient to express interest to participate in the tender.

3.

Questions:	Can a non-english documents be translated by non-certified translation service provider for the purpose of tender document submission?
Answer:	Please take note that the required language stipulated in the ITB document is English. Please ensure that critical documents that are going to be reviewed and assessed are in English or translated to English. Certified translation is not a mandatory requirement.

4.

Questions:	In Section 6 the ITB states that bidder need to provide similar report/poster/press kit folder that have been printed previously as a sample to demonstrate the quality pf printing. How do we provide such samples since the submission is an on-line submission?
Answer:	That can be done upon request and it has to be sent to our HDRO office in New York for their assessment if needed.

5.

Questions:	Regarding the shipments for various locations I have found an incongruence between the Approximate packaging quantity in Annex A and the annual shipping and delivery cost in annex A-1. For example, regarding the shipping of the HDR (1 box weights approximately 25 LB) to various location, in annex A the total amount of boxes of HDR to be send to various location is 2170 that multiplied by 25 LB equals to 52624 LB which is higher compared to the sum of 200 LB per 90 countries (200LBx90=18000 LB) considered in Annex A-1. In this sense, what should I consider? Is the Annex A-1 used as a list of price?
Answer:	Please use the A-I sheet so that evaluation on equal basis can be done on all bidders.

6.

Questions:	The number of posters to be produce is different from the table Scope and Specification- Annual demand to the Annex A- In the first one is 700 while in the second one is 600? Which number should I consider?
Answer:	The correct number is 700 copies.

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