

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:	D.23.2 only mentioned that we must submit our document electronically. We would like to know whether we can also submit a hard copy?
Answer:	We ONLY accept submissions in electronic format via email.

2.

Questions:	The number of pages mentioned in section “dimension” is only number of inside pages or it includes cover pages, too?
Answer:	Does not include cover. Cover is 4PG

3.

Questions:	Outside cover of HDR reports mentioned “CMYK 4 color process plus aqueous coating”. We would like to know which coating will be used. And if “aqueous coating” means UV coating with water - based?
Answer:	This is a technical term and prospective vendors should be familiar with it.

4.

Questions:	<p>In <i>Scope and Specifications</i> – Annual Demand, the type of paper “Stock” in HDR reports:</p> <p>Cover: International Papers: Kallima; 10 pt C1S, FCS – certified</p> <p>Text pages: Cascade Mills’ 60# Roland Opaque 30 Smooth stock, FCS – certified</p> <ul style="list-style-type: none"> - We found that Kallima and Roland Opaque are two suppliers of papers. So we would like to know in case we win this tender and print for UNDP, must we buy papers from these two supplier? If so, please let us know the contact of these two suppliers who we will contact to buy papers <p>If not, please let us know more clearly about the type of paper used for this tender. Because there are many types of papers called C1S.</p> <ul style="list-style-type: none"> - 60# is equivalent to 60 gsm or 60 LB? - 30 smooth stock means 30 gsm or 30 LB smooth stock? - As we know, there is only a certificate named FSC (Forest Stewardship Council). We cannot find FCS. Please verify this for us. - When we submit our documents, will we prepare sample paper? Or, we only need to provide sample when we sign contract?
Answer:	Specifications are clear, and paper acquisition is vendor’s responsibility.

5.

Questions:	We don't understand the paragraph " score cover " in " Proof ". Does UNDP have any images of this and is it convenient for UNDP to send us?
Answer:	This is the standard technical terminology vendors should be familiar with.

6.

Questions:	<p>In Annex A-1: Annual shipping and delivery cost to various locations, UNDP does not mention quantity of goods to each destination, and only mentions weight to each destination.</p> <p>But in A - Annual Printing, Packaging and Labelling, Shipping and Delivery, UNDP mentions generally the packaging quantity and does not mention exact quantity to each destination.</p> <p>We don't know how to fill in these two forms and how to calculate the price.</p> <p>Please explain this for us.</p>
Answer:	<p>The print out are going to be delivered/distributed to:</p> <ol style="list-style-type: none"> HDRO in NY, USA UN Publications in VA, USA Globally (as per list in Annex A-1) <p>The cost of printing/ packaging and labelling/shipping and delivery are separated. Vendors need to complete all 3 cost elements above.</p> <p>The shipping and delivery cost is normally based on weight and destination. The weight of shipment provided are made up from various printing products. The pricing may be obtained from freight forwarding company.</p> <p>The exact quantity and time of delivery of the shipment will be informed by UNDP HDRO during the contract period.</p> <p>The total price from Form in 'Annex A-1', made up the total cost for shipping and delivery to 'Various location' in Form in 'A'.</p> <p>Vendors need to complete both forms.</p>

7.

Questions:	In A. Annual Printing, Packaging and Labelling, Shipping and Delivery , all the “not applicable” in shipping and delivery means that our company does not have responsibility to fulfill it, right? And if it happens, this will be covered by UNDP or UNDP’s partners?
Answer:	It is not applicable as the cost is already factored in form Annex A-1.

8.

Questions:	Please explain to us when warehousing and fulfillment will be applied.
Answer:	After printing.

9.

Questions:	Please explain to us how we can buy API integration and how we will approach to it.
Answer:	Vendor should be familiar with and have prior experience with API integration.

10.

Questions:	What is the unit of cover and text dimension of HRD Summaries? Is it cm or inch?
Answer:	The dimensions of HDR Summaries are in inches.

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