

Additional Questions/ Clarification by Bidders – Part 3

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:	Is simple freight acceptable or is a signature and tracking required?
Answer:	Tracking is required.

2.

Questions:	Can UN Pouch be used?
Answer:	No, unless otherwise instructed by HDRO at the time of contract execution. Please ensure that all shipment and delivery will be done by vendor and price to be quoted accordingly.

3.

Questions:	Is there Duty associated with these foreign shipments and if so, who is responsible?
Answer:	There is no duty involved and documentations from UNDP HDRO will be provided for exemption.

4.

Questions:	Press Kit folders - Do the pockets themselves have gussets to hold reports or do the reports just nest inside the folder
Answer:	Front pocket has a gusset (~1/2in).

5.

Questions:	Press Kit folders - Packaging states shrink wrap and carton in packs of 20 – is that 20 per carton or 20 per shrink wrap or do these shrink wrap individually?
Answer:	20 per shrink wrap; 200 per carton.

6.

Questions:	<p>Under ITB's "Scope and specifications – Annual Demand", A) HDR Reports, 1) No of copies: There is stated 15,000 under English, 7,000 under French etc.</p> <p>Under ITB's "Scope and specifications – Annual Demand", A) HDR Reports, 4) Fulfill orders for distribution: There is stated Approx. 130 shipments of approx. 10,000 books under English, Approx. 25 shipments of 6000 books under French etc.</p> <p>a. <u>Question:</u> How does 15,000 copies of HDR fit together with approx. 130 shipments of approx. 10,000 books, which is approx. 1,300,000 copies in total?</p> <p>b. <u>Question:</u> Posters = approx. 700 copies, but only 100+500 = 600 copies needs to be shipped. Please advise reason for this?</p> <p>c. <u>Question:</u> Press Kit Folder = approx. 6,000 copies, but only 4,000+400 = 4,400 copies needs to be shipped. Please advise reason for this?</p> <p>d. <u>Question:</u> HDR Summaries = approx. 38,400 copies, but only 34,000+3,000 = 37,000 copies needs to be shipped. Please advise reason for this?</p>
Answer:	a. It is 130 shipments for a total of 15,000 copies i.e. about 115 books per shipment on average.

	<p>b. Quantities to be shipped are estimates. The actual quantity will be informed accordingly during contract execution.</p> <p>c. See above</p> <p>d. See above</p>
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7.

Questions:	<p>Under ITB's "Scope and specifications – Annual Demand", A) HDR Reports, 5) Storage/fulfillment: There is stated "Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO"</p> <p><u>Question:</u> Why is it necessary to store the print runs on behalf of HDRO, when we know the quantities of the shipments prior to fabrication?</p>
Answer:	<p>All shipping quantities are estimates. We don't know exact quantities until orders are placed.</p>

8.

Questions:	<p>Under ITB's "Scope and specifications – Annual Demand", A) Posters, 4) Schedule and delivery, Fulfill orders for distribution via DHL (DHL Express will provide software to generate shipping labels: There is stated "Shipment costs borne by HDRO (corporate account)" and quantity of approx. 500 (100 tubes)</p> <p><u>Question:</u> <i>Will HDRO pay for delivery of the annual 500 copies of posters needed, and why only these 500 copies?</i></p>
Answer:	<p>The shipment cost via UNDP HDRO DHL corporate account is only upon UNDP HDRO instruction. If this is used, payment to DHL via corporate account will be made by HDRO to DHL.</p> <p>The vendors is required to provide cost of shipment/distribution as per Table A and Annex A-1 based on the number of copy given.</p>

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