

**Additional Questions/ Clarification by Bidders – Part 6****Assignment Name:**

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

**Closing Date of RFP:**

**1<sup>st</sup> April 2016 [11:59p.m. Malaysia time]**

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

1.

Questions:	<p>Section 2, Item F: Award of Contract, paragraph 35. Right to vary requirement at the time of award by up to plus or minus 25% of the total offer without change in the unit price.</p> <p>Question: As print production is a custom manufacturing process, there are certain fixed costs based on publication specifications, coupled with a running cost per copy produced. As the quantity goes up, the unit price drops, as the ordered quantity goes down, the unit price increases. This clause does not work in print, if UNDP decides to increase your quantity, you will pay too high of a cost per unit. If UNDP decides to lower the total quantity, the print supplier will not have their costs covered. Can this clause be removed from this ITB?</p>
Answer:	This is UNDP standard clause which could not be changed. The figure is UNDP best estimate and it is very unlikely the variation will be as high as 25%.

2.

Questions:	Data Sheet, item number 35. I want to confirm that as publications are completed and then placed into the warehouse for distribution, we will be able to invoice UNDP for the print production. For example, once the English Report is complete, we can submit the invoice for that publication to UNDP for payment. Is that correct?
Answer:	Yes.

3.

Questions:	<p>Print Production Question: We see that the English Report is to print in June. The French, Spanish, Arabic and Portuguese Reports are to print in July. It is noted that the English Summary prints in June and the 5 additional language versions print in July. If we are able to produce multiple titles at the same time, this will yield a cost savings for UNDP. The following are various scenarios for group/gang printing that will help save costs:</p> <p>Question a) Can we base the pricing on producing the French, Spanish, Arabic and Portuguese Reports at the same time by gang printing since they are all scheduled to arrive in July?</p> <p>Question b) Can we base the pricing on producing the French, Spanish, Arabic, Portuguese and Russian Summaries at the same time by gang printing since they are all scheduled to arrive in July?</p> <p>Question c) Can we base the pricing on producing the English Report and English Summary together in June? Can we base the pricing on producing the French, Spanish, Arabic and Portuguese Reports at the same time as the French, Spanish, Arabic, Portuguese and Russian Summaries since they are to arrive in July?</p>
Answer:	<p>First, the schedule is tentative, so the timeline might change. Vendor would be informed in advance of changes in the schedule.</p> <p>Question a) Yes.</p> <p>Question b) Yes.</p> <p>Question c) Yes; if there are changes, the vendor would be notified in advance, and asked to provide a quote for any additional charges.</p>

4.

Questions:	<p>Country Office Shipments: Will it be possible to provide us with the exact delivery address for each of the 90 Global Destinations? This will help us generate an accurate pricing proposal as well as detail the transit time from our location to each office.</p>
Answer:	<p>The address is provided in the attached list. Kindly be informed that all vendors MUST provide shipment and delivery price to this addresses.</p>

5.

<p>Questions:</p>	<p>Price Considerations. There are three components that make up the bulk of the pricing for this ITB.</p> <ul style="list-style-type: none"> <li>a. Labor Costs: These are the rates we set at are our facility for the production of the publications. This cost can be controlled by our organization and we can offer a three year commitment on those rates.</li> <li>b. Paper Costs: Paper costs are set by market conditions and the individual paper manufacturing companies. We cannot control the rates set by the market. We also cannot control if the Kallima and Rolland sheets will be continually manufactured over the duration of the contract.</li> <li>c. Shipping Costs: These rates are set by the freight companies and not controlled by our organization and current fuel rates and surcharges also play a role.</li> </ul> <p>Question/Suggestion: We understand the goal to enter into a 3 year LTA and welcome the opportunity. We would make the following suggestion and would like to know if UNDP agrees:</p> <p>Labor; we can and will be able to set rates for the three years as requested.</p> <p>Paper; we are willing to share with UNDP our paper cost invoices and will only adjust the paper rate based on demonstrated increases or decreases in the price charged to us by our paper suppliers. Will this be acceptable?</p> <p>Freight; We cannot lock in these rates since we do not have any control over what the freight companies will charge which takes into account fuel costs and their labor rates. We ask that shipping costs be updated each year with the ability for UNDP to handle the freight should they be able to obtain a lower shipping cost. Will this be acceptable?</p>
<p>Answer:</p>	<p>We need vendors to provide a comprehensive proposal to ensure we have an end-to-end price for the project.</p> <p>At this point time, vendors are expected to provide complete price proposal assuming papers as specified in the ITB will still be available until the end of the contract period. Should paper is not available in future, alternative and new pricing will be considered for this.</p> <p>Please provide the price based on best estimates for shipping cost. HDRO may elect to use DHL services should the shipping cost goes up during the project period as indicated in the TOR.</p>

List of addresses for Question 4.

#	Country	State	Address of CO
1	ANGOLA	Luanda	Rua Major Kanhangulo, 197
2	ARGENTINA	Buenos Aires	Esmeralda 130 - Piso 13 C1035ABD, Ciudad Autónoma de Buenos Aires,
3	AZERBEIJAN	Baku	UN Office in Azerbaijan, 3, UN 50th Anniversary str., AZ 1001, Baku, Azerbaijan
4	BANGLADESH	Dhaka	UNDP, UN Offices, 18th Floor, IDB Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka 1207, Bangladesh
5	BARBADOS	Bridgetown	United Nations Development Programme (Barbados and the OECS) UN House, Marine Gardens, Christ Church, Barbados
6	BELGIUM	Brussels	14 rue Montoyer, B - 1000, Brussels, Belgium
7	BHUTAN	Thimphu	United Nations Development Programme (UNDP) Bhutan UN House PO Box 162 Peling Lam, Kawajangsa, Thimphu, Bhutan
8	BOSNIA	Sarajevo	Zmaja od Bosne b.b. 71000 Sarajevo Bosnia and Herzegovina
9	BOTSWANA	Gaborone	Corner Khama Crescent and President Drive Government Enclave Gaborone, Botswana
10	BRAZIL	Brasilia	Complexo Sergio Vieira de Mello, Módulo I, Prédio Zilda Arns Setor de Embaixadas Norte, Quadra 802, Conjunto C, Lote 17
11	CAMBODIA	Phnom Penh	#53, Pasteur Street, Boeung Keng Kang I P.O. Box 877, Phnom Penh, Cambodia
12	CHAD	N'Djamena	Programme des Nations Unies pour le développement au Tchad

#	Country	State	Address of CO
			02 Villa PNUD, Rondpoint de la Francophonie BP 906, Ndjamena - TCHAD
13	CHILE	Santiago	Dag Hammarskjold 3241. Vitacura. 7630412. Santiago. RM. Chile.
14	CHINA	Beijing	No.2 LiangMaHe NanLu,100600,Beijing,China
15	COLOMBIA	Cartagena	Avenida 82 #10-62, pisos 2, 3 y 4
16	CONGO	Brazzaville	Adresse Géographique: Avenue Foch/Behagle Adresse Postale: B.P. 465, Brazzaville République du Congo
17	DENMARK	Copenhagen	Marmorvej 51 2100 Copenhagen Ø Denmark
18	DOMINICAN REP	Santo Domingo	Casa de las Naciones Unidas Avenida Anacaona #9, Mirador Sur Apartado 1424 Santo Domingo, Rep. Dominicana
19	DR CONGO	Kinshasa	UNDP DRC, Immeuble Losonia, Boulevard du 30 juin, P.O. Box 7248, Commune de la Gombe, Kinshasa - République démocratique du Congo
20	ECUADOR	Quito	Av. Amazonas 2889 y la Granja
21	EGYPT	Cairo	Egypt Country Office World Trade Center, 1191 Corniche El Nil Street Boulac, Cairo, Egypt
22	EL SALVADOR	Antiguo Cuscatlan	Blvd. Order of Malta South, No. 2-B  Santa Elena, Antiguo Cuscatlan  Freedom  The Savior
23	ERITREA	Asmara	HDAY Street P.O. Box 5366 Asmara, Eritrea

#	Country	State	Address of CO
24	ETHIOPIA	Addis Ababa	Post Box No. 5580, Addis Ababa, Ethiopia
25	FIJI	Suva	Level 8, Kadavu House 414 Victoria Parade Suva, Fiji
26	FINLAND	Helsinki	Katajanokanlaituri 6 B, FI-00160 Helsinki   Finland
27	GAMBIA	Banjul	P.O.Box 553, Banjul - The Gambia
28	GEORGIA	Tbilisi	UN House, 9 Eristavi Street Tbilisi 0179 Georgia
29	GUATEMALA	Guatemala	5a Av. 5-55 Zona 14 Edificio Europlaza, Torre IV, Nivel 10 Ciudad de Guatemala, 01014
30	GUINEA	Conakry	Maison Commune Corniche Coleah Lansébounyi B.P. : 222 Conakry Guinée
31	GUINEA BISSAU	Bissau	Rua Rui Djassi - CP 179, Bissau - Guinée-Bissau
32	GUYANA	Georgetown	42 Brickdam & United Nations Place Stabroek, Georgetown, Guyana
33	ICELAND	Reykjavik	Orkustofnun, Grensásvegi 9, IS-108Reykjavík, Iceland
34	INDIA	New Delhi	Post Box No. 3059, 55 Lodhi Estate New Delhi, India. Pin Code - 110 003
35	INDONESIA	Jakarta	Menara Thamrin 8-9th Floor Jl. MH Thamrin Kav. 3 Jakarta 10250
36	ITALY	Rome	Corso Vittorio Emanuele II, 251, Roma RM, Italy
37	IVORY COAST	Abidjan	Angle Avenue Marchand, Rue Gourgass 01 BP 1747 Abidjan 01 (Côte d'Ivoire)
38	JAMAICA	Kingston	1 - 3 Lady Musgrave Road Kingston 5, Jamaica
39	JAPAN	Shibuya-ku	UN House 8F, 5-53-70 Jingumae Shibuya-ku, Tokyo 150-0001

#	Country	State	Address of CO
40	JORDAN	Amman	P.O.Box 941631 Amman 11194 Jordan
41	KENYA	Nairobi	UN Gigiri Complex, Block M P.O. Box 30218-00100,Nairobi, Kenya
42	KOSOVO	Pristina	UNDP Kosovo Office, Zagrebi St. No. 39, 10000 Pristina, Kosovo
43	LAOS	Vientiane	Lane Xang Avenue P.O. Box 345 Vientiane, Lao PDR
44	LESOTHO	Maseru	UNDP Offices,United Nations Road, PO Box 310, Maseru, Kingdom of Lesotho
45	LIBERIA	Monrovia	Simpson Building Mamba Point P.O.Box 274 1000 Monrovia, 10 Liberia West Africa
46	MACEDONIA	Skopje	Jordan Hadzi Konstantinov -Dzinot 23, 1000, Skopje
47	MALAWI	Lilongwe	Area 40, Plot 7, P.O. Box 30135 Lilongwe 3.
48	MALAYSIA	Kuala Lumpur	Wisma UN, Block C Kompleks Pejabat Damansara Jalan Dungun, Damansara Heights 50490 Kuala Lumpur MALAYSIA
49	MALDIVES	Male' City	4th Floor, H. Aage (Bank of Ceylon Building) Boduthakurufaanu Magu Male' , Maldives
50	MAROCCO	Rabat	Angle Avenue Moulay Hassan et Rue Moulay Ahmed Loukili, Casier ONU, Rabat Chellah Maroc
51	MAURITIUS	Port Louis	6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius

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52	MEXICO	Mexico City	Montes Urales 440, Col. Lomas de Chapultepec, Del. Miguel Hidalgo, C.P. 11000 México, D.F.
53	MONGOLIA	Ulaanbatar	United Nations Street -14 Sukhbaatar District Ulaanbaatar - 14201, Mongolia
54	MONTENEGRO	Podgorica	UN Eco Building Stanka Dragojevica bb, 81000 Podgorica, Montenegro
55	MOZAMBIQUE	Maputo	UNDP Mozambique Country Office Kenneth Kaunda Av, N. 931, Maputo
56	MYNMAR	Yangon	No. 6, Natmauk Road, Tamwe Township, Yangon 11211, Republic of the Union of Myanmar
57	NAMIBIA	Windhoek	UN HOUSE, 1st Floor, 38 Stein Street, Klein Windhoek Private Bag 13329, Windhoek, Namibia
58	NEPAL	Kathmandu	P.O. Box 107 Kathmandu, Nepal
59	NETHERLANDS	The Hague	Postbus 5818 2280 HV Rijswijk The Netherlands
60	NIGERIA	Abuja	Anambra State House, 19, T.Y Danjuma Street, Asokoro, Abuja, Nigeria.
61	NORWAY	Oslo	Kongens gate 12, 0153 Oslo, Norway
62	PAKISTAN	Islamabad	4th Floor, Serena Business Complex Khayaban-e-Suharwardy Islamabad, Pakistan
63	PERU	Lima	Av. Pérez Araníbar Nº 750 Magdalena del Mar, Lima 17 - Perú
64	PHILIPPINES	Makati City	30th Floor Yuchengco Tower RCBC Plaza, 6819 Ayala Avenue cor. Sen. Gil J. Puyat Avenue Makati City 1226 Philippines
65	RWANDA	Kigali	Avenue de l'Armée 12, Kigali, Rwanda



#	Country	State	Address of CO
66	SAMOA	Apia	UNDP Samoa Multi-Country Office Private Mail Bag, Apia SAMOA
67	SAUDI ARABIA	Riyadh	P.O Box 94623 Riyadh 11614 Kingdom of Saudi Arabia
68	SERBIA	Belgrade	Internacionalnih brigada 69 11000 Belgrade, Serbia
69	SEYCHELLES	Victoria	6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius
70	SIERRA LEONE	Freetown	PO Box 1011 Freetown Sierra Leone
71	SINGAPORE	Singapore	#8-01, Block A, 29 Heng Mui Keng Terrace, Singapore 119620
72	SOLOMON ISLANDS	Honiara	PO Box 1786 Honiara, Solomon Islands
73	SOUTH AFRICA	Pretoria	351 Francis Baard Street Metro Park Building P.O. Box 6541 Pretoria, Gauteng 0001
74	SOUTH SUDAN	Juba	UNDP Compound, Plot 21, Ministries Road, PO Box 410, Juba, South Sudan
75	SRI LANKA	Colombo	UN Compound 202-204, Bauddhaloka Mawatha, Colombo 7,
76	SWEDEN	Stockholm	c/o SIWI, Linnégatan 87A,  Box 101 87  100 55 Stockholm
77	SWITZERLAND	Chatelaine	11-13 chemin des Anémones, Maison internationale de l'environnement 1219 Châtelaine, Geneva

#	Country	State	Address of CO
78	SWITZERLAND	Geneve	Palais des Nations, 1211 Genève, Switzerland
79	TANZANIA	Dar Es Salaam	182 Mzinga way, Off Msasani Road Oysterbay P.o Box 9182 Dar-Es-Salaam, Tanzania
80	THAILAND	Bangkok	12th Floor United Nations Building Rajdamnern Nok Avenue Bangkok 10200 Thailand
81	TRINIDAD	Port of Spain	UN House 3A Chancery Lane, Port of Spain Trinidad and Tobago
82	TURKEY	Cankaya	UN House, Birlik Mah. Katar Caddesi No:11, 06610 Çankaya/Ankara
83	TURKEY	Sisli	Key Plaza, Abide-i Hürriyet Cd. İstiklal Sk. No 11, Şişli, 34381
84	UGANDA	Kampala	Plot 11, Yusuf Lule Road, Nakasero P.O Box 7184, Kampala, Uganda
85	UKRAINE	Kiev	<b>1, Klovsky Uzviz Str., Kyiv, 01021, Ukraine</b>
86	URUGUAY	Montevideo	Dirección: Javier Barrios Amorín 870, piso 3 Montevideo, Uruguay
87	VENEZUELA	Caracas	Avenida Francisco de Miranda, Torre Hewlett-Packard, piso 6, oficina 6A. Urbanización Los Palos Grandes. Caracas 1060, Venezuela.
88	VIETNAM	Ha Noi	United Nations Development Programme 304 Kim Ma, Ba Dinh, Ha Noi
89	ZAMBIA	Lusaka	United Nations Development Programme - UNDP P.O. Box 31966 Alick Nhata Road Lusaka, Zambia
90	ZIMBABWE	Harare	Block 10, Arundel Office Park, Norfolk Road, Mount Pleasant,

#	Country	State	Address of CO
			Harare, Zimbabwe.

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