

## CALL FOR EXPRESSION OF INTEREST (EOI)

**DESCRIPTION:** **Storage and Distribution Services for UNAIDS Publications**

**USER UNIT:** **Organizational Development Department / AST**

**REFERENCE NUMBER:** **EOI-2010-33**

UNAIDS paper publications have been developed either by the UNAIDS Secretariat and/or our Cosponsors, that capture our experience and our learning efforts to help the world prevent new HIV infections, care for people living with HIV and mitigate the impact of the epidemic.

These resources - for advocates, policymakers, practitioners, the media, researchers and community members - include reports, evaluations, reflections and Best Practices, media information, stories, multimedia products and Q&A and fact sheets on UNAIDS and AIDS issues including HIV data, information on data collection, methodologies and tools. UNAIDS does not sell its publications.

UNAIDS publications are currently stored and distributed by UNAIDS from Geneva, Switzerland.

In connection with the organization's goal of offering value for money, improving efficiency and reducing costs UNAIDS is looking for a partner to provide possible collection, reception, warehousing, storage and global distribution of its printed publications.

UNAIDS would like to enter into a Long Term Agreement (LTA) for 2 years with an option to renew for two additional 1 year periods. The partner in this venture would be expected to fulfil the below activities:

- Possible collection of publications from various production locations worldwide as and when required.
- Store the publications in one or more warehouse(s) (depending on the partner capabilities and strategy) that have temperature control facilities to avoid damage (dryness and humidity).
- Establish an electronic stock control system and/or use an existing system which could be accessed remotely either by UNAIDS staff or by automated means to update UNAIDS internal systems.
- Provide electronic stock inventory report upon demand, as well as producing weekly and annual reports.
- Receive requests via internet (online form or electronic store), email, telephone, fax, and/or letter. Requests must be cleared/approved by UNAIDS prior packing and distribution.
- Pack, identify (address labels) and dispatch publications (sometimes in CD format) worldwide as requested (road, sea or air-freight) meeting UNAIDS deadlines and standards.
- Prepare and set up a system compatible with UNAIDS mailing list system to be able to receive mailing lists and distribution instructions electronically directly from UNAIDS offices, or third parties designated by UNAIDS.
- Negotiate and acquire discounted rates from courier, transport and mailing companies where possible for all deliveries, supplying all supporting documentation.
- Monthly invoicing of services provided with full supporting documentation.
- Environment: use of environmentally sustainable packing products.

20 AVENUE APPIA  
1211 GENEVA 27  
SWITZERLAND

Tel: +41 22 791 3666  
Fax: +41 22 791 4187  
www.unaids.org

**DEADLINE DATE FOR SUBMISSION OF EOI-2010-33: 10 December 2010**  
**POSTING DATE: 12 November 2010**

**Objectives and Scope**

To increase the efficiency and maximize the cost-effective distribution of UNAIDS publications, in supporting UNAIDS worldwide efforts to prevent new HIV infections, care for people living with HIV and mitigate the impact of the epidemic.

**Expected Procurement Components**

- Storage and Distribution Services for UNAIDS publications

**Profile of potential bidders:**

- Established private company or non-for-profit organization with proven financial stability for the last 5 years.
- Capable of delivering the requested services directly without subcontracting either by itself or by forming a consortium (exception is made for the actual distribution).
- Proven expertise delivering the services required with existing customers.
- Proven expertise in arranging distribution worldwide.
- Experience with customs process in all countries

**Services requested:**

- Global reception and distribution of UNAIDS publications and materials by mail, courier, air road, sea and timely reporting on shipment status and deliveries.
- Meet all dispatch deadlines including short notice delivery/collection requirements.
- Adequate and safe storage capacity, for UNAIDS publications.
- Provision of stock updates at any time, as well as weekly and yearly storage reports.
- Regular, sometimes daily contact with UNAIDS headquarters in Geneva, via email, telephone and fax. Two visits to UNAIDS Headquarters in Geneva per year.
- Fluency in English, ability to work in French and Spanish an asset.

- **Volume:**

- UNAIDS currently has 100 European dimension palettes in storage (average of 60% capacity per pallet) – max capacity per pallet is 500kilos.
- UNAIDS produces circa 50 documents per year for distribution to it 90+ offices.
- UNAIDS has 90+ offices around the world and on average sends 20-30 copies of each publication to each office.

**Timing:** The activities need to be commenced in the period: July 2011.

**Expression of Interest content:**

UNAIDS invites suppliers capable of providing the above-mentioned services to submit their expression of interest.

In order to be considered as a potential supplier, interested entities should submit their Expression of Interest including the following information:

- brief presentation of your enterprise including number of staff, turnover, years in business.
- reference list demonstrating your qualifications for participating in this possible upcoming bidding process including a list of similar contracts.
- contact information (full name and address, country, telephone and fax numbers, e-mail address, website and contact person).

**IMPORTANT: No formal offers or prices are requested in this phase.**

Email for submission of EOI-2010-33: [TechnicalBids@unaids.org](mailto:TechnicalBids@unaids.org)

Deadline for submission of Expression of Interest: **10 December 2010**



**Time-line:**

- 10 December 2010      Submission of Expression of Interest by e-mail (max. 5-10 pages) to TechnicalBids@unaids.org  
Please indicate **Ref. No.: EOI-2010-33** on all submissions.
- 20 January 2011      Request for Proposals to be sent out and published on the Internet.
- 20 March 2011      Submission of proposals by e-mail or courier.
- 30 May 2011      Selection of bidder.
- 1 July 2011      Start of the implementation phase.

This call for Expression of Interest **does not constitute a solicitation**.

UNAIDS reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNAIDS also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UNAIDS.

**UNAIDS Contact Information (For questions only, do not send EOI)**

Joint United Nations Programme on HIV/AIDS (UNAIDS)  
20 Avenue Appia  
CH-1211 Geneva 27, Switzerland

Attn: S. Bolvenkel-Prior, Manager, Facilities and Services  
Tel: 00 41 22 791 4659  
E-mail: [bolvenkelpriors@unaids.org](mailto:bolvenkelpriors@unaids.org)

For companies not registered with the **UN Global Marketplace** it is recommended to do so. The UN Global marketplace is a database of active and potential suppliers available to all UN and World Bank procurement personnel, and is the main supplier database of 15 UN organizations. To register click on "New Supplier Registration" on [www.ungm.org](http://www.ungm.org).