

Request for Proposals 2010-31 on Long Term Agreement to provide Digital Printing Services to UNAIDS

Answers to queries submitted by prospective bidders 13-Jan-2011

Pursuant to section 2.6 of the Request for Proposal 2010-31, the present document is a consolidated response by UNAIDS to the questions received from prospective bidders to the project on "Long Term Agreement to provide Digital Printing Services to UNAIDS". Kindly note that some of the questions below have been edited to preserve anonymity. The order of the questions does not necessarily reflect the order in which they were received.

- **Question 1:** What are the volumes you will be printing?

In 2010, we printed roughly 33'000 documents digitally ranging from leaflets to small reports. Most of our printing is small reports (16 to 52 pagers)

- **Question 2:** How many companies will you select?

We will select 2 companies

- **Question 3:** One brochure is 19 x 25,5 cm. when it is closed and open is 38 x 19 cm. please advise if it is an uneven folded cover, or an error

The size of the brochure is 19 x 25,5 cm closed and **38 x 25,5 cm opened.**

- **Question 4:** Is it okay to deliver the goods without a pallet in export cartons maximum 10 kg. . Many times the work can be fit into one or a couple of boxes, making the shipping costs cheaper that if delivered on a pallet

It is okay to deliver the goods without a pallet in export cartons maximum 10 kg.

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