

Invitation to Bid (ITB) - ITB-2011-29

For Packing and distribution UNAIDS publications:

AIDS at 30 – hard cover, AIDS at 30 – soft cover

Outlook 30 and Getting to Zero

Please find below the questions submitted by potential bidders and the UNAIDS answers. This document is being sent to all potential bidders to ensure equal treatment of all submissions.

Question 1: Further to your bid for packing and distribution of 4 UNAIDS publications (Aids at 30 – hard cover, Aids at 30 – soft cover, Outlook 30 and Getting to Zero), I would like to know if this is DDP shipments (delivery to final consignee) or a CPT shipment (delivery to destination airport)?

Answer 1: It is a DDP delivery, i.e., delivery to final consignee. UNAIDS will provide the selected bidder with the final list with the full address for each final consignee.

Question 2: May I kindly ask you whether we will have to collect the books or if you will bring them directly at our premises?

Answer 2: As indicated in the ITB in paragraph 2, the following documents are in Geneva and the bidder would have to collect and ship to the bidder's warehouse(s) – therefore the shipping cost should be included in the bid, UNAIDS would pack the documents. Below we have supplied a little more detail on the documents to be collected from Geneva:

- Outlook 30 – English soft cover. 3,050 copies = 4,941 kilos; 7 copies per box; 11.7kg per box.
- AIDS at 30 – English hardcover = 448 copies = 361 kilos; 21 copies per box; 17.5 kilos per box.
- Getting to Zero – English, French, Spanish and Russian soft cover. 3,030 copies = 667 kilos; 48 copies per box; 11.06 kilos per box.

The documents listed below are currently being printed and will be shipped, at UNAIDS cost, by the printer to the bidder's warehouse(s) location for packing and distribution.

- AIDS at 30 – soft cover in English, French, Spanish and Russian versions (Weight: 0.600kg; 23.2cm x 23.2 cm x 1.3; 136 pages).
- AIDS at 30 – hardcover French, Spanish and Russian versions (Weight: 0.804kg; 23.5cm x 23.5cm x 1.7cm, 136 pages).
- Outlook 30 – soft cover French, Spanish and Russian versions (Weight: 1.620kg; 28.5cm x 28.5cm x 2cm; 225 pages).

Question 3: We also need to know if you will have the books sorted by publication?

Answer 3: The language version of each publication will be shipped on separate pallets, i.e., the 4 publications and the 4 language versions should arrive at the bidder's warehouse(s) on separate pallets.

Question 4: Could we just confirm that, because you need proof of delivery, air mail is not a satisfactory option.

Answer 4: As indicated in paragraph 2 of the ITB, the bidder must provide at the end of the contract proof of shipment, delivery and, if available, tracking information at the time of shipping. It is up to each bidder what form of proof they will provide, e.g., confirmation by email with consignee, telephone, delivery receipt. The format of proof is not stipulated.

Question 5: Will we be able to use the UN logo on shipping documentation to avoid duties and other taxes as far as possible?

Answer 5: The UN logo may only be used by the United Nations diplomatic pouch service which is not available to bidders. Therefore costs submitted in the offer should include duties and other taxes as far as possible.

Question 6: There is a summary worksheet and two other worksheets with data. Does the summary include the numbers on the other worksheets, or should all sheets be costed?

Answer 6: Only the Summary Worksheet on Annex 1 should be costed, the tabs AIDS at 30 Soft, Declaration and Outlook 30 should be ignored. The Proposal Submission Form must also be completed.

Question 7: Re Paragraph 2 - About the packing - "UNAIDS will provide a detailed distribution list based on Annex 1 with full name of each recipient and detailed address." What format will this list be in? Word, Excel, other?

Answer 7: The list will be provided in Excel.

Question 8: "UNAIDS will provide based on Annex 1, a final list of the contents for each recipient." If we are providing a fixed cost for each delivery, and the units change, do bidders not face the possibility of over recovering or under recovering their costs?

Answer 8: UNAIDS accepts that should UNAIDS change the unit volume the bidder has the right to amend the cost.

Question 9: Could you confirm that for example on the first line, where it says to UN Sales, USA, New York 200 copies of Aids at 30 Soft Cover, this is to one address only and is not potentially several deliveries to several destinations in New York.

Question 9: We confirm that this is one address in New York.