

Request for Proposal (RFP) **Reference Number: RFP-2011-27**

STORAGE AND DISTRIBUTION SERVICES FOR UNAIDS PUBLICATIONS

6 October 2011

Question 1

How will requests which come through the UNAIDS website be passed to the supplier?

Answer 1

UNAIDS will review all requests from the website and forward by email all requests to be implemented. The format for sending to the supplier could be discussed if the supplier has a preferred method.

Question 2

Will the 200 miscellaneous orders quoted as received each month be passed directly to the supplier or via UNAIDS?

Answer 2

Via/from UNAIDS by email.

Question 3

Where costings are required for the shipments made by UNAIDS, please confirm whether you require a postage cost only or can we include a separate column to show costs for picking and packing of goods?

Answer 3

A breakdown of the costing is encouraged. However, please note that we will implement the financial evaluation on the total cost.

Question 4

Do the weights noted in your Financial Scenario correspond to one despatch or several?

Answer 4

The weight listed in the column "Total Kg sent to each country" is the weight of the shipment to one country i.e., if there are several countries in the "Destination(s)" column each destination received the weight detailed in the Kg column.

Question 5

Will the stock transferred to the supplier be in mixed title or single title pallets?

Answer 5

Normally in single title pallets. Where the language volumes are small there could be two language versions on one pallet.

Question 6

Please confirm what the mailing lists supplied by UNAIDS will be for? Could the supplier set up standing orders for the regular deliveries instead?

Answer 6

We will provide a mailing list for each document or set of documents to be distributed. The majority of UNAIDS mailing lists will be similar. Any automation of the process would be interesting.

Question 7

Please would you confirm how many items per carton and will each carton hold one title or several?

Answer 7

This answer assumes that the question relates to shipments from UNAIDS printers to the supplier. As documents vary in size, there is no standard carton size or volume, although on average carton volume is approximately 50 – 60 copies. Titles are never mixed in cartons from the printer.

For shipping of documents to countries it is for the supplier to provide cartons and decide on size and volumes depending on shipment size.

Question 8

Please confirm how many books there are to a carton (e.g. if 60 publications are sent to only one customer in Nigeria is it possible to pick only one carton?). Do all cartons hold the same number of publications or can this vary? Of course, we understand that pamphlets would be more to a carton and, again, how many would normally be contained within a carton?

Answer 8

As stated in Answer 7 there is no standard carton as documents vary in size. For example, a recent UNAIDS publication weighted 1.6kg. It would be up to the supplier to decide if 60 copies could be packed in one box. In the case of the 1.6kg document the cartons from the printer contained 7 copies.

Question 9

Please confirm the average number of pallets delivered with each monthly publication release and the percentage of stock units retained after initial dispatch by vendor.

Answer 9

UNAIDS does not have a scheduled monthly publication release, but in general there is one or more shipments per month. A standard print run is normally 3000 copies English, 1500 copies French, 1000 copies Spanish, 500 in Russian. It is difficult to estimate how many pallets as this is dependent on the weight and size of the publication.

Normally we would estimate that 20% is held as stock. We review stocks on a regular basis, and when a decision is taken to reduce to archive level e.g., 50 or 100 copies, we would request the contractor to return that stock to our archives in Geneva and/or destroy some of the documents.

Question 10

para 1.3.1.

You say that UNAIDS has 80 pallets in storage currently. Is that the average number stored during the year, or might the maximum number of pallets stored during any given year be higher than that? In which case, could you suggest a figure?

Answer 10

We currently have 63 pallets in storage. We would not anticipate more than 80 pallets in storage.

Question 11

para 1.3.1.

You require proof of delivery for all shipments but annex 4 mentions air mail as an option. One can not get proof of delivery from the carrier for air mail so should that be ignored?

Answer 11

We do not specify the format of POD therefore if a supplier uses airmail and could provide POD as an email or fax from the recipient confirming delivery this would be acceptable.

Question 12

Annex 5

Presumably the costings should be based on current shipping prices. Over a two year period we would expect to see some price changes from carriers (e.g. fuel surcharges), so these would have to be passed on. Is the costing a guide rather than a fixed contract?

Answer 12

The contract would be fixed costs for the first 2 years, therefore this should be taken into account by the bidder.

Question 13

Annex 5

The miscellaneous mailings shown in each month - obviously we can not cost these accurately without knowing destinations. Presumably some sort of average can be used?

Answer 13

Bidders please do not cost the Miscellaneous section in the Financial Scenario. This is purely an indication of volumes and workload, but obviously it is not possible to cost.