

1. **Respect les 2 annexes la différence entre le 2 c'est envoyé la livraison pour avion ou paquet express, et le deuxième transport normal ?? (Translation: Regarding the difference between the 2 is the shipment by plane or express package and the second is normal transport ??)**

We are expecting 2 different shipping type : one in express shipping and one in normal shipping

2. **We are FSC certified but we are not ISO 14001 certified? Our proposal will be considered or not?**

Yes, just provide the certificate

3. **As your request, coated paper with 250g is required for cover. Then for the 115g inside page, should we choose coated paper or white cardboard?**

Please use Erasure paper or equivalent for both paper: 250gr Erasure or equivalent for cover and 115gr Erasure or equivalent for text.

4. **In section 2.1 Key Requirements of the instructions package, I was not able to find the grams per square meter for each paper. For the cover & the text what is the g/m² (the weight of the paper?).**

Please use Erasure paper or equivalent for both paper: 250gr Erasure or equivalent for cover and 115gr Erasure or equivalent for text.

5. **With regard to the paragraph 2.1 Key Requirements kindly clarify why the 'plate changes' are required. Will there be more than one language and if yes, how many languages? It seems that there is no other reference to this.**

The plate changes is referring to the languages, we used to print our reports in 4 languages: English, French, Spanish and Russian. The changes are in 4 colours.

6. **Regarding the colours in the TEXT part... Is it 4 colours on front and 4 colours on back?**

Yes, it is 4 colours recto verso

7. **Regarding the paper... Which kind of Offset paper you need? I mean, the size in grams/sq meter? We have, for instance, 90 gsm; 100 gsm; 124 gsm...**

Please use Erasure paper or equivalent for both paper: 250gr Erasure or equivalent for cover and 115gr Erasure or equivalent for text.

8. **Are the publications going to be printed in English?**

We used to print our reports in 4 languages: English, French, Spanish and Russian.

9. Can you please specify the weight of the paper you require (in g/m) in grams per meter squared. The calculations department needs the number to take into consideration when developing the prices.

Please use Erapure paper or equivalent for both paper: 250gr Erapure or equivalent for cover and 115gr Erapure or equivalent for text.

10. We have mainly 2 kinds of paper: coated and uncoated. The first one is usually called "couche" and it can be matt or gloss. It is a little bit more expensive than the second one; which is uncoated and we usually called it OFFSET. Is this one that we are supposed to use in the quotations of this ITB, correct?

Please use Erapure paper (uncoated paper) or equivalent for both paper: 250gr Erapure or equivalent for cover and 115gr Erapure or equivalent for text.

11. Regarding the currency, at one place it is written that the prices should be in the currency of the country where the bidder is legally established. However, in Annex I - Price Schedule it is stated that prices should be in US Dollars.

The bidder can bid in USD or in the currency of incorporation of the company. For the purposes of evaluation and comparison all offers in currencies other than USD will be converted to USD using the United Nations Exchange rate at the date of closing of the RFP. Contract will be signed in the currency of the offer and payments made on the same currency.

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