

Invitation to Bid

Reference Number: ITB-2013-31

Provision of Professional Office Removal Services for UNAIDS Headquarters,
Geneva Switzerland

13 December 2013

Question 1:

Requirements:

2.1-e) 6. Can we use smaller vehicle(s) depends on your volume requirement?

Answer 1:

Normally a 16 ton truck is required - because of accessing the delivery bay.

Question 2:

2.1-e) 6.

Do we need 16 ton truck at all the time? For example, can we provide two of 8 ton trucks instead of one 16 ton truck on occasion?

Answer2:

Yes - if the trucks can access the height of the delivery bay on the building and the receiving delivery bay.

Question 3:

Requirements:

2.1-e) 8.

As optional, do you require the refrigerator and or freezer?

Could you specify the range of temperature?

Answer 3: No requirement for refrigeration.

Question 4:

Financial Offer Sheet:

It is not found the total amount column in FINANCIAL OFFER SHEET.

All items seem to be filled unit prices, such as rate per hour, per vehicle, etc.

Do you accept unit price offer only?

Answer 4:

Please complete the chart as indicated, i.e., unit price.

Question 5:

To handle insurance issues, we need to know value of the whole moving articles. Rough forecast in total is enough at this moment but I hope you to clarify value in separate manner for the articles that you are leasing from museum besides the value of general office articles?

Answer 5:

Normally the standard insurance required for all professional removal companies in Switzerland should be sufficient to cover the costs of damage to furniture and UNAIDS property.

Art insurance:

UNAIDS normally takes out special insurance for the transportation of artwork.

Question 6:

The guidance for the BID does not clearly mention when you make decision of contractor. Can you suggest us when?

Answer 6:

UNAIDS plans to issue a contract by the end of 1st quarter 2014.