

Questions and Answers (Q&A)
Concerning the Request for Proposal for the
Lease of Printing Production Systems

The deadline for the clarification questions is 2024.05.15 at 14:00 (Vienna, Austria time)

No.	Question by the Bidder (Bidder's spelling and punctuation preserved)	Answer by the IAEA
Date of publication: 2024.04.05		
1.	Lot 1 Requirement: 8 „Paper Weight Range: Shall accommodate paper weights from 80 gsm to 350 gsm for the colour machines.” <u>Question:</u> To what extend, i.e. which % of the total volume, is required in the paper weight range 250 - 350 gsm? What application are you using for this paper weight range (e.g. business cards)?	IAEA produces in-house publications around 10.000 perfect bound and 11.000 saddle-stitched per month.
2.	When does the IAEA require new lease(s)?	The current lease agreements for LOTS 1-3 expire on 2025.04.30. The IAEA is therefore interested in entering into a replacement agreement(s) from 2025.05.01. Bidders should consider this information when preparing their proposals, including equipment ordering, delivery, installation and pricing.

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3.	<p>First i would like to clarify some questions.</p> <p>LOT 3- Bookbinding system.</p> <p>[Brand name removed by the IAEA]: For the [Brand name removed by the IAEA] perfect book binding system we just can offer a 1 clamp binder. This machine can handle the max. production requirement of 1.000 books daily. I know your existing book binding system in the production with a 4 clamp binder. If you want to continue and invest in the future again in a 4 clamp binder, than i will not offer our system.</p> <p>Saddle Stitch Booklet Maker: We installed in 2021 the [Brand name removed by the IAEA] for the production of your saddle stitched booklets on behalf of [Supplier's name removed by the IAEA]. I would be interested if this system should be replaced because of this tender?</p>	<p>Pls refer to the statement of work, 2.6.4.</p> <p>The current contract will expire on 30/04/2025. Pls provide your offer, SoW 3.</p>

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4.

In document 06 SoW - Lease of Printing Production Systems you have mentioned the following information regarding print volumes:

3.2. The estimated printing volume for the printing production system is estimated as follows:

A. Standard printing volume:

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C	100,000	1,200,000
4C	386,000	5,000,000 (rounded)

B. High printing volume:

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C	150,000	1,800,000
4C	500,000	6,000,000

3.3. The estimated printing volume for the B&W printing system for the Digital Print Exchange Simplex (SPX) and Duplex (DPX) is the follows:

A. Standard printing volume:

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C A4	66,000	800,000 (rounded)

B. High printing volume:

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C A4	80,000	1,000,000 (rounded)

Could you please clarify how this should be interpreted? Should we calculate 2 different costs per print here as mentioned in the price sheet (one “standard” price for high printing volume and one higher price for very high printing volume)?

Reference is made to the **SoW LOT 1 – Digital Printing Production Equipment and Systems, Section 3**, in which the IAEA provides information regarding Yearly Printed Pages Estimated Volume for the printing production system and B&W printing system.

Based on this information, three (3) printing volumes are possible: i) “standard”, ii) “high”, and iii) “very high”.

Reference is made to **09. Price Sheet, LOT1 related sheets**, which require Bidders to provide pricing details for the COST PER PRINT as follows:

Pricing Option I – Where the cost of “standard” printing volume being incorporated into the lease of equipment; and

Pricing Option II – Where the lease cost does not include any printing volumes. In such cases, Bidders shall provide COST PER PRINT for all three (3) printing volumes mentioned above separately.

Date of publication: 2024.04.24		
5.	<p>Statement of Work for LOTS 1-3</p> <p>5. Printer Production System Operator</p> <p>5.1. Peak Time</p> <p>How long do so-called peak times last on average and how often do these peak times occur in a year?</p>	<p>IAEA has tentatively peak times three (3) times per year:</p> <p>Around December: 2 weeks;</p> <p>Mid-August-end September, before and during the General Conference: 4-6 weeks; and</p> <p>Mid-January-Mid-February: 2 weeks.</p>
Date of publication: 2024.04.26		
6.	<p>03. Special Instructions to Bidders</p> <p>Page 4</p> <p>2.4 EVALUATION AND SELECTION CRITERIA</p> <p>2.4.3. Selection Criteria</p> <p>I. A Contract will be awarded to the Bidder who submits the best value-for-money proposal based on “cost and quality”. The relative weighting of each component of the Proposal is 60% for the technical value and 40% for the commercial value. This applies to all LOTS. The successful Bidder(s) will have reached the highest combined score.</p> <p>Question:</p> <p>We kindly ask for details of the evaluation criteria matrix (including achievable points per criterion).</p>	<p>This information is for internal use, and the IAEA does not share such details with the Bidders.</p>

7.	<p>06. SoW - Lease of Printing Production Systems Page 7</p> <p>1. Printing Production at the IAEA The Production Unit (PU) of the Publishing Section of the Division of Conference and Document Services (MTCD) manages in-house digital book printing production (throughout this document, the terms “PU”, “Print Shop”, and “IAEA” may be used interchangeably to denote the Production Unit), including large format digital printing and finishing (e.g., cutting and trimming, binding, folding, etc.), to satisfy the demand of the IAEA and other international organisations located at the Vienna International Centre (VIC). The Print Shop currently has six (6) staff involved in print production and utilises the equipment provided as a lease with a duration of five (5) to seven (7) years. The PU is certified for its environmental management system under the International Organization for Standardization (ISO) 14001:2015 – Environmental Management Systems.</p> <p>Questions: Shall the machines be equipped with scan and copy function?</p>	Yes, confirmed.
8.	<p>06. SoW - Lease of Printing Production Systems Page 19</p> <p>SoW LOT 1 – Digital Printing Production Equipment and Systems 1.4 Print Production Workflow: 1.4.1. The software shall manage the printing workflow for all production machines [...].</p> <p>Question: How many concurrent software user licences shall be delivered for the Print Shop staff?</p>	Six (6) licenses for six (6) staff members.

9.	<p>06. SoW - Lease of Printing Production Systems Page 21</p> <p>1.9 Printing Accuracy The system shall ensure a printing accuracy of 0.5 mm from the front print to the reverse print.</p> <p>Question: Is the printing accuracy measured as 0.5 mm on each side (front and reverse), which means in total a maximum accuracy of 1,0 mm ?</p>	<p>Yes, we want to maximize the accuracy when printing double sided with a margin of error no more than 1.0 mm in any direction.</p>
10.	<p>06. SoW - Lease of Printing Production Systems Page 21</p> <p>2. B&W Printing System</p> <p>Question: What is the maximum number of sheet to be produced with the booklet maker saddle-stich ?</p>	<p>There are up to 96 pages for B&W print (rarely, square fold), but popular saddle-stitch pages are between 8 and 56.</p>
11.	<p>06. SoW - Lease of Printing Production Systems Page 22</p> <p>3. Yearly Printed Pages Estimated Volume:</p> <p>Question 1: How many prints per year shall be A3 prints in view to the total estimated printing volume ?</p> <p>Question 2: How many prints per year as part of the estimated yearly printing volume shall be produced utilizing the long sheet function (640 x 330 mm) ?</p>	<p>For the B&W device A3 paper size is between 10% and 15% of the total volume.</p> <p>For the colour devices, the long sheet function of 640x330 mm could be around 2% or a bit higher.</p>

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Due to the extension of the tender deadline, the deadline for raising clarification questions has been extended until 2024.05.15 at 14:00 (Vienna, Austria time).		
12.	<p>04. IAEA General Conditions of Contract for Goods and Services Page 8</p> <p>8 INSURANCE AND LIABILITY</p> <p>Question: According to our understanding, the Contractor is liable without limitation for losses, destruction and damage to the IAEA's property in accordance with Section 8. As we understand that nothing to the contrary is stipulated in the Contract, the Contractor is also liable for any other damages i.e. loss of profit, goodwill, business, business opportunity, anticipated saving, or loss or corruption of data or information, or special, indirect or consequential damage or loss suffered by IAEA. Is this understanding correct? If so, is it possible to negotiate a limitation of liability (except in cases of intent and gross negligence) for example, of EUR 1 Mio in total for the duration of the contract which is also applicable for the indemnification according to clause 7?</p>	<p>Reference is made to 07. Offer Submission Checklist and Bidders Certification, page no. 2, table at the end of the document reserved to provide comments.</p> <p>Bidders are required to confirm acceptance of the IAEA terms and conditions. If there is any request for deviation(s), the Bidder shall inform the IAEA about it in 07. Offer Submission Checklist and Bidders Certification.</p> <p>The IAEA will examine such a request for its acceptability.</p> <p>At the sole discretion of the IAEA, deviation(s) may be subject to negotiation and be a factor in the selection decision.</p>
13.	<p>04. IAEA General Conditions of Contract for Goods and Services Page 8</p> <p>8.3 "Cross liability" clause</p> <p>8.3 The Contractor's liability policies shall also cover subcontractors and all defense costs and shall contain a standard "cross liability" clause.</p> <p>Question: What is meant by standard "cross liability" clause, which shall be covered by the liability policy? Please define.</p>	<p>The "cross liability" clause in an insurance policy, as required by the IAEA General Conditions of Contract for Goods and Services, ensures coverage extends to the main Contractor and any subcontractors involved in the contract. This means that if a claim arises due to the actions or negligence of a Subcontractor, the insurance policy will still provide coverage for that claim. In essence, the cross-liability clause prevents a situation in which the main Contractor's insurance policy would not cover claims related to the subcontractors' work.</p>

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14.	<p>Article 6.1 and 6.5 Contract price</p> <p>Do we understand correctly that fixed prices for leasing costs and click costs are set here for the entire term of the contract? Due to the current global economic situation, it is customary to increase the costs annually in line with the CPI (consumer price index according to Statistics Austria). Proposal: Increase only from an index increase of more than [per cent information removed by the IAEA]% per year</p>	<p>Reference is made to the IAEA Service Model Contract, Article 6, "Contract Price", and the Price Sheet.</p> <p>For this procurement, the IAEA strongly prefers maintaining firm and fixed costs throughout the duration of the lease agreement. This approach is primarily due to budgetary constraints and the need for financial predictability. The IAEA encourage Bidders to anticipate potential economic fluctuations, including inflation, and incorporate these considerations into the firm and fixed rates provided to the IAEA in the Price Sheet.</p>
Date of publication: 2024.05.10		
15.	<p>We are interested in Lot 2/Large Format Printing System.</p> <p>Would it be possible to submit an offer only for this Lot?</p>	<p>Reference is made to the Special Instructions to Bidders, Section 2.2., Content of the Technical Proposal, paragraph 5:</p> <p><i>Bidders can bid as follows:</i></p> <ul style="list-style-type: none"> i) <i>Bid for LOTS 1–3;</i> ii) <i>Bid for LOTS 1–2; or</i> iii) <i>Bid for LOT 3.</i> <p>Given the above, bidding for LOT 2 only is not possible.</p>