

## RFP PSP/IT/2020/007 RENTAL SERVICES OF ALL-IN-ONE MULTIFUNCTION MACHINES AND RELATED MANAGEMENT SERVICES

#	Question	Answer
1	<p>In riferimento al punto 1.1 CURREN SITUATION se le copie stimate mensilmente ossia:</p> <ul style="list-style-type: none"> <li>- Per le 3 mfp MCO Italy bn 13.000 e color 8.000</li> <li>- Per le 2 mfp PSP Italy bn 4.000 e color 3.000</li> </ul> <p>sono da includere nel canone mensile o sono da considerare solo per un'analisi ai fini della scelta del prodotto in termini di velocità macchina ppm.</p>	<p>The information on the volumes currently printed/copied is <u>for information purposes</u> only. The number of copies included in the contract per each machine per month is indicated in Annex B (ie 3,000 B&amp;W and 2,000 color). Please provide a quotation for a contract both with and without copies included.</p>
2	<p>Nel documento Annex B financial offer form, è richiesta una Staple Finisher che dovrebbe essere l'accessorio integrato nella stampante che vi permette di spillare i documenti. [...] questo accessorio deve essere presente su tutte le macchine perché nel punto B ne viene richiesto solo uno, ma alla lettera G indica come se ogni macchina dovesse esserne dotata.</p>	<p>UNHCR requests for 1 (one) staple finisher to be procured from the very beginning of the contract, as indicated in the ITB document, Annex A and Annex B. Letter G in Annex B refers to the cost <u>each additional stapler</u> that may required to be procured in the course of the contract period, in case more than 1 stapler is needed.</p>
3	<p>Per quanto riguarda lo smaltimento toner generalmente viene effettuato con un diverso fornitore rispetto al noleggio delle stampanti. In questo caso posso inviare il preventivo separatamente o far anettere comunque i costi in questo preventivo pur essendo fornito da due differenti aziende?</p>	<p>If the service of toner disposal is managed by a different company than the one managing the rent of machines, please include the cost of such service in the Annex B. UNHCR expects the winning supplier to manage the services and the payment to be settled directly with the winning company.</p>
4	<p>Abbiamo letto le condizioni Generali di Acquisto e sono a richiederLe se sia possibile fare offerta derogando alcune di queste (nell'ordine di 1 o 2) o se di contro una offerta derogata sia oggetto di esclusione.</p>	<p>Some amendments to the General Terms and Conditions (GTCs) can be considered. These will need to be carefully reviewed by our legal department. Please indicate in the submission the articles of the GTCs that you would amend.</p>

### Additional clarifications:

- NUMBER OF MACHINES REQUESTED: The number of machines required by UNHCR for the upcoming 5 years period is 4 (four), i.e. one per each floor as indicated in the ITB document and in Annex A and Annex B.  
In Annex B, bidders are also requested to submit a quotation for each additional machine and stapler that may be needed by UNHCR in the course of the contract period.

- ANNEX A, Column B "Minimum Technical Requirements": These are the minimum technical requirements indicated. Bidders must guarantee them and must evidence the compliance to them in order to be evaluated as technical compliant. Bidders are however free to provide machines with higher standards and features.

- ANNEX A, Column D "Comments": Bidder is requested to include and indicate any information that can confirm the compliance to the minimum requirements. Information and additional details can be written in the column D itself or can simply indicate in the column the reference to a document uploaded as part of the submission (e.g. Ref. to Annex ... "Brochure").

- ANNEX C "Vendor Registration Form": it's to be filled in and signed and submitted as part of the technical documentation.

**Information provided within the scope of the present RFP are confidential and are NOT to be shared outside the purpose of the RFP participation.**