

UNHCR REQUEST FOR EXPRESSION OF INTEREST: EOI/2019/001
FOR THE PROVISION OF SPECIALIZED WAREHOUSING SERVICES FOR PHYSICAL ARCHIVES FOR UNHCR
HEADQUARTERS IN GENEVA
EOI/2019/001: Questions & Answers

CLOSING DATE AND TIME: 10/03/2019 – 23:59 hrs CET

PLEASE FIND ATTACHED THE QUESTIONS AND ANSWERS DOCUMENT TO UNHCR EOI/2019/001.

All other terms and conditions remain unchanged.


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Chief of Section, HQ Procurement

Supply Management Service

The United Nations High Commissioner for Refugees (UNHCR)

EOI/2019/001: Questions & Answers

Provision of Specialized Warehousing Services

2nd EDITION

Question	Answer
1. Does UNHCR have already an Excel database of these archives?	We have list in excel list for each shipment received from various UNHCR country offices, not a consolidated one. They list boxes and corresponding barcodes.
2. What was the usage frequency of these archives during the last 3 years?	<p>We have statistics from the last two years.</p> <p>Number of boxes sent to the records centre</p> <p>- 2017 : 3118 pcs - 2018 : 1311 pcs</p> <p>Number of Boxes requested from the External Records Centre (we usually request/return 5 boxes each time, 1 or 2 times a week.</p> <p>- 2017 : 349 pcs - 2018 : 373 pcs</p>
3. Boxes requested on demand should be delivered only during working days or on weekends/holidays as well?	Deliveries are requested only for working days.
4. Could you please clarify the exact meaning of the requirement no. 5 "The building should be free-standing with single occupancy"? Does it mean that there should be only one tenant to the whole building and the building should be used only for one activity: records storage?	It means that the company that offers the services is the only tenant of the building and that the building is used only for records storage.
5. As for requirement no. 6, does it mean that the building should have an air conditioned system in order to meet the criteria at all times?	No, air conditioned system is not a requirement, some buildings are constructed in a way that maintain the temperature and humidity within the required range without being air conditioned.
6. Is mobile shelving or storage required?	No, shelving can be fixed or mobile.