

RFP - PCD/07/027 BIDDERS' QUESTIONS AND WIPO'S ANSWERS

1. As an offshore corporation with office in India, are we eligible for applying to this tender?

Yes

2. Which are the onsite services required?

For the Logistic Support Unit of the International Registrations Operations : paper preparation (sorting, counting, creation of barcode), scanning of forms and images on distinct scanners, image enhancing (Photoshop), indexing of forms and images.

For the PCT Operations Division: Basic data entry, preparation of paper and electronic documents for scanning or uploading and publication, scanning and uploading of documents, checking indexation and image quality of scanned images, mail sorting, checking amounts of documents received.

/see description provided in Annex I of the RFP.

3. Where will the Services be carried out?

On WIPO premises in Geneva.

4. Our understanding of this tender is: WIPO sends all the required documents and hardware to our company (Beijing, China), our clerks do the data entry and scanning work in our Beijing office then save all the treated data.

For both the Logistic Support Unit of the International Registrations Operations and the PCT Operations Division, we do not intend to send the documents outside of WIPO.

5. What is the average workload of one clerk?

40 hours work per week according to requirements.

6. Who will provide the hardware to do these tasks? Such as computer, scanner, CDs, and other needed hardware, as well as the software, such as IMAP database, Photoshop, etc.

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7. How to deal with the paper materials which have been finished the data entry and scanning work? Send it back to WIPO or by other ways? If need to sent back to WIPO, who will afford the delivery expense?

WIPO does not intend to send work out.

8. About the visa part, did our personnel need travel to WIPO office in Geneva? Does it mean that all these tasks will operate in Geneva? Without your invitation, we can hardly apply visas to get Geneva. Can you help us on this part?

As indicated in the RFP, If WIPO chooses a company based outside Switzerland, it will provide assistance, on request, in providing an individual "Attestation" indicating the following information:

- (a) **The number of the awarded contract and the name of the awarded firm;**
 - (b) **The name(s) of each personnel, together with his/her passport details; and**
 - (c) **The expected duration of the appointment.**
9. If our personnel operate these tasks in Geneva, what about their accommodation and food problem? Who will in charge of all these charges during the period they work in Geneva.

The above-expenses must be borne by the company that has successfully applied for the bid.

10. Who will assess our personnel's work? What about the assessment standard?

Your personnel's work will be assessed by the International Registrations Operations and the PCT according to their own respective assessment standards.

11. From Section IV, # 24, it says that work will take place in WIPO offices in Geneva, Switzerland. Who will be the participating countries in this bid, all the world or selective countries?

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Any company from any country is welcome to participate.