
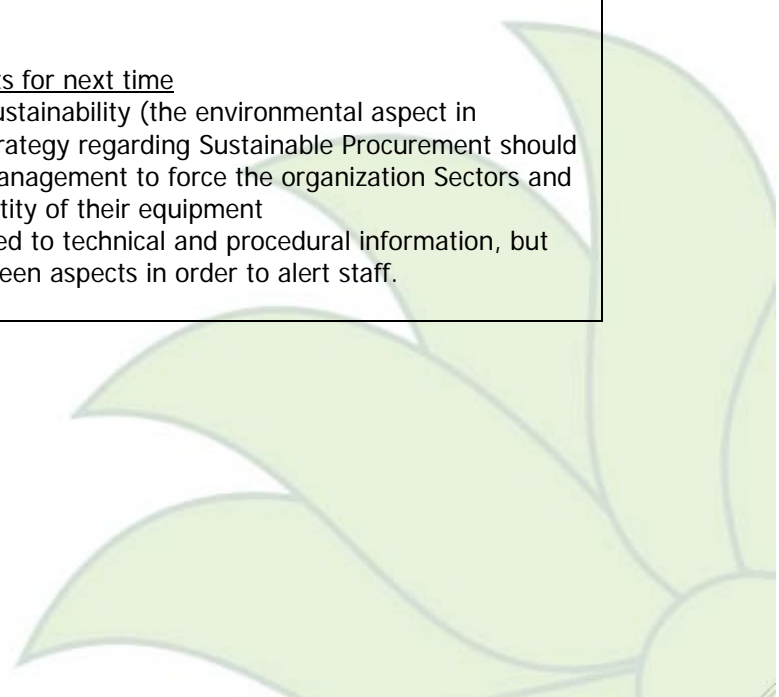


	Description: UNESCO Multifunctional Copy Equipment and Related Services
Picture or Logo	 <p style="text-align: center;">United Nations Educational, Scientific and Cultural Organization</p>
Purchasing Authority	UNESCO, Procurement Division/ Sector for Administration.
Contract Title	<ul style="list-style-type: none"> - Contract of Long Term Supply Agreement for Multifunctional Copy Equipment and Related Services with KONICA MINOLTA (France) Ref: ADM/PRO/LTA/11/2008. - Contract of Long Term Supply Agreement for Multifunctional Copy Equipment and Related Services with XEROX S.A.S (France) _ Ref: ADM/PRO/LTA/12/2008 <p><u>Duration:</u> 60 months.</p>
Sustainability Criteria	<p>Within Key Selection Criteria:</p> <p><u>Environment:</u> UNESCO is committed to preservation of the natural environment and in particular to sustainable development and will, therefore, give due consideration to proposals reflecting a strategy for protection of the environment/ Environmental policy.</p> <p><u>Proposed Work Plan and Approach / Quality of Equipment:</u> All products must carry relevant international standards for safety (e.g. CE), quality (e.g. ISO 9002) and environment (e.g. ISO 14400), details of which must accompany bid submission. Only suppliers offering well-known global brands, compliant with international standards for safety, quality and environment will be considered.</p> <p><u>Establish an efficient system for recycling</u> of toner cartridges and machines at the end of their life cycle. As well as consideration is given to reduce energy and toner consumption.</p>

<p>Cost Implications</p>	<p>Before: total decentralization with the following effects:</p> <ul style="list-style-type: none"> - number of equipment far beyond needs (some 270 units) - huge variety of makes and models - rental fees between 400 and 700 USD - maintenance (based on production) 0.082 USD per copy - thus, total expenditure at level of USD 1,6 million per year - high energy and toner consumption, - no functionalities for scanning, double side printing and black/white as default - low level of service (suppliers profiting from the decentralization) <p>After: Long-term Agreement concluded centrally with individual contract per machine having same terms and conditions</p> <ul style="list-style-type: none"> - Drastic reduction of equipment (by 50%) - limitation to two makes and two models for each - rental fees cut by over 60% (150-250 USD per month and machine) - maintenance down to 0.048 USD per copy - thus, total expenditures expected to also be cut by over 50% - less energy and toner consumption - scanning, double side printing and black/white as default will further reduce paper and toner consumption - quality of service and control over expenditures improved.
<p>Challenges & Solutions</p>	<p><u>what worked out well</u></p> <ul style="list-style-type: none"> - To base this commercial arrangement with its important financial implications on the solid grounds of the Organization's rules and regulations - Standardize, modernize and rationalize the park of machines - Realize significant economies and - Improve the service provided by the contractor - Increase the sense of ownership and responsibility of administrators <p><u>what did not</u></p> <ul style="list-style-type: none"> - Advise responsible staff members to not replace machines with low quantity of print-outs, but rather optimise their park. - Suggest to staff setting black/white and recto-verso printing as default - Convince staff to use network printing capacity and eliminate individual stand-by printers <p><u>suggested improvements for next time</u></p> <ul style="list-style-type: none"> - Give due consideration to sustainability (the environmental aspect in particular), decisions and strategy regarding Sustainable Procurement should be imposed by the upper management to force the organization Sectors and Bureaux to reduce the quantity of their equipment - Training should not be limited to technical and procedural information, but include sustainability and green aspects in order to alert staff.



<p>Benefits for the Organization</p>	<ul style="list-style-type: none"> • Combine all copiers under the same contract conditions and prices <ul style="list-style-type: none"> - Complete renewal of the park with modern equipment providing scanning, network printing, copying and fax functionalities • Significant reduction of the quantity of equipment reflecting real needs • Generate significant savings (over 50%) in operation costs, staff resources and time • Secure highest quality standard of services provided • Improved control over the use of the equipment and the costs involved.
<p>Lessons Learned</p>	<p><u>small lessons</u>: see suggested improvements for next time</p> <p><u>big lessons</u>: appropriateness of rental agreement for other items as well (e.g. IT and AV equipment) could be explored.</p>
<p>Contact Person</p>	<p>Rwaida BAKHIL/ Procurement Officer. r.bakhil@unesco.org</p>



