



UPU | UNIVERSAL
POSTAL
UNION

Call for tenders

External audit of GMS and UNEX measurement systems

5 September 2022

Table of contents		Page
1	Introduction	3
1.1	Profile of the UPU	3
2	Terms and conditions	3
2.1	Confidentiality	3
2.2	Legal status of the Vendor	4
2.3	Scope of the call for tenders	4
2.4	Background	4
2.5	Objectives	4
2.6	Use of subcontractors	5
2.7	Use of the emblem, name and initials of the UPU	5
2.8	Collusive bidding, anti-competitive practices and any other similar conduct	5
2.9	Intellectual property	6
2.10	Privileges and immunities	6
2.11	Tax exemption	6
2.12	Language	6
2.13	Signature	6
2.14	Participation notification	6
2.15	Contact persons	7
2.16	Further inquiries and questions	7
2.17	Delivery of tenders and deadline	7
2.18	Evaluation procedure	7
2.19	Modification, suspension or cancellation of the call for tenders	8
2.20	Tentative schedule	8
3	Tender structure – Response format	8
3.1	Cover letter	8
3.2	Executive summary	9
3.3	Bidder information	9
3.4	[Subcontractor information]	9
3.5	[Functional/technical] proposal	9
3.6	Pricing structure	9
3.7	Delivery and payment schedule	10
3.8	UPU General Terms and Conditions	10
4	Service requirements	10
4.1	Description of the services	10
4.2	Bidder requirements	14
4.3	Assessment criteria	14
4.4	Duration of services	14
4.5	Location of the services	14
4.6	Reporting	14
4.7	Other requirements	14
4.8	Additional information	14

1 Introduction

1.1 Profile of the UPU

The Universal Postal Union (UPU) was founded in 1874 in Berne, Switzerland, with the main goals of establishing a single postal territory for the reciprocal exchange of letter-post items and adopting common principles for the international postal service in a non-discriminatory manner. Currently comprising 192 member countries, the UPU became a specialized agency of the United Nations in 1948.

The main mission of the UPU is to stimulate the lasting development of efficient and accessible universal postal services of quality, in order to facilitate communication between the inhabitants of the world. It does this by guaranteeing the free circulation of items over a single postal territory composed of interconnected networks, encouraging the adoption of fair common standards and the use of technology, ensuring cooperation and interaction among stakeholders, promoting effective technical cooperation, and ensuring the satisfaction of customers' changing needs. The UPU is thus expected to play a major role in the continued revitalization of postal services.

Furthermore, the UPU facilitates the development of worldwide postal services by providing an information and communication technology framework that allows the designated operators¹ of UPU member countries to concentrate on the delivery of postal services to their customers. In this context, the UPU provides a global network with value-added services, as well as computerized applications for the management of international mail and international postal money orders.

2 Terms and conditions

Unless otherwise indicated in this call for tenders, the term "Bidder" shall refer to any person, company or legal entity submitting a proposal in response to this call for tenders. The term "Vendor" shall refer to any selected bidder.

2.1 Confidentiality

Bidders shall treat in strict confidence all information contained in this call for tenders and its attached documents that is not already publicly known or generally accessible, particularly any documentation marked as confidential and distributed by the UPU to Bidders as additional confidential tender documentation. Bidders shall prevent the disclosure or distribution of all such information to third parties and other entities and persons not expressly authorized herein. In case of doubt, these confidentiality provisions shall nevertheless be observed. All Bidders are obliged to observe these confidentiality provisions before, during and after the tender process. These provisions shall not affect the legal obligations of the UPU and Bidders to disclose information.

Bidders shall not use such information for any purposes other than those associated with this call for tenders. The call for tenders and all attached documents may be distributed or made available only to persons directly involved in the tender process on behalf of Bidders. If external agents or subcontractors are involved in the preparation of the tender documents, this must be indicated and their names provided in the participation notification (see section 2.14).

Bidders shall assume full responsibility for the compliance of their agents, consultants, employees and subcontractors, as well as any third parties involved on their behalf in this tender process, with these rules of confidentiality, and shall be liable for any damages resulting from misconduct or unauthorized disclosure.

If a Bidder violates the confidentiality provisions contained herein, it shall be liable to pay a penalty to the UPU unless it can prove that no fault is attributable to it. This penalty shall not exceed 50,000 CHF per infringement. Payment of any such penalties shall not release Bidders from their obligation to observe these confidentiality requirements.

Bidders wishing to submit a proposal in response to this call for tenders must contact the person(s) specified in section 2.15 below and may, if necessary, request additional information from the UPU in relation to this call for tenders.

¹ In accordance with article 2.1.6 of the UPU Constitution, a designated operator is any governmental or non-governmental entity officially designated by the member country to operate postal services and to fulfil the related obligations arising out of the Acts of the Union on its territory.

Without prejudice to the confidentiality provisions set out above, Bidders agree that the receipt of any such information may be subject to the prior signature of a non-disclosure agreement between the Bidder and the UPU, under conditions to be determined and communicated by the latter.

2.2 *Legal status of the Vendor*

The Vendor shall be regarded as having, in law, the legal status of independent contractor. The Vendor and its agents, consultants, employees and subcontractors (as authorized by the UPU) shall in no way be regarded as employees of the UPU. Such agents, consultants, employees and subcontractors of the Vendor shall not be entitled to any employment benefits from the UPU. The Vendor alone shall be responsible for due payment of all compensation owed to such agents, consultants, employees and subcontractors, including payment of any employment taxes, benefits, compensation and insurance. The Vendor shall represent and warrant that it will comply with all laws, rules and regulations required by the relevant authorities, including the appropriate withholding, reporting and payment of all necessary taxes.

The Vendor shall be liable for all work performed, including any acts or omissions, by its agents, consultants, employees and subcontractors.

2.3 *Scope of the call for tenders*

This call for tenders concerns the provision of external audit services for the UPU-agreed GMS and UNEX measurement systems for a period of four years.

2.4 *Background*

Designated postal operators are required to measure quality via a UPU-agreed system in order to obtain bonuses relating to the achievement of targets set by the UPU Postal Operations Council (POC).

The technical specifications for UPU-agreed measurement systems are defined in the Global Monitoring System (GMS) Technical Design approved by the POC (see Annex 1).

Performance results obtained from the UPU-agreed systems are used to verify the achievement of targets for the quality of service link (QS Link) to terminal dues and to apply bonuses and penalties.

The UPU International Bureau is the measurement service provider (MSP) that manages the GMS.

International Post Corporation (IPC) is the MSP that manages the UNEX system.

Both systems, GMS and UNEX, measure service performance in terms of the time that it takes for letter-post items to travel from the entry point in the destination country to the final delivery point. Test letters containing RFID transponders simulate actual letter-post traffic between participating countries.

Measurement is based on sampling systems that rely on sending and receiving panellists.

A list of countries and territories using GMS and UNEX for QS Link purposes in 2022 is provided in Annex 2. As the countries and territories participating in the QS Link may vary from year to year, Annex 2 will be updated every audit year to ensure that the auditor has the updated list.

2.5 *Objectives*

The external audit services will cover both the UPU GMS and IPC UNEX measurement systems used for QS Link purposes.

The main objective of the external audits is to assess whether the methodology, its implementation and the calculation of QS measurement results by the two UPU-agreed QS measurement system providers are consistent with the UPU GMS Technical Design.

The audit reports will be used to prepare a proposal for submission to the POC, which will decide whether it is appropriate to use the results produced by the two systems for the purposes of the QS Link to terminal dues.

The GMS and UNEX, as measurement systems that have an impact on financial revenue (i.e. terminal dues), require a high degree of transparency and accountability to ensure that data is correct for all participants.

Section 15 of the UPU GMS Technical Design (Annex 1) states that, because terminal dues based on GMS results are calculated on an annual basis, an external audit is required once per year.

A list of the assessment locations that the auditor is expected to visit and audit during the four-year contract is provided below. Details of the audit schedule are provided in Annex 3.

Assessment locations for 2022 to 2026

	<i>Audits</i>	<i>Aspects</i>	<i>Location</i>
GMS	Quotas GmbH	System design, panel recruitment and management, test item preparation and dispatch, test item validation	Hamburg, Germany
	UPU International Bureau (GMS)	Calculation of performance and reporting, overall management of the UPU system including RFID network	Berne, Switzerland
UNEX	International Post Corporation (UNEX)	Calculation of performance and reporting, overall management of the UNEX system including RFID network	Brussels, Belgium
	Kantar TNS	System design, panel recruitment and management, test item preparation and dispatch, test item validation	London, United Kingdom
	Lyngsoe Systems	RFID network	Copenhagen, Denmark

The assessment locations listed above are confirmed for 2022. However, for 2023 to 2026, the audit locations may be amended in view of recommendations from the 2022 audit or changes concerning the organizations to be audited. The assessment locations will be confirmed at least three months before the audit start date.

2.6 Use of subcontractors

The Vendor shall not assign, sublicense, subcontract, pledge or otherwise transfer or dispose of its tender, or any of the rights and obligations contained therein or in an associated contract with the UPU, without the prior written consent of the UPU.

The approval by the UPU of the engagement of any subcontractor shall not relieve the Vendor of any of its obligations or responsibilities concerning the work performed by such subcontractors.

2.7 Use of the emblem, name and initials of the UPU

Bidders shall not advertise or otherwise make public the fact that they intend to provide, are providing or have provided services to the UPU, or use the emblem, name or initials of the UPU in connection with their business for purposes of commercial advantage or goodwill, without prior and explicit permission from the UPU. Bidders shall take all reasonable measures to ensure compliance with this provision by their agents, consultants, employees and subcontractors.

2.8 Collusive bidding, anti-competitive practices and any other similar conduct

Without prejudice to the provisions in sections 3 and 4 below, Bidders (including their agents, consultants, employees and subcontractors) shall not engage in any collusive bidding, anti-competitive practices or any other similar conduct in relation to:

- the preparation and submission of tenders;
- the clarification of tenders;
- the conduct and content of any negotiations, including final contract negotiations.

For the purposes of this call for tenders, collusive bidding, anti-competitive practices and any other similar conduct may include the disclosure to, or exchange or clarification with, any other Bidder of information (in any form), whether or not such information is confidential to the UPU or to any other Bidder, in order to alter the results of the call for tenders in such a way that would lead to an outcome other than that which would have been obtained through a competitive process. In addition to any other remedies available to it, the UPU may, at its sole discretion, immediately reject any tender submitted by a Bidder that, in the UPU's opinion, has

engaged in any collusive bidding, anti-competitive practices or any other similar conduct with any other Bidder in relation to the preparation or submission of tenders, whether with respect to this call for tenders or other procurement processes conducted by the UPU.

2.9 Intellectual property

This call for tenders and all its attached documents, including any content, forms, statements, concepts, projects and procedures explicitly or implicitly forming part of the call for tenders, constitute the exclusive intellectual property of the UPU. This call for tenders is communicated to the various Bidders with the sole purpose of assisting them in the preparation of their respective tenders. Any hard copies of this call for tenders shall be destroyed or returned to the UPU by unsuccessful Bidders at the request of the UPU.

2.10 Privileges and immunities

Nothing in or relating to this call for tenders, the activities described herein or any potential agreements related thereto shall be deemed as a waiver, expressed or implied, of any of the privileges, immunities and facilities that the UPU enjoys as a specialized agency of the United Nations system, pursuant to the Swiss Host State Act and the Agreement on Privileges and Immunities of the United Nations (on Swiss territory), the Convention on the Privileges and Immunities of the Specialized Agencies (outside Switzerland), and any other conventions and laws recognizing and/or granting such privileges, immunities and facilities to the UPU and its officials (such as the International Organizations Immunities Act in the case of the United States of America).

Accordingly, the Vendor shall expressly acknowledge and agree that the property and assets of the UPU, including any archives, data, documents and funds belonging to the UPU or held by it (including, without limitation, the data/hosting environments and servers pertaining to or associated with the provision of the services, as well as any data or documents in any form belonging to or held by the UPU on behalf of UPU member countries and their designated operators), are inviolable and shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether through executive, administrative, judicial or legislative action. The Vendor shall immediately contact the UPU in the event of any attempt to violate or any violation of the UPU's privileges and immunities, and shall take all reasonable measures to prevent such violations.

In the light of the UPU's status as a specialized agency of the United Nations (and without prejudice to the observance, by the UPU, of any sanctions established by the United Nations Security Council), Bidders shall expressly certify their legal and operational willingness and ability to provide the services on a non-discriminatory basis for the benefit of all eligible entities established and/or situated in the territory of any UPU member country, irrespective of the existence of diplomatic relations between a Bidder's country of incorporation and/or operation and any UPU member country (including its designated operators).

2.11 Tax exemption

Pursuant to article III, section 9, of the Convention on the Privileges and Immunities of the Specialized Agencies, the UPU is exempt from all direct taxes and from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use.

Furthermore, as an intergovernmental organization and a specialized agency of the United Nations, the UPU is exempt from value-added tax (VAT) in Switzerland (OLTVA, article 22; *Instructions 2001 sur la TVA*, articles 574, 816 and others), as well as in other countries. Therefore, all prices shall be indicated in "net" form, without VAT or similar taxes.

2.12 Language

Bidders must submit all tender documents entirely in English.

2.13 Signature

Tender documents shall be signed by a representative (or representatives) duly designated and authorized to act on the Bidder's behalf and with the authority to legally bind the Bidder and accept the terms and conditions of this call for tenders.

2.14 Participation notification

Upon receipt of this call for tenders, Bidders shall send confirmation of participation to the contact person(s) listed in section 2.15 by the deadline indicated in section 2.20.

2.15 Contact persons

Secretary of the Tenders and Procurements Committee
Universal Postal Union
International Bureau
Weltpoststrasse 4
3015 BERNE
SWITZERLAND
E-mail: caa@upu.int

2.16 Further inquiries and questions

Bidders must send any questions regarding the content of this call for tenders or any requests for clarification in writing to the contact person(s) listed in section 2.15 by 21 September 2022.

Answers to questions submitted by Bidders, as well as any additional information and updates relevant to this call for tenders, shall be published on the UPU website at www.upu.int/en/Universal-Postal-Union/Procurement.

2.17 Delivery of tenders and deadline

All tenders must be submitted to the UPU by e-mail ONLY at RFP-2021-015@upu.int with “RFP-2022-015 – External audit of GMS and UNEX measurement systems” as the subject line.

The deadline for the submission of tenders is 26 September 2022 at 16.00 CEST.

The UPU shall not take into consideration any tenders received after this date and time. Furthermore, it shall not accept any tenders sent to any e-mail address other than that specified above or sent by any other means.

There shall be no charge to the UPU for the preparation and submission of tender documents by Bidders.

2.18 Evaluation procedure

The objective of the UPU's evaluation process is to ensure the selection of a qualified, reliable and experienced Vendor capable of providing the specialized services and fulfilling the objectives set out in this call for tenders.

The UPU shall conduct its evaluation procedure with a view to determining as objectively as possible the tender that best meets its specific requirements. All tenders submitted shall be subject to an in-depth assessment, at the UPU's sole discretion, in order to enable the UPU to engage the most appropriate service provider. Due consideration will be given to Bidders' specific backgrounds, qualifications and experience in relation to the required services.

The prescribed structure of tenders, as set out in section 3, is mandatory for all Bidders. The UPU shall not take into consideration any tenders that do not fulfil the mandatory criteria.

Tenders received by the UPU must address all aspects of this call for tenders, and Bidders should identify any aspects where they envisage modifications being necessary or consider elements to be missing.

Tenders shall be evaluated on the basis of the following criteria, in descending order of importance:

- Quality of the tender (according to the specifications herein);
- Knowledge and experience of the Bidder and its team and/or consultant(s), as applicable to the subject matter;
- Price.

The winning tender will be selected based on a non-exhaustive list of criteria as set out in section 4. Bidders should therefore consider how their tender corresponds with the criteria listed and clearly indicate this in their response document.

The deliberations of the UPU Tenders and Procurements Committee (TPC) are strictly confidential. The TPC shall submit a report on its evaluation of the tenders received to the Director General of the UPU International Bureau, together with its final recommendation, for his assessment and authorization.

The UPU is not bound to accept the lowest tender and reserves the right to accept all or part of a tender. In awarding the contract, account will be taken of both the overall costs of the work and of the nature and quality of the services to be provided. The UPU reserves the right to negotiate prices and terms and conditions of contract after receipt of tenders.

Bidders will be informed of the outcome of their tender as soon as possible after the UPU has made its final selection.

2.19 *Modification, suspension or cancellation of the call for tenders*

The UPU reserves the right, at its sole discretion and at any time before the conclusion of the tender process (i.e. at any time prior to the signature of the relevant contract with the Vendor), to modify, suspend or cancel all or part of this call for tenders.

2.20 *Tentative schedule*

Publication of call for tenders	6 September 2022
Deadline for submission of participation notification	14 September 2022
Deadline for submission of queries	21 September 2022
Deadline for provision of responses to queries	22 September 2022
Deadline for submission of tenders to the UPU	26 September at 16.00 CEST
Estimated start of engagement	1 November 2022

3 **Tender structure – Response format**

All information provided by Bidders must be fully compliant with the terms and conditions set out in section 2 above, as well as the provisions of this section and the service requirements listed in section 4 below.

Moreover, the requirements stipulated in this call for tenders must be met in their entirety, according to the structure defined below and following the sequence and numbering provided in this section. The UPU shall evaluate all Bidder responses in accordance with the structure defined herein and shall have the right to reject any tenders that do not fulfil the requirements of this call for tenders.

For each of the requirements listed in this call for tenders, Bidders shall answer with one of the following statements:

- Covered;
- Covered with limitations (explaining relevant limitations);
- Not covered.

Where the answer is “covered” or “covered with limitations”, Bidders shall provide further details and/or examples of existing implementations of their solution in the field (existing use cases).

3.1 *Cover letter*

Bidders shall submit a cover letter including:

- A statement that the Bidder has read, understands and accepts all provisions of this call for tenders;
- The Bidder’s name, telephone number, postal address and e-mail address, and the name(s) of its representative(s);
- A statement that the Bidder’s tender documents are valid for a minimum period of 120 days.

The cover letter shall be signed by a representative (or representatives) duly designated and authorized to act on the Bidder’s behalf and with the authority to legally bind the Bidder and accept the terms and conditions of this call for tenders, and shall also include a confirmation of such authorization by the Bidder.

3.2 *Executive summary*

Bidders shall provide an executive summary highlighting the most important aspects of their tender.

3.3 *Bidder information*

Bidders must provide the following information:

- Company structure, locations/subsidiaries;
- Financial data (turnover, profit, etc.);
- Partners and equity holders of the company;
- Company history;
- Market position and share in relevant markets.

3.4 *Subcontractor information*

In the event that Bidders intend to engage a subcontractor for part or all of the services set out in this call for tenders, the following information must be provided with regard to the subcontractor(s):

- Company structure, locations/subsidiaries;
- Customer reference list with descriptions of similar projects, if any;
- Quality management certifications and statements, if any;
- Description of time schedules and availability;
- Detailed presentation of background experience in the field and the related academic record and curriculum vitae of any proposed consultants;
- Reference letters.

3.5 *Functional and technical proposal*

Bidders shall submit a functional and technical proposal addressing all of the requirements set out in section 4 (Service requirements). This proposal should outline the methodology, processes and timelines, as appropriate, that Bidders intend to implement in order to fulfil the objectives of this call for tenders.

3.6 *Pricing structure*

Bidders shall provide a detailed pricing structure for the services proposed.

The pricing structure should take into account the work to audit the elements set out in section 4, the number of person-days required, and the organizations to be visited, as set out in section 2.5 and Annex 3. It should also include costs pertaining to travelling time, transport, accommodation and any overheads.

The pricing structure should be broken down according to the following table:

	<i>Audit session 1</i>	<i>Audit session 2</i>	<i>Audit session 3</i>	<i>Audit session 4</i>
Person-days				
Travelling time				
Transport				
Accommodation				
Overheads				
Total				

Bidders shall not include VAT in their pricing structure (see section 2.11 above). All pricing information shall be set out exclusively in Swiss francs (CHF).

3.7 *Delivery and payment schedule*

The target dates for provision of the services are as follows:

Start date: 1 November 2022

End date: 31 October 2026

The complete audit cover four years, from 2022 to 2026, split into four audit sessions, i.e. one session per year. Each audit session covers the period from October to January, including the submission of the final report.

The initial audit, in 2022, is expected to last no more than two months, with an expected start date of **1 November 2022** and an end date no later than **24 December 2022**. Delivery of the preliminary report is expected by **12 January 2023**, and submission of the final audit report to the UPU International Bureau is expected by **31 January 2023**.

i The payment schedule is as follows:

- Audit session 1:
 - 50% of the cost of audit session 1 paid before the start of the audit
 - Remaining 50% of the cost of audit session 1 paid after delivery of the final report
- Audit session 2:
 - 50% of the cost of audit session 2 paid before the start of the audit
 - Remaining 50% of the cost of audit session 2 paid after delivery of the final report
- Audit session 3:
 - 50% of the cost of audit session 3 paid before the start of the audit
 - Remaining 50% of the cost of audit session 3 paid after delivery of the final report
- Audit session 4:
 - 50% of the cost of audit session 4 paid before the start of the audit
 - Remaining 50% of the cost of audit session 4 paid after delivery of the final report

ii Beyond 2022, the number of person-days allocated for each year, as well as the assessment locations, will be confirmed at least three months before the audit start dates. The number of person-days allocated may be revised for each year and, consequently, the contract value may also be revised.

The UPU will make payment within 30 business days of receipt of invoice, subject to its acceptance of the services provided and the Vendor's transmission to the UPU of any and all documentation clearly detailing the services to which the invoice pertains (in a format to be established by the UPU).

3.8 *UPU General Terms and Conditions*

Bidders shall include in their tender a statement of acceptance of the UPU General Terms and Conditions for the Provision of Services, attached hereto for reference.

The final terms of any contract arising from this call for tenders shall be defined by the UPU and accepted by the Vendor. Contract negotiations shall commence only after the final selection of a Vendor by the UPU.

4 **Service requirements**

4.1 *Description of the services*

The Vendor will be expected to audit the main elements provided in table 1 below.

Table 1: Audit elements

<i>Audit elements</i>	<i>Details</i>
<i>Calculation and reporting of quality of service results</i>	<ul style="list-style-type: none"> – Knowledge of GMS Technical Design – System configuration and inputs <ul style="list-style-type: none"> • Non-working days • Border control correction • Critical tag time – Transit time calculation <ul style="list-style-type: none"> • Algorithm checks • Running of at least two test case scenarios, if possible with one assessing the border agency control correction mechanism, and the other without. – Reporting systems <ul style="list-style-type: none"> • GMS STAR (UPU) • IPC reporting tool for producing QS Link reports • City delivery zones and/or domains (if any)
<i>Panel management</i>	<ul style="list-style-type: none"> – Recruitment – Training – Location of panellists in the cities <ul style="list-style-type: none"> • Geography • City delivery zones and/or domains (if any) – Duties – Maintenance – Panellist performance monitoring – Receiver panel turnover
<i>Quality control and validation</i>	<ul style="list-style-type: none"> – Quality control system management and system integrity – Transponder management – Test item production – Data collection process (cross-checks, data sources, etc.) – Validation <ul style="list-style-type: none"> • Real-time validation • Offline validation • Query validation (pattern, user, item) • Use of automatic data-capture machines – Detection of problems/follow-up procedures – Documentation – Contingency planning – Service level agreements, if any – Risks regarding data that is not validated in time for the report – Late reported items process

<i>Audit elements</i>	<i>Details</i>
<i>RFID diagnostic monitoring</i>	<ul style="list-style-type: none"> – RFID availability (24/7) – RFID data integrity: <ul style="list-style-type: none"> • DO provides a permanent method for the auditor to access the DO's domestic/internal data server in order to check: <ul style="list-style-type: none"> – Implementation of 24-hour RFID data delay – Software configurations for physical hardware indicators, such as lights or buzzers, that could indicate the presence of RFID transponders • Spot-check at an RFID site, whereby the DO should demonstrate the different options in the RFID software/hardware interface and, specifically, those that could be used to identify GMS transponders in real time – Consideration of recommendations from previous audits

The specific audit elements to be covered in each year, as listed in table 1, shall be discussed with the UPU. Based on the outcome of the audit in 2022, the audit elements for the subsequent years may be reviewed.

The audits should focus on the above-mentioned audit elements, taking into account the aspects listed below.

4.1.1 Understanding of the Technical Design and ability to demonstrate such understanding

- Level of documentation of each MSP in relation to the correct application of the Technical Design (i.e. operational procedure manuals and sample design algorithms through to physical item reconciliation)
- Levels of checking and documented outcomes in relation to:
 - validation
 - calculation
 - reporting
 - panel recruitment and management
 - test item preparation and dispatch
 - system validation
 - design set-up
 - calculation of performance and reporting
 - implementation of panels in accordance with the city definition
 - rotation of pools

4.1.2 Process of execution against the design

The audit should take into consideration the following aspects set out in section 15.2 of the Technical Design:

- a Data collection:
 - collection
 - validation
 - organization
 - transmission
- b Measurement study:
 - collection of data
 - production of test letters
 - panel management

- validation
- analysis
- calculation
- reporting
- distribution
- archiving
- organization

The following aspects in particular should be taken into account:

- Application of geographical requirements and ranges to ensure desired levels of distribution against those of the GMS Technical Design
- Checking of whether challenged test items exempted from measurement affect the accuracy of results as per the design requirements
- Ability of the MSP to confirm that it performs or ensures the performance of the validation process as set out in the Technical Design
- Exclusion lists of panellists not eligible for recruitment
- Documentation concerning excluded items following challenges and checking of whether the process is auditable
- Application of customs corrections, if any, and ability of the MSP to demonstrate how customs corrections are applied
- Application of decisions on force majeure cases, and ability of the MSP to demonstrate how force majeure cases have been addressed
- Introduction of adjustments to data or QS results following decisions of UPU bodies
- Annual real mail flow study, and checking of the process and periodicity

4.1.3 Reporting outputs

- Accuracy of quality performance calculations
- Reporting of results in adherence to the reporting timetable
- Process followed in the event of a change towards the end of the reporting cycle, e.g. in the last quarter compared to the previous three quarters
- Overall management of the MSP's reporting system (e.g. documentation, disaster recovery, system backup and fallback processes)
- UPU panel calculation and hardware

4.1.4 Contingency planning by the MSP

- Hardware/system recovery
- Identification of any failure to meet design parameters, e.g. sample shortfalls
- Panel management

4.1.5 Audit commissioning and sign-off

- Level of accountability for audit
- MSP inputs to finalized report
- Level of accountability for sign-off of audit report

4.2 *Bidder requirements*

Bidders shall demonstrate a record of satisfactory performance in similar activities (i.e. reference letters and/or work completion certificates). The business transactions and activities carried out by the Bidder must be compliant with the mandates and principles of the UPU.

4.3 *Assessment criteria*

Bidders will be assessed on the basis of a scoring system of up to 70 points for their [functional/technical] proposal and 30 points for their pricing structure.

Bidders shall provide evidence of their ability to meet these requirements by means of a list of references.

4.4 *Duration of services*

The services are scheduled to commence in November 2022 for a total contract term of four years.

4.5 *Location of the services*

The Vendor or its assigned consultant shall in principle work from its own premises or his/her home office.

The Vendor or its assigned consultant shall liaise and work closely with the UPU (as instructed by the latter) and may be required from time to time to carry out certain tasks from the headquarters of the UPU in Berne, Switzerland.

4.6 *Reporting*

The Vendor shall provide the UPU with weekly reports setting out the relevant services performed by the Vendor during that time frame. Such reports shall be prepared in accordance with a structure and format defined by the UPU (i.e. time sheets).

The UPU may contest the Vendor's time sheets within 10 business days of receipt thereof. If the time sheets are not contested by the UPU within the said time frame, the services detailed therein may be deemed as duly provided by the Vendor and accepted by the UPU.

4.7 *Other requirements*

Bidders shall describe any relevant procedures for ensuring the continuity of the services provided and for appropriate backup and retraining, as well as any relevant procedures pertaining to project management and communication.

Bidders shall also confirm that their tender covers all costs associated with the provision of the services referred to herein. Any other costs to be incurred by the Vendor, including any travel and subsistence costs incurred in the provision of the services at locations other than its own premises and specifically designated by the UPU, shall be subject to the prior written consent of the UPU. No other fees shall be paid, with the exception of reimbursement of other unavoidable costs incurred for successful delivery of the services, which shall also be subject to the prior written consent of the UPU.

4.8 *Additional information*

Bidders may include any additional information that they deem necessary or relevant in order for the UPU to gain a clear and detailed understanding of the services being offered.