



UPU | UNIVERSAL
POSTAL
UNION

Call for tenders

Web application firewall, network load balancer and access policy gateway

7 October 2024

Table of contents		Page
1	Introduction	4
1.1	Profile of the UPU	4
2	Terms and conditions	4
2.1	Confidentiality	4
2.2	Legal status of the Vendor	5
2.3	Scope of the call for tenders	5
2.4	Background	5
2.5	Objectives	5
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	6
2.9	Intellectual property	6
2.10	Privileges and immunities	6
2.11	Tax exemption	6
2.12	Language	7
2.13	Signature	7
2.14	Participation notification	7
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	9
3.2	Executive summary	9
3.3	Bidder information	9
3.4	Subcontractor information	9
3.5	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	13
4.3	Consultant requirements	13
4.4	Assessment criteria	13
4.5	Duration of services	13

Table of contents (cont.)		Page
4.6	Location of the services	13
4.7	Reporting	13
4.8	Other requirements	14
4.9	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.

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.

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.

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 an appliance or service combining web application firewall, network load balancer and access policy gateway functionalities, to the UPU for a period of four years.

2.4 Background

Not applicable

2.5 Objectives

The UPU seeks proposals from qualified vendors for the provision of an appliance or service combining web application firewall (WAF), network load balancer (NLB) and access policy gateway (APG) functionalities in a single product or solution, to enable threat detection and security protection of on-premises and cloud-based web applications and application programming interfaces (APIs).

The Vendor will be responsible for providing the hardware and installation services associated with the appliance/solution.

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 31 October 2024.

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-2024-017@upu.int with “RFP-2024-017 – WAF/NLB/APG solution” as the subject line.

The deadline for the submission of tenders is **17 November 2024 at 17.00 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	7 October 2024
Deadline for submission of queries	31 October 2024 at 17.00 CEST
Deadline for provision of responses to queries	5 Novembre 2024
Deadline for submission of tenders to the UPU	17 November 2024 at 17.00 CEST
Estimated start of engagement	15 January 2025

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*

A list of any subcontractors directly involved in the provision of part or all of the services set out in this call for tenders must be provided and their exact degree of involvement must be specified.

3.5 *Technical proposal*

Bidders shall submit a 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 solution and associated services proposed.

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: 15 January 2025

End date: 14 January 2029

The delivery and payment schedules should be proposed by Bidders in their pricing structures, and must be agreed with the UPU.

The services provided by the Vendor shall be invoiced in arrears on a monthly basis. 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 scope of work for this call for tenders comprises:

- Provision of the web application firewall, network load balancer and access policy gateway
- Support during the initial deployment phase

The total number of web applications (including APIs) to be protected by the solution is as follows:

- On-premises: 200
- Cloud (Azure): 30

The major web platforms used by the web applications are:

- IIS
- SharePoint (2016/2019)
- Apache (Tomcat)

The total number of users accessing web applications is as follows:

- 350 internal users
- Up to 10,000 external users

The proposed solution should include the components and meet the requirements listed below.

4.1.1 *Web application firewall*

- Supports various deployment options, including on-premises, cloud-based and hybrid deployment models
- Compatible with major cloud platforms, such as Azure, AWS and Google Cloud Platform

- Able to handle increasing traffic loads and scale horizontally to accommodate growing web application demands (including occasional spikes)
- Offers dynamic scaling based on traffic patterns
- Provides protection against common web attacks, such as SQL injection, cross-site scripting (XSS), cross-site request forgery (CSRF) and remote file inclusion (RFI)
- Supports Open Web Application Security Project (OWASP) Top 10
- Integrates with threat intelligence feeds to identify and block known malicious IPs, domains and URLs
- Able to identify and mitigate automated attacks by bots and other attack tools
- Able to perform protocol validation, data validation and content inspection to prevent attacks
- Provides behavioural and automatic protection against L7 DDoS attacks by analyzing traffic behaviour using machine learning and data analysis
- Supports X-Forwarded-For header insertion
- Supports SSL/TLS termination and inspection to detect and prevent encrypted attacks
- Minimal impact on the performance of web applications
- Able to handle high volumes of HTTP/HTTPS traffic efficiently
- Low latency in processing requests and responses
- Comprises built-in redundancy and failover mechanisms to ensure high availability
- Offers comprehensive logging capabilities, including request/response logging, security events and policy violations
- Able to capture and log web requests and responses, including post data
- Comprises real-time monitoring and alerting mechanisms for security incidents and breaches
- Offers customizable dashboards and reports for various audiences (technical, executive, operational)
- Complies with major industry standards, such as the Payment Card Industry Data Security Standard and General Data Protection Regulation
- Able to generate compliance reports and assist in meeting regulatory requirements
- Integrates with security information and event management systems for centralized logging and analysis

4.1.2 Network load balancer (NLB)

- Supports various deployment options, including on-premises, cloud-based and hybrid deployment models
- Compatible with major cloud platforms, such as Azure, AWS and Google Cloud Platform
- Able to handle high volumes of traffic and distribute it evenly across backend servers
- Compatible with a wide range of application protocols, including HTTP(S), TCP, UDP and FTP
- Supports integration with common application servers, web servers and database servers
- Supports horizontal scaling
- Supports backend servers that are not exposed publicly via IPsec/VPN connectivity to the on-premises environment
- Supports various load balancing algorithms, such as round robin, weighted round robin, least connections and least response time
- Offers customizable algorithm selection based on specific application requirements
- Comprises mechanisms for monitoring the health and availability of backend servers
- Supports configurable health checks to verify server status based on protocols such as HTTP, TCP and ICMP
- Offers automatic detection and removal of failed or degraded servers from the pool

- Able to prioritize traffic based on criteria such as URL path, source IP and session persistence
- Supports X-Forwarded-For header insertion
- Supports content-based routing and traffic redirection based on specific application requirements
- Offers SSL/TLS termination and offloading capabilities
- Comprises built-in redundancy and failover mechanisms to ensure continuous availability
- Supports active-passive or active-active clustering configurations
- Offers seamless failover without disruption to ongoing sessions or transactions
- Provides protection against common network attacks, such as DDoS, SYN flood and DNS reflection attacks
- Supports IP whitelisting/blacklisting and access control lists to restrict certain traffic
- Offers an intuitive and centralized management interface for configuring and monitoring load balancing policies
- Comprises real-time analytics and reporting capabilities to track traffic patterns, server health and performance metrics
- Offers customizable dashboards and reports for various audiences (technical, executive, operational)
- Integrates with security information and event management systems for centralized logging and analysis

4.1.3 Access policy gateway (APG)

- Supports various authentication methods, including username/password, multifactor authentication, SAML, OAuth and LDAP
- Provides granular access control policies based on user roles, groups, attributes and contextual information
- Integrates with identity providers for centralized authentication and user provisioning
- Supports SSO for classic authentication (Kerberos, header-based, etc.), credential caching, OAuth 2.0, SAML 2.0 and FIDO2 (U2F)
- Provides seamless integration with popular SSO solutions, such as Okta, Azure AD and Ping Identity
- Offers credential caching and proxy for SSO
- Able to federate identities across multiple applications and services for simplified user access
- Bridges classic and modern authentication and authorization (SAML, OAuth/OIDC)
- Offers secure authentication for REST APIs and integration of OpenAPI or “swagger” files to ensure appropriate authentication actions

4.1.4 General requirements

- Integration and compatibility:
 - The proposed solution must integrate with existing network infrastructure, including routers, switches and other security appliances (in particular, F5 BIG-IP products).
 - It should support deployment as a virtual or SaaS (software as a service) appliance, depending on organizational needs.
- High-availability and redundancy: The system must be redundant; therefore, the proposed solution must be implemented as a cluster (either active/active or active/standby).
- Management and usability:
 - The solution should provide a centralized management console for policy configuration, monitoring and reporting.
 - It should support role-based access control (RBAC) for the secure delegation of management tasks.

- Security and compliance:
 - The solution must adhere to industry security standards and best practices, including regular updates and patches.
 - It should be certified according to well-known and recognized standards, such as ISO 27001, ISO 27017 and ISO 27018.
 - It should provide compliance reporting features to meet regulatory requirements (e.g. the General Data Protection Regulation).
- Warranty and support: The proposed solution should include a four-year warranty.
- Initial implementation phase:
 - The proposed solution should include an adequate number of days for the initial implementation phase, including assistance with the basic configuration in accordance with the suppliers' best practices.
 - In the event that an "adequate number of days" is difficult to quantify, Bidders are requested to specify a per-day rate for support provided by an engineer.

4.2 Bidder requirements

Bidders must be able to communicate in English.

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 Consultant requirements

Consultants must be able to communicate in English.

4.4 Assessment criteria

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

The technical proposal shall be assessed on the basis of the following criteria:

<i>Criteria</i>	<i>Points obtainable</i>
Compliance with the needs expressed in this call for tenders	50
Quality of partnerships with security suppliers	20
Pricing structure	30

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

4.5 Duration of services

The services are scheduled to commence in January 2025 for a total contract term of four years.

4.6 Location of the services

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.

4.7 Reporting

Not applicable

4.8 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.

4.9 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.