

WORLD HEALTH ORGANIZATION

Information Note: 25/2013

Subject: Transfer of external printing services to WHO Press

Distribution: All Staff at WHO HQ, GSC, WHO Offices in the Regions, Partner Entities (APOC, UNAIDS, UNITAID, ICC)

Date: 13 November 2013

The purpose of this Information Note is to inform staff about the move of the External Printing Service (PRT), which was formerly part of the Contract and Procurement Services (CPS), to the Department of Knowledge Management and Sharing/WHO Press (KMS/WHP).

Each year, technical units in WHO headquarters spend over US\$ 2 million on external printing services. The rationale for having a centralized purchasing unit for managing the procurement of these services is that it can be closely monitored and constantly reviewed in order to ensure the most cost-efficient use of the Organization's resources for the services procured. PRT procure external printing services based on a broad international market comparison to ensure that the Organization's external printing needs are met in the most cost-effective manner, while at the same time respecting timelines and maintaining quality standards. Inclusion of the unit within WHP also complements the publishing support already offered to WHO technical units, details of which can be found at <http://intranet.who.int/homes/whp/publishingwho/index.shtml>.

In 2012, after the move of PRT to KMS, an analysis of the workload and work practices of PRT was made. It was found that the majority of PRT's time was spent obtaining price estimates for technical units, of which only about 20% were converted to printing contracts. On the basis of these findings, a full tender process was conducted with a view to establishing long-term agreements with a number of selected printers based on the most commonly requested formats, thus avoiding the need for price estimates to be obtained. That process has now been completed and a total of eight printers have been selected, whose prices are guaranteed until August 2015.

Having these new contracts in place will enable WHP to provide technical units with price estimates for printing more quickly and reduce printing costs for the most commonly requested (standard) formats. Details of these formats can be found on the WHP intranet site at <http://intranet.who.int/homes/whp/publishingwho/production/printing.shtml>.

Any requests for printing in other formats will take more time to process and entail greater costs, and will therefore require written authorization from the assistant director-general concerned, which should be submitted to WHP at the same time as the signed WHO 45.3 form.

Please note that Agreements for the Performance of Work (APWs) should not be used to procure external printing. These agreements are for the procurement of services and the printing of information products is a purchase of goods. All contracting of external printing should be carried out through WHP, which ensures not only that the correct procurement mechanism is used, but also that the costs of printing are kept to a minimum.

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