

Questions and Answers including the minutes of the pre-bidding meeting with potential Bidders conducted in the UNDP's office on February 03, 2017

ITB UKR-HP-2017-17

Procurement of medicines for children with mental and behavioral disorders of autism spectrum for the National Public Health Programme to the Ministry of Health (MoH) in Ukraine

#	Question	Answer
1	Could we indicate price for one lot in UAH and price for the second one in USD when submitting the Bid?	Yes, you could. Herewith the prices will be compared in US dollars.
2	Could we submit a Bank Guarantee electronically?	Bidder shall submit scanned copy of Bank Guarantee together with solicitation documents. The original should be provided within one week after the deadline.
3	If the medicine is the same but registered in Ukraine and other countries under different trade names, could we supply the medicine in original packaging and with the trade name used in other countries?	We can admit to examination the SRA registration/ approval, issued for quoted medicine, but with trade name that is different from trade name in Ukraine. As for the supply of medicine with different trade name than registered in Ukraine, the registration is necessary.
4	If the medicine is registered in Ukraine can we deliver it in original packaging without additional registration if the trade name is the same?	Yes, if the medicine is the same (INN, dosage, presentation form) with the same trade name, the supply in original packaging without additional registration is possible – in case the contract is signed with non-resident. Instruction in Ukrainian language shall be provided electronically, that corresponds to instruction of medicine registered in Ukraine.
5	What is the maximum file size for electronic bid submission?	Maximum 5 MB in the one letter. Preferably no more than 10 letters. Only ZIP archive. For the more detailed information, please see paragraph 23 "The list of documents" in the Instruction to Bidders.
6	Technical question – when filling the tables with technical description and financial proposal, could we leave only lines with our lots, and delete the rest?	Yes, you could do this, but do not change the number of lots.
7	If COPP validity period has expired at the moment of Bid submission (some national regulatory authorities in the country of production issue COPP for one year), would the application be accepted?	Yes, submit available COPP for the last years. If needed, UNDP will request the updated COPP.
8	Regarding the description of the 3 largest contracts. If a company	Please select and provide information on the most representative contracts.

	is multinational, it has a huge number of contracts around the world, on which contract it is the best to provide information?	
9	Regarding reference letters. From whom should we receive them – from partners (distributors) or from health care centers?	To provide the information about company and its experience, you could submit reference letters from partners/ distributors. To provide the information regarding the medicine, you need to submit reference letter from representative of health care center.
10	Is the reference letter from health care center enough or it is also necessary to provide the copy of contract for supply of quoted medicine?	The reference letter from health care center is enough. However, UNDP may additionally require the copy of contract, if necessary.
11	Regarding financial accountability: if the data for 2016 is unavailable yet, for what years should we submit the documents?	Financial documents for years 2014-2015 and for 9 month of year 2016 are needed.
12	Is an analogous contract for supply of similar medicine is obligatory requirement? What if a Bidder had supplied another medicine?	UNDP requires an analogous contract for the supply of the similar medicine that Bidder is offering for certain lot, however, the Bidder is not necessarily should be a holder of such contract. Please note that scope of supply of the similar product / medicine should be as close as possible to the requested quantity.
13	What is the procedure of Bid security (Bank guarantee) return?	The original of Bid Security will be returned to Bidders after signing the contract with the winner of tender. The winner will receive Bid Security after submission of Performance security if it is required by terms and conditions of the tender.
14	What kind of personnel is best to mention in Section 7: Technical Bid Form, Subsection 3.3: Personnel?	Only CV of representative who will be a direct coordinator communicating with UNDP on this contract is required.
15	Should we provide copies of documents on carrier vehicles used for transportation of medicines?	No, you should not. Provide general info in the Technical Bid Form.
16	Should we submit Certificates of Analysis, since some of the quoted products are not manufactured?	No, Certificates of Analysis on products are submitted before shipment, so you should not submit them on tender.
17	Could we submit the brief information (leaflet) from monography on the product as a requested Instruction but not the whole monography designed for specialists and consisting of 50 pages?	Yes, you can, but if possible please submit the whole monography
18	How important is to submit the List of shareholders and other persons financially interested in the company?	This requirement is obligatory for companies with just several shareholders who have more than 5% of shares but not for corporates

19	Where should we indicate the currency of our financial proposal?	You can indicate the currency in the table with proposal (in the name of the column for prices or in line with the Total amount) or in a separate sentence below the table
20	Should we sign and stamp other documents except for those filled in Sections 4-8?	No
21	What should we indicate in the column "Reference" in Section 4?	Please indicate the name of the document, page number where the referred information is contained in submitted Bid
22	Section 7, p. 1.3. Should the Bidder indicate all the contracts he has?	No, Bidder should indicate only several significant contracts.
23	We, as a manufacturer, made donations and received appropriate references, could we submit these references as well?	Yes, you can
24	Could it be that the foreign manufacturer acts as a Bidder to the tender with its several products but in case he wins the contract will be signed with him only for some of the proposed products and with his representative office - Ukrainian legal entity for the rest products (already present in Ukraine). The matter is that some products from the list are requested in low quantity for which it is not expedient to manufacture new batch in order to import them from abroad if they are already in Ukraine. We understand that there would not be VAT exemption for products which are already in Ukraine.	No. In such a case both the manufacturer (for positions to be imported from abroad) and the local representative/distributor (for items that are already in Ukraine) shall participate.