

**Procurement of medicines and medical products for
treatment of patients with Epidermolysis Bullosa for the
National Public Health Programme to the Ministry of
Health (MoH) in Ukraine**

**Questions and answers on the results of pre-bid conference, conducted
on August 28, 2017 at UNDP office in Kyiv**

**Dear participants, please pay your attention once again to the following issues while
bids submission:**

1. Bid Submission deadline:

1. 53-2017-UNDP-UKR-ITB-HP – 11th of September, 2017, 10:00 Kiev time, inclusively.

2. Bid submission – electronic, to e-mail: tenders.ua@undp.org

3. Together with the documents set, the participant must submit electronic scan copy of the Bid security in the amount of 10 000 USD for the Bid on one or several Lots if the Total amount of the Bid is between USD 200,000.00 and USD 399 999,99 or in the amount of 20 000 USD for the Bid on one or several Lots if the Total amount of the Bid is between USD 400,000.00 and USD 599 999,99 or in the amount of 30 000 USD if the Total amount of the Bid is more than USD 600,000.00.

#	Question	Answer
1.	Question related to LTA-conclusion: will it be product by product or related to all the Vendor's product?	First of all, LTA is planned for the single source products but not only. Other options could be also considered upon the results of evaluation.
2.	When will we know for a possibility of LTA conclusion? Will we have a certain information by October 31 st , 2017?	In the result of evaluation if UNDP finds LTA conclusion possible and reasonable, you will be proposed to consider this option as well as a standard PO.
3.	What is meant under "proper authority" as per p. 35 of the Data sheet?	An employee of the company who is authorized to put the signature of the official documents as per Charter or any other institutional documents of the company.
4.	Question related Expected delivery date as per Annex 4. Please, confirm in case there are multiple shipments can we put here the wording: "according to the delivery plan"?	You may use this wording if you plan to submit the delivery plan separately. If not, please, list all the shipments and its dates (periods) in the Column expected delivery date.
5.	Is it acceptable not to stick to the number of days but to the number of week, indicating the delivery schedule, f. ex. The first delivery is planned on the Week 1?	Yes, it's acceptable.

6.	Question related delivery within 4 months: shall we dispatch or deliver the goods within 4 months.	Products must be delivered within 4 months at the latest after signing the contract.
7.	Question is related timeframes for delivery of medical products (lots 3-15), which would be discussed with selected contractors. Can MoH decline the proposed delivery schedule?	You are requested to submit the Bid for products delivery within 4 months at latest after signing the contract. On the moment of PO conclusion any specific shipment schedule could be discussed separately.
8.	If there is a limitation of the minimum quantity to be delivered within one (partial) of the multiple shipments?	No, there could be maximum 3 consignments under delivery of one Lot/Item, but the volume of one partial shipment is not limited.
9.	If submitted product is not in the list of the Medical Devices which have to be declared/certified according to the current legislation is it OK if we submit a document confirming this?	Yes, it could be any document from an authorized authority, confirming that product doesn't require certification/declaration.
10.	The link to the Code of Conduct doesn't work point 8, page 6.	The correct link is provided below: http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP_supplier_code_of_conduct.pdf
11.	Technical Bid Form – Section 7, Subsection 3.3. Personnel: shall we provide the CV of only one contact person? Shall we submit CV separately or in this form.	Yes, you should provide CV of Team Leader, main contact person for coordination with UNDP. You may submit the CV separately but we prefer it to be included into this form as per provided template.
12.	In the section 5 Bid Submission Form 120 days is duplicated, can we delete one while preparing it (“We agree to abide by this Bid for 120 days120 days ”)?	Yes, you can. It is typo.
13.	If we have a copy of a valid registration certificate for product quoted issued by the Ministry of Health of Ukraine shall we submit a Commitment Letter?	Yes, Commitment letter (Annex 2) shall be submitted if you quote the product which is not certified (no declaration of conformity) at the moment of Bid submission.
14.	If some requirements listed in the Section four (Checklist) are not applicable to us, shall we leave fields empty or put “N/A”?	You may leave the fields empty or put N/A, this will ease the evaluation.
15.	Questions regarding Payment terms: is it OK if we put 60 days net in our internal invoice as your payment usually takes longer than 30 days and this is the problem for our accounting system.	You may fix payment terms as 60 days net on the issued invoice.
16.	If Bid Security is required for the Bids cumulatively not exceeding the 200,000.00 USD?	No, it is not required if your Bid is less than 200,000.00 cumulatively.
17.	How many samples of products must be provided?	It is reasonable quantity of samples, which could be (not mandatory) requested during evaluation in case if you quote equivalent products.

18.	Equivalent products statement of deviations (as per Annex 4), what should we state?	You should indicate any deviations from the branded product (size, chemical formulation, etc.)
19.	Regarding ISO certificate, it is valid up to 1 year, if it is about to be expired after a short period from the Bid Submission?	The ISO certificate should be valid on the moment of Bid Submission, if it is about to be expired, please, provide a letter that it is planned to be renewed before it is expired.
20.	In some lots we see aliquant quantities, how we shall submit our bid if we have multiple packing.	Please, quote for 1 unit, not changing the announced quantity, we will make rounding down to the secondary packing size at the time of signing the contract.
21.	If we don't know the total/remaining shelf life at the moment of Bid Submission?	Products must have a minimum of 75% of the total product shelf life or should have 15 months' shelf life remaining at the time of delivery. You may provide this statement in case if you do not know the exact figures or you may say that this is "fresh batch".
22.	The question is about minimum 3 years of experience in similar nature and minimum 2 similar contracts fulfilled over the past 3 years. If an official distributor is newly arranged company (3 months ago,) and representing the well-known Manufacturer with many years' history?	There is an option to Submit the Bid in the Consortium (please refer to the Section #2 Instructions to Bidders) or directly from Manufacturer as any Bidder must be compliant to the requirement: minimum 3 years of experience in similar nature and minimum 2 similar contracts fulfilled over the past 3 years.
23.	<p>As per provided communication from the pre-bid participants there are some discrepancies in the technical specification:</p> <p>Other requirements to products:</p> <p>1) Sterile dressings under the Lots # 6-10 must have non-adhesive and absorbent characteristics (spongy structure); and could be fixed on a wound without additional fixing bandages.</p> <p>2) Wipes under the Lot # 11 must be sterile and made from nonwoven fabric.</p> <p>3) Fixing bandages under Lots # 12-15 must be tubular, soft, elastic, and is suitable for fixing all types of dressings.</p>	<p>Please, find the revised abstract and ITB will be amended accordingly:</p> <p>Other requirements to products:</p> <p>1) Sterile dressings under the Lots # 3-4 must have non-adhesive and absorbent characteristics (spongy structure).</p> <p>2) Special dressings under the Lots # 6-10 must be elastic, tubular bandages.</p> <p>3) Wipes under the Lot # 11 must be sterile and made from nonwoven fabric.</p> <p>4) Fixing bandages under the Lots 12-15 must be soft, elastic, and suitable for fixing all types of dressings.</p>