

ITB UKR/2014/55 (Food); ITB UKR/2014/69 (Non-Food)

Questions and answers including minutes of the pre-bidding conference held at UN Office on Nov 4th:

Important point/clarifications to the bidding document:

***) All products must be allowed for use/consumption in Ukraine and comply with applicable norms and standards.**

***) Samples are not required at the bidding stage due to tough deadlines. However, pictures of items to be offered, submitted as part of your bid, are highly desirable. At the evaluation or contracting stage, UNDP may request the samples or pictures from the winning bidder/s.**

***) Incoterm to be quoted is DAP Kyiv.**

Q&A:

1. Q: Food items: 1 lt packaging on the sunflower oil is a non standard packaging. The Standard on sunflower oil is 750ml or 1.5lt. Requesting re packaging to 1lt will have two implications: not compliance to delivery requirement and also unnecessary escalation of the price. Please indicate if 750ml or 1.5lt packaging for quote purposes will be acceptable.

A: It is standard packaging in Ukraine. Bidders are requested to quote exactly as per specification. However, you can propose 0.75 or 1.5 l as an alternative proposal which may be considered if the bid found winning on the base case scenario (Data Sheet DSNo6 in the bidding document).

2. Q: We would like to get a clarification on the following Criteria: (DS no 32): - Minimum no. of years of experience in similar contracts: 3 years; Minimum no. of similar projects undertaken over the past 3 years – 2. We do have experience with international customers, but we had never worked with UN. Please confirm that the "similar projects" and "similar contracts" are referred to international business and not area of work similar as UN.

A: Both requirements refer to bidders' successful past experience in performing similar to requested under current ITB supplies; UN as a customer included but not mandatory.

3. Q: we as potential bidder are to submit a letter of acknowledgement to UNDP. Kindly advise can we back out from submission that is not submit our bid/ other documents although we have submitted our letter of acknowledgement.

A: Letter of acknowledgment is not binding for the bidders to submit a bid but serves a good gesture to inform on your intentions to participate.

4. Q: Does any sample pics of the items required is available at your end, if yes can you please send to us. if not can you please guide us for the sample of the items you required.

A: These are just preliminary photos for general understanding and brands and colors can be any:

Scarfs:



Winter Coats:





Winter Hats:



5. Q: Is there any estimated contract value?

A: This information is not disclosed at the bidding stage.

6. Q: Unfortunately, our company won't be able to take part in the pre-bidding conference. Does it affect anyhow our eligibility for this procurement?

A: No. Participation in the prebidding conference is not mandatory rather advisable. Feel free to bid as per ITB deadlines and requirements.

7. Q: Do all documents have to be submitted both in Russian and English?

A: One language out of the choice of English, Russian or Ukrainian is sufficient, preference given to English but not mandatory.

8. Q: Due to short delivery period and delivery over normal shut down period of Xmas, I am forced to split supply on the tender over more than 1 manufacturer. Please confirm acceptance of this.

A: As per section 3a of the bidding document, "offering different brands/producers if unavailable all requested quantity of one single brand/producer allowed as long as all are compliant with technical specification. Bidders are expected to describe the products proposed in their technical bid."

9. Q: Are samples required and how many?

A: Not required at the bidding stage due to time constraints; however, pictures of items to be offered, submitted as part of your bid, are highly desirable. Pictures of the products to be shipped or samples, may as well be requested from the winning bidder/s prior to contract award.

10. Q: There is no colors indication and no logos on the file. Therefore we guess that colors and logos are not important since it's an emergency?

A: Correct, no limitation except no prints/images which could potentially be perceived as not neutral - in political, religious or any other sense.

11. Q: Non-food: For the Bed Linen Sets do you want 1 fitted sheet and 1 flat (top) sheet or 2 flat sheets?

A: 2 flat sheets.

12. Q: For the Kids Clothes does 110, 128 & 146 translate to small, medium and large? Please clarify in U.S. sizes if possible. Can you provide an age range for the kids? For example should we include infants & toddlers or just school age kids?

A: Sizes of children winter coats in US standard correspond to: 110cm - 5-6, 128cm - 7, 146cm - S/M.

13. Q: Non-Food: Please indicate the approx. weight of Each Blanket in size of 140 x 200 cm (or weight of wool and fabric for blanket per square meter), or approx. thickness of the blanket

A: Please refer to technical specification. The approximate weight is no less 1,4 kg (1,4x2,0=2,8m x 0,500 kg = 1,400 kg)

14. Q: Is there any restriction (or taboo) for the color of the Blanket? is there any preference to the color of the Blanket ? Is there any restriction (or taboo) for pattern or printing of the Blanket?

A: Please follow the technical specification ("Colour – Any"). There is no restriction on colours and patterns except no other branding must be there nor any prints/images which could potentially be perceived as not neutral - in political, religious or any other sense.

15. Q: What is the weight of the fabric (weight of fabric per square meter) ? Or approx. weight for a sheet ? Should the color of the sheet be white? Or any other color?

A: Please follow the technical specification: there is no limitation on weight set at the moment; there is no restriction on colours and patterns except no other branding must be there nor any prints/images which could potentially be perceived as not neutral - in political, religious or any other sense.

16. Q: What is the weight of the fabric (weight of fabric per square meter)? Or approx. weight for a pillow case?

A: No restriction as per technical specification.

17. Q: What is the weight of the fabric (weight of fabric per square meter)? Or approx. weight for a Towel ? Should the color of the Towel be white? Or any other PREFERABLE color?

A: No restriction on weight as per technical specification; no restriction on colours and patterns except no other branding must be there nor any prints/images which could potentially be perceived as not neutral - in political, religious or any other sense.

18. A: Is there any restriction (or taboo) for COLOR of the Jacket? Or any other PREFERABLE color?

A: No, there is no, except no other branding must be there nor any prints/images which could potentially be perceived as not neutral - in political, religious or any other sense.

19. Q: Hats: Are all 10000 Hats in the same size and shape ?

A: Yes, universal/one size.

20. Please indicate Colors, Sizes or Weights of each hat .

There is no restriction on color except no other branding must be there nor any prints/images which could potentially be treated as not neutral in a political, religious or other sense; same size for all hats.

21. Please provide a reference picture of the hat

Sample picture:



22. Are all 10000 scarfs in the same size and shape ?

Size should be the same, shapes can be different.

23. Q: Please indicate Colors, Sizes or Weights of each scarfs.

A: There is no restriction on color except no other branding must be there nor any prints/images which could potentially be treated as not neutral in a political, religious or other sense; sizes should be standard for adults and for children.

24. Q: Please provide a reference picture of the scarfs.

A: There is no reference since different shapes are allowed.

25. Q: Do we understand correctly that UNDP can increase the quantities for up to 25%?

A: Yes, both increase or decrease, for all lots, with no unit price change.

26. Q: Please advise if the selected supplier(s) will be required to clear customs in Ukraine and deliver to Ukraine warehouse. We would prefer to quote CIF Ukraine, and UNDP takes responsibility for customs clearance and local delivery. If delivery is to be made to Ukraine warehouse, please advise specific delivery address of Ukraine warehouse.

A: The bid is to be submitted on DAP Kyiv terms. The seller is responsible for preparation of the full set of documents, export customs formalities and risks involved in bringing goods to the place of destination; UNDP is tax and duty exempt and will facilitate customs clearance.

27. Q: This is our first experience with UNDP bidding while it mentions that it needs 3 years of experience. Can't we bid as beginners with UNDP to this specific project at least with part of the items???

A: If your company has less than 3 year market experience then no. Bids not compliant with mandatory requirements will be disqualified. If your company has at least 3 year market experience but never collaborated with UNDP/UN, that is not a limiting factor to participate and the bid to be considered compliant on this specific criteria.

28. Q: Whether Blanket, Bedding Line Set (Pillow Case and Towel) should be packed together for the convenience of distribution ?? This is directly involved with the cost and time of packing, hence have effect on the price and delivery period to be offered.

A: Base case scenario is just the kit, no combined packing, and that's the one that will be used for price comparison. You can also provide the price for the kit including picking and packing as an alternative scenario in parallel with the base case as allowed by the bidding document.

29. Q: Whether One Jacket, One Hat and One Scarf should be packed together as a kit for the convenience of distribution ?? This is directly involved with the cost and time of packing, hence have effect on the price and delivery period to be offered.

A: Base case scenario is just the kit, no combined packing and that's the one that will be used for price comparison. You can also provide the price for the kit including picking and packing as an alternative scenario in parallel with the base case.

30. Q: Regarding ITB UKR/2014/69 – Warm Clothes for Adults and Children, do you have a picture of the requested winter jacket?

A: YES, please see the pictures above in answer to Question #4.

31. Q: What will be the exact delivery address or do you want us to quote our FOB price?

A: Please quote DAP Kyiv. FOB will not be accepted.

32. Q: The INCOTERM you have mentioned is DAP at 1 destination: please clarify the place of destination, however in the tender document you also mentioning that the price should be VAT INCLUSIVE, which is contradictory to the DAP INCOTERM, please clarify if the UNDP will provide the DUTY & TAX EXEMPTION at the time of arrival of goods.

A:

- Please quote on DAP Kyiv.
- Price schedule template contains lines "VAT excl" and "VAT incl"; if bidding from abroad, please put "N/A" for VAT.
- Yes, UNDP is tax and duty exempt and will facilitate customs clearance.

33. Can we quote INCOTERM FOB port of Loading or INCOTERM C&F nearest Airport or Sea Port of UKRAINE?

A: No, please follow the bidding document and quote DAP Kyiv only, FOB will not be accepted.

34. Q: I need to clarify about the bed-sheet size because our product of sheets is Jersey fully fitted sheet which is hemmed with elastic from the four side. So, I need to know what mattress size it should fit??

A: The sizes of mattresses can be different and can't be guessed at the moment. We need simple flat sheets.

35. Whilst we have some of the food products, we have not sold to the UN and affiliated agencies for the 3 year period you recommend.

Does this prevent us from being considered?

A: Please note only full bids, i.e. for the whole requested set, will be considered. 3 year experience does not apply to UN specifically but to general relevant market experience.

36. Q: For Non-food items: Do You accept partial offers for some of the items on your bid list?

A: Bids for separate Lots are allowed; splitting the lots into separate products, however, is not allowed, partial bids will not be accepted.

37. For Food items, can we only offer spaghetti or other types of pasta, too?

Please follow the technical specification ("Pasta"). Various types can be accepted as long as all compliant with requirements.

38. Q: Kindly confirm either it is ready to eat food item or not? if yes then is pouch packing acceptable?

A: Pasta and Buckwheat shouldn't be ready to it. Please follow the technical specification.

39. Q: For Non-Food: If we are selected, will we ship all orders together?

A: This will depend on the proposed delivery schedule: as per the bidding document requirement, delivery in one single shipment within shortest timeframe is highly desirable, otherwise 30% within 3 weeks and rest 70% within 6 weeks will be considered.

40. Q : For the quotation, we will propose you DAP by road: from our warehouse, it will be perhaps same time as by AIR. Is it also ok for you ?

A : Yes, this is acceptable. Please quote DAP Kyiv.

41. On your SECTION 7, regarding the prices, what does it mean VAT?

A : Value added tax. If bidding from abroad, please indicate « N/A» for VAT inclusive part of the price schedule.