

**RESPONSES TO THE REQUESTS FOR CLARIFICATIONS RECEIVED FROM THE POTENTIAL BIDDERS UNDER  
ITB No.BLR/271/2015 FOR THE SUPPLY AND DELIVERY OF ONE (1) REED HARVESTER**

- 1) **Question:** What certifications this harvester has to have? Are there any special Belarus standards or directives applicable?

**Answer:** As stated in the ITB No.BLR/271/2015 document Section 2 Data Sheet, DS Nos.26, 32, Section 3a Specifications (page 25 of ITB document) and Section 6, Sub-item 2.1 (page 36 of ITB document) "...the proposed goods have valid product quality/conformity certificate(s) or product conformity marking". That means the Goods shall have any quality or conformity certificate (or declaration) issued by either national or international certification authority (authorized certification body) confirming that the harvester is manufactured as per specific standards, directives, norms and regulations. A declaration of conformity issued by the manufacturer itself can be attached to the bid as well.

So far, there is no mandatory certification of the reed harvester in Belarus and there are no special conditions in the ITB document requesting a Bidder to apply any special Belarus standards or directives in the manufacture or certification of the machine.

- 2) **Question:** The machine does not have yet have any certifications and most probably it will take around ... months to get all paperwork correct. Maybe this time we do not even qualify to participate in this bidding?

**Answer:** Any eligible Bidder can participate in the bids (there is no pre-qualification provision in the ITB No.BLR/271/2015 document). The examination and evaluation of bids starts only after the bid opening as specified in the ITB document Section 2. In line with the ITB No.BLR/271/2015 document the evaluation of bids is conducted by the evaluation team (item 29.2 of ITB Section 2) and therefore it is in the purview of the evaluation team to assess responsiveness of each bid to the ITB requirements.

- 3) **Question:** We can supply 2 models of reed harvester. The smaller system is an attachment for fitting on to our standard ... machine or we can supply a more powerful dedicated reed harvester. We would suggest that if you have large areas to harvest and want a very robust and productive harvester then the .... system is more appropriate, especially if towing large sledges.

**Answer:** It is up to the Bidder to select and propose the reed harvesting machine which, in the opinion of the Bidder, is the best solution for the Purchaser. As stated in the ITB No.BLR/271/2015 document Section 2, item 34 "...UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price".

In addition to the information provided in the ITB Section 3a Schedule of Requirements (page 24 of the ITB document) please find below several images of the terrain and data on the area to harvest.

Place: State Environmental Establishment "Republican Biological Reserve "Sporaŭski", village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus.

Total area intended for reed harvesting: appr. 1000 hect.

Type of reed: common reed (*Phragmites australis*) and occasionally *Sonchus*.

Height of reed: up to 2 m.

Type of terrain: lowland bogs having complex surface microrelief with elevations (hummocks, hassocks) up to 30 cm (please see images attached).

Storage: The reed bundles will be stacked near the edge of the bog after passage of a row.

Image 1 – General view of the area.



Image 2 – Lowland bog with hummocky relief.



- 4) **Question:** We are a company that started beginning in .... and a lot of paper is required.  
**Answer:** ITB No.BLR/271/2015 document Section 2 Data Sheet, DS No.32 "Bid Evaluation Criteria" (page 21 if ITB document): is hereby amended to read as follows: "Minimum no. of years of experience in similar contracts: 2".  
In order to make it easier for the Bidders to prepare their bids the main documents and forms to be attached to a bid are listed under ITB No.BLR/271/2015 Annex 1. The ITB forms are also posted together with the ITB document in Word format for easy filling.
- 5) **Question:** How often will you harvest the 1000 hectares. Once a year? or once every 2-3 years?  
**Answer:** The reed harvesting season is the autumn-winter period from October till February on days with favorable weather conditions (without heavy rainfall or snow). The number of days for reed harvesting will depend mainly on the weather conditions during any particular season and performance of the procured reed harvesting machine.  
The total area intended for reed harvesting is appr. 1000 hectares. Appr. 500 hectares of reed will be harvested each year during the said season.
- 6) **Question:** You mentioned there is an area of approximately 1000 ha that needs to be harvested. How many days is the season, so we can calculate what the capacity of the machine needs to be?  
**Answer:** The reed harvesting season is the autumn-winter period from October till February on days with favorable weather conditions (without heavy rainfall or snow). The number of days for reed harvesting will depend mainly on the weather conditions during any particular season and performance of the procured reed harvesting machine.  
The total area intended for reed harvesting is appr. 1000 hectares. Appr. 500 hectares of reed will be harvested each year during the said season.
- 7) **Question:** In the technical specification you describe the goods. There is a minimum given to these points. How do you compare different machines with different prices? In our opinion you need to have a machine with a huge capacity in order reaching those 1000 ha per year.  
**Answer:** It is up to the Bidder to select and propose the reed harvesting machine (based on the ITB requirements) which, in the opinion of the Bidder, is the best solution for the Purchaser. Information on the harvest area, harvest season and type of terrain may also be useful in determining the capacity of the machine. As stated in the ITB No.BLR/271/2015 document Section 2, item 34 "...UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price". Therefore all proposed reed harvesting machines will be examined for their conformity with the ITB specifications and other ITB requirements, Bidders will be checked for their eligibility and qualifications and all responsive bids irrespective of the make/model of the proposed Goods will be evaluated for the lowest price.
- 8) **Question:** We have read the invitation to bid, but at some points we cannot agree on the terms that been written. The payment for example, the machine can be tested in our country. If the test is ok, the machine needs to be paid 100% before transport. Are these terms fixed or is it possible to change?  
**Answer:** As stated in the ITB No.BLR/271/2015 document there are two terms of payment: 100% within 10 bank days upon UNDP's acceptance of the delivered Goods or up to 20% advanced payment and the remaining amount within 10 bank days upon UNDP's acceptance of the delivered Goods. A Bidder can select either of them.  
Should commissioning and training be required by the Purchaser (UNDP) on delivery of the Goods, the final payment shall be made upon completion of the same.  
Should testing/inspection of the Goods be conducted by the Purchaser in the manufacturer's works or prior to the Goods shipment, if so decided by the Purchaser and at the Purchaser's cost, the final payment will be made by the Purchaser on delivery of the Goods. The Goods will

be inspected by the Purchaser immediately upon delivery for the conformity with the contract, completeness and operability (commissioning and training will not be required).

100% payment for the Goods before actual delivery is not provided for by the ITB document, however a Bidder can propose its own terms of payment as an option in the form of a statement attached to the bid, provided the Bidder agrees with the ITB terms of payment. The option may be considered and accepted by the Purchaser if the successful Bidder is found to be financially sound, its reference check is positive and it can furnish the Advanced Payment Guarantee as per the ITB form.

- 9) **Question:** The problem is that banks are not interested in supporting in a project like this.... We need at least 50% of the offer as working capital.

**Answer:** The contract under ITB No.BLR/271/2015 will be concluded between the successful Bidder and the United Nations Development Programme (not a Belarusian company) and therefore it is UNDP that will pay from its account. As stated in the ITB No.BLR/271/2015 document there are two terms of payment:

100% within 10 bank days upon UNDP's acceptance of the delivered Goods or up to 20% advanced payment and the remaining amount within 10 bank days upon UNDP's acceptance of the delivered Goods. A Bidder can select either of them.

Should commissioning and training be required by the Purchaser (UNDP) on delivery of the Goods, the final payment shall be made upon completion of the same.

Should testing/inspection of the Goods be conducted by the Purchaser in the manufacturer's works or prior to the Goods shipment, if so decided by the Purchaser and at the Purchaser's cost, the final payment will be made by the Purchaser on delivery of the Goods. The Goods will be inspected by the Purchaser immediately upon delivery for the conformity with the contract, completeness and operability (commissioning and training will not be required).

A Bidder can also propose its own terms of payment as an option in the form of a statement attached to the bid, provided the Bidder agrees with the ITB terms of payment. The option may be considered and accepted by the Purchaser if the successful Bidder is found to be financially sound, its reference check is positive and it can furnish the Advanced Payment Guarantee as per the ITB form.