

ITB UKR/2015/124**Procurement of Vaccines****Questions and answers including minutes of the pre-bidding conference held at UN Office
on January 22, 2016**

#	Question	Answer
1	<p>Please explain the approach to the division of the total quantity of vaccines into 25,75 and 100%?</p> <p>Can we offer different percentage, for example 20%?</p>	<p>Please pay attention that division of the total quantity of vaccines has been changed to the following:</p> <p>30% - urgent supply, to be delivered till April 15, 2016. For this volume partial bids are allowed (in case the bidder cannot offer 30% of quantities).</p> <p>70% - to be delivered till September 2016 – this part of the volume shall remain fixed, no deviation from requested quantity is allowed.</p>
2	Is it allowed to submit part of the documents in English and part in Russian?	Yes, it is allowed.
3	Due to the fact that production of vaccines is a complicated process, and there is additional quality control, there might be delays in supply. Will you accuse the supplier in this case and apply liquidated damages?	<p>Please indicate the delivery term, which you definitely can fulfill.</p> <p>In case the delay is reasonable, UNDP will not apply litigated damages. At the same time, UNDP reserves the right to apply liquidated damages where deemed possible, such as negligence takes place.</p>
4	Will UNDP sign the contract for supply of goods?	UNDP will issue a Purchase Order for the goods, with indication of ITB reference, and including its General Terms and conditions.
5	Is it allowed to use different format of bid security?	Yes, minor changes (e.g. entering bank details of the company) are allowed, but please always get UNDP agreement on bid security draft.
6	What should be the currency of bid security?	It should be the same as the currency of your price offer.
7	Can we indicate prices in EUR?	EURO as a currency of the bid will be made available for companies. You are welcome to submit your bid in EURO. Payments to Ukrainian companies will be made in UAH, based on UN Operational exchange rate on payment date. The exchange rate EUR/USD, USD/UAH can be verified online at treasury.un.org .
8	What is the right way to indicate the delivery date, since we understand that date for commencement of contract (indicated in the ITB) can be postponed?	Please indicate the period during which you can deliver the goods after the contract has been signed.
9	Please explain the peculiarities of UN exchange rate.	UN exchange rate is formed based multiple sources, including but not limited to, the National Bank of Ukraine and can be verified online at treasury.un.org .

10	Do we need to provide any documents in the form of a notarized copy?	No, a simple copy would suffice.
11	Do we need to sign each page of our bid?	As a minimum, the price schedule and Form 4 have to be signed.
12	What do you mean by Tax Registration Certificate?	Please provide extract from tax authorities, electronic version is acceptable (for Ukrainian companies).
13	Which litigation cases do we need to indicate?	Please provide all information on litigation for the last 5 years.
14	What reference letters do we need to provide – regarding the supply of similar goods, or exactly the same vaccine? We always supplied to only one customer – MOH, and it might be difficult to get a reference letter from them. However, we can provide reference letters for the supply of other products.	We need to see the references from your customers that are satisfied with your work. It is desirable that the letter refers to the supply of similar products, but you can also provide references to other products.
15	The shelf life of the vaccines ex-w-production site cannot be more than 65%; the total shelf life makes from 2 to 3 years, depending on the vaccine. Is it possible to change shelf life requirements?	The requirements to shelf life have been changed in the ITB: 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.
16	Will you arrange quality control at the territory of Ukraine? Will you arrange pre-shipment inspection?	Such control/ inspection can be arranged at the discretion of UNDP.
17	Is the laboratory control of the vaccines required, once the products have been customs cleared and delivered to Ukraine? Which party is responsible to arrange this laboratory control?	Laboratory analysis of vaccines is an obligatory procedure, including centralized procurement arranged by international organizations. Laboratory quality control is arranged by the importer of the goods, in accordance with the Procedure for monitoring the compliance of immunobiological drugs used in medical practice, the requirements of national and international standards (approved by the order of the Ministry of Health of Ukraine № 698 from 01.10.2014). At the same time, quality medicines is part of supplier obligations as interalia referred to in ITB Section 3a Quality, Packaging and Warranty.
18	To whom should we address the bid?	Please address to UNDP or Procurement Unit.
19	Can we indicate any contracts for the past 5 years?	It is better to indicate contracts on similar supplies, but if you did not have such, please provide information on other contracts.
20	What shall we indicate in the clause 2.8. of the Technical Bid Form?	Please indicate information about existing conflicts of interest.
21	Should we submit the bid if we can offer only about 800,000 of doses, does it make sense?	Please note that requirements to quantities of vaccines to be supplied have been changed, please refer to Q&A #1

22	What shall we indicate in the clause 3.2 of the Technical Bid Form - we have over 300 employees in the company?	Please indicate the key personnel, organogram of the top-management.
23	What information do we need to include in the CV of key personnel and does it need to be too detailed?	Please indicate previous job experience and main functions of the employee.
24	What obligations do you take for the protection of confidential information? Will you sign a confidentiality agreement?	All information will be kept strictly confidential. UNDP will not sign any additional agreements.
25	Will UNDP sign anti-corruption agreement?	UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/Procurement%20Fraud%20Notice.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/f or full description of the policies) UNDP will not sign any additional documents.
26	How do we need to indicate the freight costs in the Price Schedule?	Please indicate freight costs for the whole shipment in the corresponding column.
27	How do we need to indicate the cost of laboratory control in Ukraine? Separately?	Special column will be introduced in the price schedule. The Bidders are requested to indicate the total amount of laboratory control costs to be paid by UNDP. Please note that the payment is subject to provision of copies of invoices from the corresponding laboratory, confirming the cost of laboratory testing. The total amount cannot exceed the amount indicated in the bid.
28	Can we indicate the cost for one pack?	Please indicate the unit price per dose as in price schedule, but please provide a comment regarding the number of doses per pack.
29	When will you publish the protocol of this meeting?	It will be published as soon as possible, within 2-3 days.
30	Is there any chance that you prolong the deadline for bids submission?	Please note that the deadline for submission of bids is extended till February 04, 2016.