

**ITB UKR-HP-2016-04**

**Procurement of medicines for treatment of patients with multiple sclerosis**

**Dear Bidders, please pay attention to the following while preparing your bid:**

- 1. Bids submission deadline - January 20, 2017 10:00 AM, Kyiv time (UTC +2:00)**
- 2. The bids are to be submitted electronically, to the e-mail: [tenders.ua@undp.org](mailto:tenders.ua@undp.org)**
- 3. Together with the bidding documents the supplier needs to provide a scan copy of the bid security (bank guarantee).**

#	Question	Answer
1	For which employees do we need to provide CVs?	Please provide CV only for the key personnel of your company, responsible for the communication with UNDP.
2	In case a part of the goods is located in Ukraine and another part outside of Ukraine, how should we indicate the cost of the goods? Is it allowed to provide two prices – in USD for one part of the goods and in UAH for another?	Yes, you can provide two prices. However, for evaluation purposes all prices will be converted to USD based on UN Operational exchange rate effective at the closure day of the bid submission.  It is preferable to use one currency in the bid.
3	Will UNDP be able to pay in USD to a Ukrainian company?  Shall we reflect this as a requirement in our bid?	Yes, your company can receive payment in USD.  Please indicate this requirement in your bid.
4	OPTION 2 of the technical criteria states: “the supplier has successfully completed at least one supply contract for this product in Ukraine within the past three years (since December 2013)”.  What can be done in case we offer a new product?	In case the product is not registered and was not supplied to Ukraine earlier, the bidder needs to provide the documents confirming the approval of the product by a Stringent National Medicines Regulatory Authority (SRA). If SRA approval is not available, and the product is registered in Ukraine, however there is no proof of at least one successful supply, such product will be considered as non-compliant to the quality criteria.
5	How can we confirm the experience of a successful supply of the product in Ukraine?  Will you consider experience in supply of other products within the same programme, if the supplier didn't supply the offered product earlier?	The experience of a successful product supply needs to be confirmed by a recommendation letter or a contract copy.  Please provide at least one contract and/or confirmation from the recipient of the supply of quoted medicine in the similar volume to/in Ukraine within the past three years, in case medicine does not have approval/registration of Stringent National Medicines Regulatory Authority.

		In case the Bidder doesn't have the experience of the product supply, please provide the proof of supply experience by other companies or by manufacturer.
6	Please explain how "VAT" column in the financial offer has to be filled in?	The Bidder needs to fill in the table depending on the VAT status of the goods, whether it is included into the goods price or not.  In some cases the condition of VAT exemption cannot be applied under the current legislation of Ukraine. The amount of VAT has to be clearly indicated in the corresponding line (if applicable).
7	The delivery terms are DAP Kyiv, Central Warehouse of the MoH. This condition is unfair, since distributors will have to pay 7% of VAT and include it into the price of goods. Please change the terms of delivery for distributors.	In case of goods import, the importer is the State Enterprise (Central Warehouse), which receives VAT exemption.  UNDP puts equal delivery terms for all bidders: DAP Kyiv, Central Warehouse of the MoH, and they will not be changed.
8	With regards to the recommendation letters for the last 3 years, which years exactly do you consider?	Period from 2014-2016
9	Financial reports for 2016 year are not available yet, will you accept the report for 9 months of 2016?	Yes, the report for 9 months of 2016 will be accepted. In such case please also provide the reports for 2014 and 2015.
10	Question on the drug Interferon-beta 1a, dosage 6 million IU. Will you accept the drug with the protein mass 22 µg (not 44 µg)?	All goods specifications were provided and verified by the specialists of the Ministry of Health. UNDP cannot change requirements to the products.
11	For which period shall we provide the auditor's report?	For the last 2 years.
12	If we offer the product registered in Ukraine, which corresponds to the requirements A+C, will such product qualify? Do we also need to prove the experience of supply in Ukraine for such product?	Yes, such product will be qualified and there is no need to prove the experience of supply in Ukraine in case the product corresponds to the requirements A+C.
13	Will you accept the bid security in UAH?	Yes, the amount of the bid security in UAH has to be calculated based on UN Operational exchange rate effective <b>at the day of the tender announcement</b> (treasury.un.org).
14	Will you accept SRA approval document which expired at the end of 2016, at the same time we applied for the extension of validity?	SRA approval has to be valid at the time of bid submission.
15	Is it obligatory to have minimum 3 years of experience in supply of the particular drug to be qualified under the criterion "Minimum 3 years of experience in similar nature and minimum 2 similar contracts fulfilled over the past 3 years"?	The bidders can have experience in supply of any drugs.
16	The company doesn't have enough years of experience – several months, due to the creation of a new company all employees were transferred, etc.	Please provide the documents confirming the the right of inheritance of a new company, or other documents confirming the relationship of your companies.

	How can we prove that we have enough experience?	You also have the option to bid as a consortium (see cl. 19 of the Instruction to Bidders).
17	Can we provide an alternative form of the bank guarantee?	Please use the standard template provided in the tender document. You should inform UNDP about any changes/amendments you plan to make under the bank request. UNDP will check the suggested amendment and provide its reply.
18	Do we have to fill in and provide the Form #4?	Yes, please provide the filled in Form #4 and all documents stipulated in this form.
19	Do we need to sign and stamp the documents?	The following forms have to signed and stamped obligatory: Form 5 (Bid submission form) and Form 8 (Price schedule form). The bank guarantee must be signed and stamped by the bank.  It is advisable to sign and stamp also other forms.
20	Who can sign the bid?	The company director or another authorized person (based on the Power of Attorney). If the bid is provided by a non-manufacturer, please provide the official Power of Attorney. At its discretion, UNDP may further request a notarized power of attorney from the manufacturer.
21	Can we offer the product with a different dosage than the one indicated in the specification?	No, please strictly follow the requirements of the specification.
22	What information is required in the clause "Technical Quality Assurance Mechanisms"?	Please provide the available certificates, describe quality assurance review procedure.
23	Will UNDP take into account the protection of the drug by the patent while awarding the contract?	UNDP will follow the Ukrainian legislation, and each case will be considered separately. The Bidder should provide a copy of the patent certificate.
24	Please explain how the bid opening procedure is arranged?	The Bidder should inform UNDP about its wish to participate in the bid opening procedure. During the procedure all prices from the received bids are announced and the protocol is prepared.  Only bidders that have submitted their bids are allowed to participate.
25	Can we offer another dosage, concentration for Glatiramer acetate?	No, the offered product must correspond to the specification.
26	How can we estimate the delivery time for the import goods on DAP Kyiv, Central Warehouse of the MoH terms, in case the customs clearance is done by the State Enterprise of MoH and we cannot predict how many days it will take?	The delivery time for the import goods have to be calculated taking into consideration that the VAT exemption takes around 5 working days and customs clearance – 2 working days.