

United Nations Development Programme



Date: 26.01.2021

AMENDMENT NO.1

Subject: Request for Quotation for Procurement of “Cleaning and Personal Hygiene Materials”

Ref: UNDP-TUR-RFQ(USB)-2021/003

Dear Madam/Sir,

Please find attached “Answers to Questions from Prospective Offerors” in the context of subject RFQ issued on 21 January 2021 for “Procurement of “Cleaning and Personal Hygiene Materials””.

You are kindly requested to prepare and submit your quotation in response to our subject RFQ with the consideration of this amendment, with all other clauses of the RFQ remaining valid.

Please be sure that your quotation is submitted on or before the deadline 04.02.2021, 17:00 hrs (GMT+3, Local time-Turkey) and via e mail to the email address below:

tr.procurement@undp.org

Attachments:

- 1- Answers to Questions from Prospective Offerors /

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Khojimatov', is placed above the printed name.

Sukhrob Khojimatov
Deputy Resident Representative

United Nations Development Programme



ATTACHMENT 1- ANSWERS TO QUESTIONS FROM PROSPECTIVE OFFERORS

Question 1- Is special packaging required for materials, or original packaging acceptable?

Answer 1- With reference to the technical specifications for each item, labeling and packaging requirements are clearly indicated for each item. Packing requirements are as below according to the technical specifications.

Packing Requirements	<p><u>Primary pack:</u> Each item shall be packaged and labelled in line with technical specifications specific to the item. Primary pack samples shall be provided for approval UNDP in 30 calendar days after contract signature date.</p> <p><u>Marking on primary pack:</u> Shall be in line with requirement of Turkish legislations and Standards and technical specifications Shall be clear and durable marking with product name, manufactured by: name and address, country of origin, list of ingredients, net volume/quantity, production date and batch number. Each package shall have the project logos, the municipality logo which will be provided by UNDP. Design of labels shall be done by the Contractor/Supplier, and subject to approval of UNDP. The label designs shall be submitted to UNDP in 30 calendar days after contract signature date.</p> <p><u>Secondary pack:</u> Shall be labelled with the product name, manufacturer, batch no, production date and project logos.</p>
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In case original packaging meets the requirements, it will be accepted with additional labels as per the technical specifications.

Question 2- Regarding sanitary pads, there are no single packed sanitary pads in the market. Please clarify the number of pads in a pack.

Answer 2- As per the project requirements, each piece of sanitary pads shall be packed and labeled separately. **Each pack shall have only one piece of pad**, and the pack shall provide hygienic conditions for the pad with the project logos provided by UNDP and product information. The labels will have a barcode for one piece of sanitary pad.

Question 3- Please clarify the number of pads in a pack for diapers.

Answer 3- - As per the project requirements, each piece of diapers shall be packed and labeled separately. Each pack shall have only one piece of diaper with the project logos provided by UNDP, and the pack shall provide hygienic conditions for the diaper. The labels will have a barcode for one piece of diaper.

Question 4- Please clarify the packing specifications, will all the items be packed as kit/set or packed separately?

Answer 4- Please refer to Answer 1. The items will not be packed as a kit or set. Secondary packs will be specific to each item.

United Nations Development Programme**Question 5- Please confirm that UNDP is exempt from VAT?**

Answer 5- UNDP is exempt from VAT, all prices shall be exclusive of VAT. Please also refer to RFQ for details on duties and taxes section, given below.

Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT</p> <p>It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p> <p>UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.</p>
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