

17 April 2020

## UNICEF CLARIFICATION NOTICE (No.1)

### REFERENCE: RFP-DAN-2020-503174 PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR COVID-19 PANDEMIC RESPONSE

The following comments are offered in order to clarify articles within the above tender document. Clarification and Correction comments will be issued on an as needed basis in order to respond to inquiries received from potential Proposers.

#### IMPORTANT NOTE:

##### 1. CE MARKING

**UNICEF will not engage with companies that submit certificates which are not valid, fake or forged concerning the CE marking**

The manufacturer of a product cannot affix CE marking unless obligatory steps are undertaken before the product can bear CE marking. According to the Regulation (EU) 2016/425, category II and III PPE conformity assessment includes a type examination by a notified body, resulting in a 'EU type examination certificate' as well as production follow-up by a notified body. This results in CE marking with the number of the notified body next to the CE marking. EU type examination certificate should be issued by a designated notified body. The identification number of the notified body has to be included in the EU type examination certificate. Relevant notified bodies can be found in the below link:

[https://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.notifiedbody&dir\\_id=155501](https://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.notifiedbody&dir_id=155501)

Proposers are responsible to ensure that the certificates submitted as part of their proposals are not fake and that the referenced notified body has the authority to issue such certificates.

#### ADDITIONAL INFORMATION:

##### 1. Video presentations:

A link to Video presentations on the tender document providing further information on the tender document and guidance on how to complete Annex D and Annex E have been posted on UNGM to provide support and information to proposers.

## **2. Excel Copy of Table 2 from the RFP Document**

An excel copy of the Table 2 from the RFP document has been added to the documents available on UNGM to enable the easy copying of the Item No, Material number and Material description for the completion of the proposal sheets in section 4 of the commercial review template.

### **CORRECTIONS:**

#### **1. Clause 3.4.5 Amendments to Solicitation Document**

Prospective Proposers that have requested clarifications related to the tender requirements will not be notified directly. Amendments to the Solicitation Document and clarifications will be published online and made available via UNGM ( <https://www.ungm.org/Public/Notice/106842> )

#### **2. Clause 2.1.3 Proposal Response Format**

"Additional documentation or information may be submitted by the proposer in response to the requirements of this RFP in Section 17 of Annex D for technical information or Section 14 of Annex E for commercial information." should instead read

["Additional documentation or information may be submitted by the proposer in response to the requirements of this RFP in Section 14 of Annex E for commercial information."](#)

#### **3. Clause 3.7.1 Proposer**

" A Proposer will only be eligible for consideration if it complies with the representations set out in clause 2.9 of this Solicitation Document, including the representations on ethical standards, including conflicts of interest." should instead read

[" A Proposer will only be eligible for consideration if it complies with the representations set out in clause 3.13 of this Solicitation Document, including the representations on ethical standards, including conflicts of interest."](#)

#### **4. Clause 3.8.11 Questionnaire**

" Scanned signed PDF copies in addition to the electronic (EXCEL) versions of the templates provided under sections 1, 2, 3, 4, 5, and 6 of Annex E are required to be submitted for any award to be considered." should instead read

[" Scanned signed PDF copies in addition to the electronic \(EXCEL\) versions of the templates provided under sections 1, 2, 3, 4, 5,6 and 15 of Annex E are required to be submitted for any award to be considered."](#)

**CLARIFICATIONS:****1. Question raised:**

*According to our survey, the most common medical face shield in China market is 0.18mm thick with a similar material to polycarbonate, which is already applied to the hospitals in Wuhan; while 0.3mm thick polycarbonate face shield is mainly used for industrial purpose. So would appreciate it greatly if you can double confirm this requirement for us.*

**UNICEF response:**

RFP-DAN-2020-503174 does provide for the opportunity to submit alternative offers (Clause 3.2 refers). The basis of evaluation will be in accordance with the terms and conditions listed within the RFP.

**2. Question raised:**

*Can you confirm if this will be decided June or if you are accepting proposals earlier in the view to get PPE into countries quicker?*

**UNICEF response:**

Considering the scale and urgency of demand there will be multiple windows to submit proposals for this tender (refer to clause 3.4.1). Evaluations will be carried out on ongoing basis in line with the evaluation methodology outlined in Clause 3.10.1.1 and Clause 3.10.1.2.

**3. Question raised:**

*What is a high impact supplier? (individual product production capacity or variety of offerings), and how do you see the relationship in consideration of sustainable procurement between suppliers / agents of manufactures with you (including opportunities for tech transfer) and the cost associated with the same if no quantities may be guaranteed.*

**UNICEF response:**

A high impact supplier is considered as a supplier whose proposal can have a significant impact towards the achievement of the objectives of the tender.

We are open to receive alternative proposals. Proposers may stipulate their own requirements in their proposal, including requirements of guaranteed or fixed minimum quantities. These requirements will be considered by UNICEF in the achievements of the objectives set.

**4. Question raised:**

*With reference to clause 3.12.8, section (b) FINANCIAL REQUIREMENT*

*These are not required under a UNGM Level 1 registered vendor who can commit to orders below USD 500,000.00. Will proposal still be allowed for submission as this submission is considered a*

*treat and financial proposal to address your concern maybe addressed even if it means contract is structured as a tripartite agreement.*

UNICEF response:

To be eligible for an award, the proposer must submit the requested documentation to the UNICEF Supplier Evaluation Unit (or relevant UN Agency or NGO equivalent requested documentation to the relevant procurement entity). If a supplier has not undergone this review, an application must be submitted through United Nations Global Marketplace (UNGM) website at <http://www.ungm.org>, under <http://www.ungm.org/NewSupplierRegistration.aspx>. Instructions are provided on the website. For more information refer to Clause 3.10.5. and Clause 3.12.8 in the RFP tender document.

**5. Question raised:**

*Kindly note that we have just registered in United Nation Global Market Place website and wants to participate in the above RFP. However, when we are clicking on EXPRESS INTEREST a message is coming. Screenshot attached. Can you please confirm if we are not doing something in a proper way? We will request you to please guide us so that we can participate in the above RFP.*

UNICEF response:

As per clause 3.4.3 of the RFP, Proposers are requested to inform UNICEF by E-MAIL to: "[ppetender@unicef.org](mailto:ppetender@unicef.org)" that they intend to submit a bid.

**6. Question raised:**

*We have noticed the deadline indicated is June 30, 2020, please confirm is correct.*

UNICEF response:

The tender will be active for the period from 14th April 2020 until 30th June 2020. Considering the scale and urgency of demand there are multiple submission windows during this RFP. Proposers may submit proposals through one or more of the submission windows. For the detailed submission schedule refer to clause 3.4.1. and 3.4.2 of the RFP document.

**7. Question raised:**

*Does this request supersede what other listed participating UN Agencies and NGOs in this request may have independently?*

UNICEF response:

This is a joint tender for the participating UN Agencies and NGOs to consolidate demand, seeking to receive offers to meet the forecast demand.

This Tender should be considered to complement, not supersede, any current tenders already initiated by the participating UN Agencies or NGOs, as the current tenders may be able to be concluded faster than this RFP activity to meet the immediate demand.

For information, many of the participating UN Agencies and NGOs already have supply arrangements in place for these commodities, however they are not adequate to meet the current levels of demand, hence the need for additional tendering.

**8. Question raised:**

*Is it a possibility that the UNICEF procurement team might consider latex surgical and examination gloves instead?*

UNICEF response:

RFP-DAN-2020-503174 does provide for the opportunity to submit alternative offers (Clauses 3.2 and 4.2 refer). The basis of evaluation will be in accordance with the terms and conditions listed within the RFP.

**9. Question raised:**

*In response to the request, we are interested in clarifying how and where the delivery of the products would be, since the XXXXXX government signed a decree that prohibits the sale to export essential products for the treatment of the virus.*

UNICEF response:

The products will be delivered globally to countries where the participating UN Agencies and NGOs operate. For further details, refer to Clause 3.12.3 of the RFP document.

If there is a need for the products supported by the participating UN Agencies and NGOs in the country of production, the proposal may be considered for award.

**10. Question raised:**

*Where is the delivery of the tender items intended to? Which country?*

UNICEF response:

The products will be delivered globally to countries where the participating UN Agencies and NGOs operate. For further details, refer to Clause 3.12.3 of the RFP document.

**11. Question raised:**

*As this is an ongoing tender as well. You will deal with it one day after each deadline? So, we can submit for apr,21 and then submit again for May4 etc?*

UNICEF response:

Proposers may submit proposals through one or more of the submission windows. For further details refer to Clause 3.4.1. of the RFP document.

**12. Question raised:**

*I noticed there are multiple deadlines related to delivery within the scope of time shall we indicate when applying about that?*

UNICEF response:

The prospective Proposers are requested to indicate weekly offered quantities from April to June and ½ monthly allocations from July to December as per their production capacity availability in the Annex E, Section 5, which will enable UNICEF to allocate and place orders based on availability among awarded suppliers.

For further details please refer to section 5 of Table 4 in the RFP document.

**13. Question raised:**

*Regarding submission is it by email or to the Denmark address or both?*

UNICEF response:

Proposals should be submitted via e-mail only. There is no need to send the hard copies of the same through courier. For further details refer to Clause 2.5.1 and the RFP cover page.

**14. Question raised:**

*Please kindly advise me about whether or not the surgical masks should be sterilised, which would incur a mandatory 14-day quarantine period as they are additionally disinfected.*

UNICEF response:

The tender requirement is for non-sterile masks. For detailed specifications, refer to ANNEX B.

**15. Question raised:**

*Please advise if the quantities for South Africa and the surrounding countries are stated?*

UNICEF response:

The participating UN Agencies and NGOs have undertaken a forecast exercise to inform industry of expected quantities to be procured. Information was collected from their local offices who estimated their needs, based on discussions with other local development and humanitarian partners and, importantly, with ministries of health in their countries.

Proposers may highlight specific facts in their proposals that they consider UNICEF should be made aware of.

**16. Question raised:**

*Please advise the required quantities and demand for Jordan destination?*

**UNICEF response:**

Please refer to response provided for Question 15. The forecast quantities are summarised per procuring agency, not country.

**17. Question raised:**

*Our Audited financial statements are in the Arabic language and notarized by an accredited accountant in Arabic?*

**UNICEF response:**

Supporting documents submitted by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. For further details refer to Clause 3.5. of the RFP document.

**18. Question raised:**

*Is it possible to submit 2 alternative offers for the same item? Since each company offering the quotation has different timing for when to produce/ship?*

**UNICEF response:**

Please refer to Sections 4 of Annex E Commercial Proposal Response. Proposers may submit different proposals per item, provided the parameters are clearly stated and not ambiguous. If there are multiple offers being proposed based on different time or quantity parameters, the Proposer should indicate these in the provided response sheet.

Additional guidance on the completion of Annex E is provided in the Video presentations in the 'Additional Information' section above.

The basis of evaluation will be in accordance with the terms and conditions listed within the RFP and the conditions of the offer.

**19. Question raised:**

*Regarding the nitrile material, the Malaysian government restricted any export of nitrile raw material. So, would it be possible to price latex gloves instead of nitrile?*

UNICEF response:

RFP-DAN-2020-503174 does provide for the opportunity to submit alternative offers (Clauses 3.2 and 4.2 refer). The basis of evaluation will be in accordance with the terms and conditions listed within the RFP.

Please also make note of the response to question 9.

**20. Question raised:**

*We the ..... vendor enlistment as national supplier of Bangladesh. We can participate mentioned Request for Proposal?*

UNICEF response:

A Proposer will only be eligible for consideration if it complies with the representations set out in Clause 3.13.2 of the tender document, including the representations on ethical standards, including conflicts of interest. For further details refer to Clause 3.7 and Clause 3.13 of the RFP document.

**21. Question raised:**

*Dropbox is not workable in China. Would you like to send the files directly to us?*

UNICEF response:

Alternative links have been provided via UNGM.

**22. Question raised:**

*We do service orders internationally however; we require all international orders be wire transferred at a fee of \$30.00. We would like the customer to provide a collect shipping account or arrange shipping. Please fill out the attached PDF form to allow us to set up your account and provide you with a quote and to confirm we can export the products to the destination country.*

UNICEF response:

Proposers participation in any stage of the solicitation process is at its own risk and cost. The Proposer is responsible for the costs of preparing its Proposal or response to this Solicitation Document, submission of any samples, attendance at any bid conference, site visit, meetings or oral presentations, regardless of the conduct or outcome of the solicitation process. For further details refer to Clause 3.8.9 of the RFP document.



**23. Question raised:**

*What products and quantities are required for Peru? Amounts by stages and deadlines for delivery, since we could be placing orders for the requirements of June or September.*

UNICEF response:

The participating UN Agencies and NGOs have undertaken a forecast exercise to inform industry of expected quantities to be procured. Information was collected from their local offices who estimated their needs, based on discussions with other local development and humanitarian partners and, importantly, with ministries of health in their countries.

The prospective Proposers are requested to indicate offered quantities as per their production capacity in the Annex E, Section 5, which will enable UNICEF to allocate and place orders based on availability among awarded suppliers.

**24. Question raised:**

*At present there are some government regulations with respect to export of these PPE items. Please advise if UNICEF or other participating UN Agencies or NGOs would help us with necessary letters or approvals that are required to get the export clearance at the time of shipment if the order is placed with us.*

UNICEF response:

There is no guarantee any of the participating UN Agencies or NGOs will be able to obtain such approval at this stage.

The current status and any subsequent changes at the time of the evaluations will be taken into consideration.

Proposers are encouraged to submit their proposals to enable their proposals to be considered, however exports restrictions will have an influence on awards at the time of evaluation for demand external to the country of production.

**25. Question raised:**

*Coveralls, Face mask this type of production actually require a huge raw materials stock when the cost in the market is changed often. Will you consider an advance payment and how much percentage of the advance payment can be managed depends on certain order if the contract is awarded? Especially for the orders can be delivered earlier end of April or before mid of May?*

UNICEF response:

Understanding the current market constraints, UNICEF and other participating UN Agencies and NGOs are willing to consider offers of firm contracts and advance payment terms in order to achieve access to committed, significant and immediate production capacity increases and meaningful quantities of quality assured, affordably priced products. Proposers should note that

the ability of the participating organizations to engage in agreements with firm/advance terms is finite and offers including such terms therefore need to demonstrate credibly how they will have a catalytic impact to achieve access to the needed supplies. For further details refer to Clause 3.1 of the RFP document.

**26. Question raised:**

*Based on required FCA delivery term, will you accept only AIR SHIPPING for example, AIR SHIPPING from SHANGHAI or by SEA shipment?*

**UNICEF response:**

Proposers are requested to quote prices for FCA named airport/seaport deliveries (INCOTERMS 2020). Proposals for both sea and air shipments are acceptable.

**27. Question raised:**

*I would like to ask how we should submit our response to this Tender.  
Do you also want a bidder to provide you with a quotation on what they can offer and to which email do we send our responses?*

**UNICEF response:**

Proposals must be submitted electronically to [supplybid@unicef.org](mailto:supplybid@unicef.org), the ONLY ACCEPTABLE E-MAIL ADDRESS for receipt of Proposals. No other recipient should be "Cc" or "Bcc" in the e-mail submission. There is no need to send the hard copies of the same through courier. For further details refer to Clause 2.5 of the RFP document.

Proposers are to use the Annex D: Technical Submission Response Template and Annex E: Commercial Submission Response Template when submitting their offers. All guidance is provided in the RFP document.

**28. Question raised:**

*Regarding the recently published tender on PPE, is it possible for companies to submit proposals for only one or two products listed?*

**UNICEF response:**

Proposals covering one or more products are acceptable.

**29. Question raised:**

*We understood the required standard generally related to CE/ FDA/ASTM/ NIOSH for example, for the face mask. However, just like what has been happened that some of EU countries and the USA have already accepted China Standard GB, for example, GB2626:2006, or GB19083-2010, or*

*GB/T32610-2016, etc because they are similar as CE or FDA. So, will you accept China GB standard for the required PPE product included Face Mask, Googles, Coveralls, etc.? If yes, what standard will you accept, and can you list it for our further attention?*

UNICEF response:

Chinese standards GB2626:2006, or GB19083-2010, or GB/T32610-2016 are acceptable as long as a test report from an independent lab is provided to ensure that the relevant parameters are met, e.g. bacterial filtration efficiency and splash resistance for surgical mask type IIR and marketing clearance of Chinese regulatory authority.

**30. Question raised:**

*We wanted to get more information on the payment terms required by UNICEF.*

UNICEF response:

The prospective Proposers are requested to indicate payment terms in Section 3 Annex E. For more details on the requirement, refer to Clause 3.1 and Clause 3.12.1.2 of the RFP document.

**31. Question raised:**

*I don't have access to all the items being sought after, only some, can I still submit a bid?*

UNICEF response:

Proposals covering one or more products are acceptable.

**32. Question raised:**

*We have developed a re-usable Face shield and have received certification from our Local certifying Body (Member of ISO certification) Kenya Bureau of Standard. We have noted with concern that you are requiring the products supplier products need to be certified by bodies that we may not have access to at such a time as this.*

UNICEF response:

Please submit your proposal.

**33. Question raised:**

*We have a question regarding the technical specs you have posted in the material for Face masks Type IIR. Our mask are produced with ear strings...The question is, will such an ear string Type IIR mask be accepted or will our complete proposal be disqualified due to our mask lacking 2 x 2 tie-straps ?*

UNICEF response:

RFP-DAN-2020-503174 does provide for the opportunity to submit alternative offers (Clause 3.2 refers). The basis of evaluation will be in accordance with the terms and conditions listed within the RFP.

**34. Question raised:**

*I am reaching out to you to understand how to express interest for RFP\_DAN\_2020\_503174?*

UNICEF response:

As per clause 3.4.3 of the RFP, Proposers are requested to inform UNICEF by E-MAIL to: "ppetender@unicef.org that they intend to submit a bid.

**35. Question raised:**

*I would like also to know if the deadline 30/06 is correct as the forecasted quantities are starting in April.*

UNICEF response:

The tender will be active for the period from 14th April 2020 until 30th June 2020. Considering the scale and urgency of demand there are multiple submission windows during this RFP. Proposers may submit proposals through one or more of the submission windows. For the detailed submission schedule refer to clause 3.4.1. and 3.4.2 of the RFP document.

**36. Question raised:**

*With the outbreak of the pandemic and the lockdown of all non-essential corporate organizations, which has resulted in all our staff working from home. We may have issues filling out non editable forms and may not be able to get the company stamp on the requested documents.*

UNICEF response:

Proposals should be prepared in line with the requirements outlined in clause 3.8 of the RFP document.

**37. Question raised:**

*We have a question:*

- for Financial Mandatory Requirements in Annex E, it asks: Have you provided audited financial statements to UNICEF in the past 12 months? If not, please proceed as per clause 3.12.8.*
- But we cannot open the link of <http://www.ungm.org/NewSupplierRegistration.aspx> in the clause. In fact, we registered in XXXXX and our UNGM registration no. is XXX*

*- the clause 3.12.8 also states: Proposers are requested to submit the UNGM application number, along with the documentation listed below, to UNICEF Supply Division, attention Supplier Evaluation Unit(SEU). So how should we submit the above-mentioned documentation to UNICEF Supply Division? If by email, to which email address? On the other hand, I am afraid there is no enough time to do a new audited financial statement before the deadline. If so, do we have to quit from this tender? And even if we do the new audited financial statements, it will be made in Chinese language. Is it ok and acceptable?*

#### UNICEF response

To be eligible for an award, the proposer must submit the requested documentation to the UNICEF Supplier Evaluation Unit (or relevant UN Agency or NGO equivalent requested documentation to the relevant procurement entity). If a supplier has not undergone this review, an application must be submitted through United Nations Global Marketplace (UNGMP) website at <http://www.ungm.org>.

The financial statements can be also submitted along with the Proposal. Supporting documents submitted by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. For further details refer to Clause 3.5. of the RFP document.

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