



04 May 2020

UNICEF CLARIFICATION NOTICE (No. 4)

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:

As of 26 April 2020, Chinese Ministry of Commerce disclosed an announcement on further strengthening the quality control of export of epidemic prevention materials. Based on that, the China Chamber of Commerce for Import and Export of Medicines and Health Products released the Name List of Medical Devices and Supplies Companies with Certification/Authorization from other Countries and the Name List of Non-Medical Use Face Masks Companies with Certification/Authorization from other Countries.

Proposers are encouraged to visit the below webpages for more details.

MOFCOM No.12 announcement:

<http://www.mofcom.gov.cn/article/b/e/202004/20200402958960.shtml?from=singlemessage&isappinstalled=0>

Name List of Medical Devices and Supplies Companies with Certification/Authorization from other Countries:

<http://en.cccmhpie.org.cn/Web/Content.aspx?queryStr=w7x08q7x15x15o3w8w1vS9z8w7x1X10x16x0X10x16o3w8w1u9v1u9v3v2v3>

Name List of Non-Medical Use Face Masks Companies with Certification/Authorization from other Countries:

<http://en.cccmhpie.org.cn/Web/Content.aspx?queryStr=w7x08q7x15x15o3w8w1vS9z8w7x1X10x16x0X10x16o3w8w1u9v1u9v3v2v7>

All Proposals submitted in response to RFP will be evaluated for the compliance with RFP requirements and specifications. Each Proposal evaluated as meeting the RFP Technical and commercial requirements, it will be considered for recommendation for Award.

However, UNICEF is obliged to acknowledge the issuance of Chinese MOFCOM No.12 announcement. In order for the goods to be exported from China, the respective manufacturers have to be registered in the List of Medical Devices and Supplies Companies and the List of Non-



Medical Use Face Masks Companies depending on the type of offered product respectively. As such, this affects UNICEF ability to award any contracts to affected suppliers.

Please note that the following product groups under this tender ARE subject to Announcement 12 requirements:

- Medical face masks
- Protective gowns and coveralls
- Non-medical face masks

The following product groups under this tender ARE NOT subject to Announcement 12 requirements:

- Gloves
- Faceshields
- Goggles

Please note, that in case your Proposals is evaluated as technically compliant with RFP requirements and your proposed manufacturers are currently not on the lists, but are in the process/intend to proceed with registration, your Proposal will be considered for award subject to your manufacturer obtaining registration on the White lists and your offer remaining to be valid.

All Proposers are requested to include additional information to their Commercial Proposals under Section 14 as follows:

- **whether the manufacturers of the products you are offering are included in those lists or not for the affected products and, if so, please submit the reference number.**
- **if manufacturer is not included, please confirm if the registration process to be included in such lists is in progress/intended**

In case the Proposal has already been submitted without such information included, during the Evaluation process the Proposers will be requested to provide this additional information.

CLARIFICATIONS:

1. Question raised

In the Annex E Commercial Response Template--Section 4 Proposal Sheets, we found "Lower limit of offer, Upper limit of offer and Offered Quantity ". We do not understand what the "limit" refer to here. Does it mean one PO's quantity limit or several PO's total quantity limit? And about the total quantity we can offer to UNICEF, which column we should choose, Upper limit of offer or Offered Quantity ?

UNICEF response:



The intent of the lower and upper quantity limits is to facilitate the opportunity of suppliers to offer volume-based pricing. The offered quantity field (column F in the response template) refers to the total quantity that is being offered at the referenced price (column G in the response template).

So, for example, if you wanted to offer a price of \$0.50 for any contracted volumes between 0 – 100 units for a specific time period e.g. 04/05/2020 to 31/12/2020 and a price of \$0.45 for quantities between 101-200 units you would include those in two separate offer lines. If you wanted to offer that all quantities were eligible for the price of \$0.45 if more than 100 units were bought you would include 200 units in the offered quantity (Column F) in the offer row against the price of \$0.45. (illustrated below).

Offer Reference Number	Offer Validity start date (DD/MM/YYYY)	Offer validity end date (DD/MM/YYYY)	Lower limit of offer (Quantity unit of 1 piece)	Upper limit of offer (Quantity unit of 1 piece)	Offered Quantity (Quantity unit of 1 piece) (within range of offer)	Currency of Offer	US \$
						Price FCA per 1 piece	Approved for export (YES/NO)
1	04/05/2020	31/12/2020	-	100	100	0.5000	Yes
2	04/05/2020	31/12/2020	101	200	200	0.4500	Yes

If you only wanted to offer the price of \$0.45 for the quantities bought above 100 units you would include 100 units in the offered quantity (Column F) (illustrated below).

Offer Reference Number	Offer Validity start date (DD/MM/YYYY)	Offer validity end date (DD/MM/YYYY)	Lower limit of offer (Quantity unit of 1 piece)	Upper limit of offer (Quantity unit of 1 piece)	Offered Quantity (Quantity unit of 1 piece) (within range of offer)	Currency of Offer	US \$
						Price FCA per 1 piece	Approved for export (YES/NO)
1	04/05/2020	31/12/2020	-	100	100	0.5000	Yes
2	04/05/2020	31/12/2020	101	200	100	0.4500	Yes

Similarly, the intent of the 'offer validity start date' and 'offer validity end date' fields is to facilitate any changes in offered prices over time.

See further information in UNICEF response to Question 9 below.

2. Question raised

Can you confirm the email address for the 'UNICEF Supply Division, attention Supplier Evaluation Unit' for whom we must submit our audited accounts and company registration document? Is it supplybid@unicef.org or another?

UNICEF response: vendorevaluation@unicef.org

3. Question raised

We are unable to change the colour/format of the font as the excel sheets are 'protected'. Please advise if advice of deviations to the specifications (of a slight manner) can be inserted in plain text.



In instances where bidders submit products whose attributes differ slightly from specifications, bidders should highlight these deviations in bold/red text and include rationale why these deviations do not negatively impact function.

UNICEF response:

Please DO NOT make any changes to the structure of the templates. The response template sheets have been protected to avoid changes in formatting during submission. Please include any additional information in plain text in designated additional information fields of response template forms (e.g. row 42 of the proposal template for section 4).

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. Please submit your Proposal as Alternative Proposal under U282700 and provide required information on product specifications.

For any additional information you would like to include in your proposal please use Annex E - Section 14: Additional information to provide any additional information not covered under section 1 – 13.

4. Question raised

Will our proposal be acceptable if we can only provide pricing and quantities needed for the face shields, FFP2s, and 3-ply masks?

We're currently providing PPE to federal agencies in the United States and can provide references if requested.

UNICEF response:

Please refer to Clarification Letter no. 1 question 28

Proposals covering one or more products are acceptable. You do not need to submit offers for all items under this Tender.

5. Question raised

In RFP_DAN_2020_503174 PPE Tender Document page no. 07 Point No. 2.1.5: its mentioned that we need to submit the technical and financial submission on structured format to ensure all required information and to increase the evaluation process.

In RFP_DAN_2020_503174 PPE Tender Document page no. 8 Point No. 2.5.5 Technical and commercial Proposal must be sent as separate files and clearly indicated in the file name ; 503174 Technical.pdf; 503174 Commercial Proposal.pdf.



In view of above do we have to submit the technical and commercial proposal only on the single pdf and excel formats (for electronic version of excel sheets).? OR

Will it be submitted as a Main folders (1 for technical and 1 for commercial) then respective sub-folders, then our files in those sub-folders, just like we received the templates in the zip folder after downloading.

UNICEF response:

To avoid mistakes, we highly recommend submitting in two separate e-mails clearly marked as:
RFP-DAN-2020-503174 - xxxxx Ltd Technical Proposal
RFP-DAN-2020-503174 - xxxxx Ltd Commercial Proposal

In Commercial Proposal e-mail please include the file of your Commercial Proposal with folders structure maintained in accordance with Annex E Commercial Proposal Response Template; in Technical Proposal e-mail please include the file of your Technical Proposal with folders structure maintained in accordance with Annex D Technical Proposal Response Template.

6. Question raised

*I am unable to download the technical questionnaire. The instructions given lead me to a zip file that I was unable to open just this document. Possible to send this via email?
Also, can we submit the proposal via a Google Drive link to supplybid@unicef.org?*

UNICEF response:

Annex D: Technical Submission Response Template and Annex E: Commercial Submission Response Template are made available via UNGM (<https://www.ungm.org/Public/Notice/106842>).

All Proposals must be submitted electronically to supplybid@unicef.org. In case your Proposal exceeds UNICEF's e-mail size quota of twenty-five (25) megabytes per e-mail, please submit your Proposal in batches of e-mails. Please refer to clauses 2.5.2 and 2.5.4 of RFP document, Section II. Instructions to Proposers for details.

7. Question raised

What is the timeline for the decision making if we were to submit our proposal before 4th of May 2020 (Window 2 deadline)?

UNICEF response:

According to RFP clause 2.6.1, there are multiple submission windows during this RFP. Proposals received will be opened a day after each submission deadline. Proposals received thereafter will be considered for the next submission deadline up to 30 June 2020.

Please refer to 3.4.1 Proposal Submission Schedule of the RFP document for details closing dates for each submission Window and clause 3.4.2 for Proposal opening.



As per clause 3.10.3, UNICEF will only notify the Proposer(s) that has/have been awarded a Purchase Order(s) or LTA resulting from this solicitation process; UNICEF may, but is not required to, notify other Proposers of the outcome of this solicitation process.

The tentative expected lead-time for evaluation completion and recommendation for award will vary dependent on the number of offers received. It is in UNICEF's best interest to make awards as soon as possible to secure available supply. The target is 15 working days after each Window closing date, however this will be dependent upon the number of offers to be evaluated and the completeness of the offers received.

As per clause 2.8.1 Awards with an estimated value over USD 500,000 made by UNICEF as an outcome of the RFP be published on the following site: http://www.unicef.org/supply/index_27009.html , advising the product group, awarded supplier and total value of award.

8. Question raised

As part of the PPE tender submission, the technical proposal requires brochures or leaflets of items to be included in English, Spanish and French. We currently have English and awaiting translation services for Spanish and French.

In order to make the deadline for 4th May, we may not have Spanish and French versions ready to include in the tender but could follow up after. Would this affect our submission?

UNICEF response:

All documents can be submitted in English.

9. Question raised

Please define the below Lower limit of offer, Upper limit of offer and Offered Quantity. We have watched the video, which was very helpful, but does not quite answer our query.

Offer Validity start date (DD/MM/YYYY)

Offer validity end date (DD/MM/YYYY)

Lower limit of offer (Quantity box/pack of 50)

Upper limit of offer (Quantity box/pack of 50)

Offered Quantity (box/pack of 50) (within range of offer)

Does lower limit of offer refer to the minimum quantity we are able to supply over the time period outlined in the 'Offer Validity Start' and 'Offer Validity End' tabs?

UNICEF response:

The 'Lower limit of offer' refers to the minimum quantity that UNICEF would need to contract for to access the corresponding unit price over the time period outlined in the 'Offer Validity Start' and 'Offer Validity End' fields at the unit price inserted in the 'Price FCA (per unit of measure)' field.



Does the upper limit of offer refer to the maximum quantity we are able to supply over the time period outlined in the 'Offer Validity Start' and 'Offer Validity End' tabs?

UNICEF response:

The 'Upper limit of offer' refers to the upper limit (quantity) that UNICEF would need to contract for to access the corresponding unit price over the time period outlined in the 'Offer Validity Start' and 'Offer Validity End' fields at the unit price inserted in the 'Price FCA (per unit of measure)' field.

The intent behind the lower and upper quantity limits is to facilitate any volume-based pricing limits proposers wish to include.

In case you wish to offer different unit prices for the product offered depending on the quantities or time period of your offer you would include different offers in the rows 15 – 24 of the offer response template where you could change the unit price that you offer based on the corresponding start and end dates for that offer or the lower and upper quantity limits of that offer.

E.g. If we want to offer the supply of a product thru till the end of 2020, should the upper limit refer to the total quantity we can supply in that period?

UNICEF response: yes, that is correct if you wanted to offer all quantities at the same price.

Should 'offered quantity' then refer to our weekly capacity and the corresponding price for the same 'offered quantity'? Should our proposed lead time then be based on our 'offered' quantity'?

UNICEF response:

The offered quantity refers to the maximum quantity of product you are offering to UNICEF based on the indicated price in the Price FCA tab, for which UNICEF can place the Purchase Order within the time period of offer validity. This may be only a portion of your total production capacity.

The overall total offered quantity in Section 4 Proposal Sheets should match with the product quantities offered in Section 5 Offered Quantity. Section 5 Offered Quantity represents detailed weekly breakdown of supplier's offered quantities to UNICEF.

The response to question 1 (above) should supplement this response.

10. Question raised

*I have looked at this tender, and it is quite comprehensive including the high volume. Therefore, my partners (owners of production companies of PPE products in China) and I kindly ask if you could recommend a Danish or Scandinavian company with whom we could team up with?
- it will be quite helpful in order to secure the volumes from my Chinese partners productions as well.*

UNICEF response:



UNICEF is not able to provide such information, nor is this necessary. UNICEF is willing to contract with any technically and commercially acceptable company meeting all the terms and conditions outlined in this RFP.

11. Question raised

We have registered, but cannot find the code, will it affect the bidding?

UNICEF response:

Please complete your UNGM registration process.

2.7.1 UNICEF is part of the United Nations Global Marketplace (UNGM). Accordingly, all proposers are requested to become a UNICEF vendor by creating a vendor profile and submitting their national incorporation license/certificate at the Level 1 stage of vendor registration process in the UNGM website: www.ungm.org. Should you be unable to register please highlight this in your submission. If your overall submission is of interest to UNICEF, we will endeavor to support you in registering. No award can be made until the supplier is registered on UNGM.

12. Question raised

When can know the result? Is there someone will contact me?

See UNICEF response to Question 7 above.

13. Question raised

If we were interested in submitting a Proposal on June 30th, what is the deadline to write to you to formally express our intention to make a submission on June 30th 2020 ?

UNICEF response:

Please refer to 3.4.1 Proposal Submission Schedule of the RFP document for details closing dates for each submission Window and clause 3.4.2 for Proposal opening.

UNICEF response:

Proposers are requested to inform UNICEF as soon as possible by E-MAIL to: ppetender@unicef.org that they intend to submit a bid. There is no deadline for submission of acknowledgement e-mails. However, please note that the deadline for receipt of questions is **3 days prior** to each submission window deadline.

Robert Matthews

04-05-2020

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