



21 April 2020

UNICEF CLARIFICATION NOTICE (No.2)

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. Unsolicited offers for any products submitted via e-mail to ppetender@unicef.org will NOT be considered .

All Proposals must be submitted/resubmitted electronically to 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. **Any Proposals received in any other manner will be invalidated.**

The Proposals must be submitted in line with the Instructions to Proposers in RFP-DAN-2020-503174 PPE Tender Document made available via UNGM (<https://www.ungm.org/Public/Notice/106842>) and using the Response Templates provided (Annex D: Technical Proposal Response Template and Annex E: Commercial Proposal Response template).

CLARIFICATIONS:

1. Question raised

Kindly give clarity on the following. Do you submit once for all the due dates/ window periods, or you can submit for all or more than one window.

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 documents.

2. Question raised



Delivery locations are not specified. For example delivery cost to country X is cheaper than country Y. When we put the cost of a product we cannot predict all possible shipping locations. Also at this special time shipping rates are increasing on a daily basis

UNICEF response:

According to PFP Clause 3.12.3.2 Incoterms. Proposers are requested to quote prices in accordance with the following delivery terms (INCOTERMS 2020): FCA named airport/seaport (PROPOSER TO SPECIFY NAME OF AIR/SEAPORT)

UNICEF, UN agencies and INGO as partner of this tender will be responsible for shipping goods between the proposer's offered nearest named airport/seaport to UNICEF program and partners around the world

3. Question raised

If we want to offer our products for India only is it possible.

UNICEF response:

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

If there is a need for the products supported by the participating UN Agencies and INGOs in the country of production, the proposal with delivery limited to one specific country may be considered for award.

4. Question raised

Can we get physical samples of few of these products to check quality.

UNICEF response:

UNICEF does not provide any samples of the requested products. The Proposers are invited to submit their Proposal for products meeting the requirements laid out in RFP and specifically **Annex B** Technical specifications and **Annex C** Technical requirement for Personal Protective Equipment (PPE) April 2020.

Additionally, 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 refer to Clause 4.8 Review and Testing of Samples for details on testing of products offered by Proposers.

5. Question raised

Can a company participate in this bid with Non-medical products manufacturing?



UNICEF response:

Please note that the Proposers must submit as part of their Technical Proposal the following information requested: QMS certificates (a. Supplier: Valid ISO 9001 or ISO 13485 certificate (as applicable) including scope. Copy in English; b. Legal manufacturer: Valid 9001 certificate or valid ISO 13485 certificate including scope. Copy in English), Product conformity to standards, Independent laboratory testing and other documents as listed in 1-9 of Annex D Technical Proposal Response Template.

Additionally, please note **Clause 3.12.4.1** Proposers are to demonstrate proof of existing production capacity at the producing plant including, quantities currently manufactured and projected quantities, both on monthly and annual basis. The Proposer is requested to demonstrate that they are able to supply the quantity being proposed by them to UNICEF during the quoted timeframe.

6. Question raised

We have surgical masks, N95, gowns, face shields and other PPE. Could you please let us know what products you are looking for?

UNICEF response:

Please refer to RFP-DAN-2020-503174 PPE Tender Document and Annex A Tender products and quantities which contain detailed information on the list and quantities of products solicited under this Tender.

RFP-DAN-2020-503174 does provide 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.

7. Question raised

We would like to acknowledge that we do have access to the RFP documents, but we would like to receive any clarification or Q&A that may have been published since the publication of the RFP on UNGM.

UNICEF response:

The Clarification and Correction comments will be issued on a regular basis in order to respond to inquiries received from potential Proposers and will be published online and made available via UNGM (<https://www.ungm.org/Public/Notice/106842>). Please review regularly for updates.

8. Question raised

If we have offered you the quotation in the first window submission, do we need to submit the quotation again in the window 2nd and window 3rd and window 4th submission?

UNICEF response:



Proposers are not obliged to submit Proposal through each submission window. 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. UNICEF will only consider valid offers for award, therefore proposers should consider this in their proposal submission and choice of submission window(s).

9. Question raised

CAN YOU PLEASE ELABORATE ON THE BELOW CLAUSE IN THE RFP WE FIND IT A LITTLE AMBIGUOUS.

FIRST IT STATES THAT THE UNICIF AS UN BODY IS WAIVED COMPLETELY FROM TAXES AND

*HOWEVER, THE LAST SCENTENCE SAYS PLEASE PRICE NET OF ALL VAT TAXES, ETC.
(NET OF IMPLYING TO INCLUDES THE IMPORT, TAX, SALES TAXES ETC)*

3.12.1.6 Taxes. Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, 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 prices/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in this RFP Document. UN privileges and immunities will not be extended to non-UN partners that are not covered by such.

*CAN YOU LET US KNOW WHICH PRICING WE NEED TO SUBMIT
IS THE PRICING GOING TO BE INCLUDING IMPORT TAX, SALES TAX ETC (EX. ALL IN PRICE)*

OR JUST THE PRICE TO THE PORT WITHOUT ANY TAXES INCLUDED SINCE UNICEF IS WAIVED?

UNICEF response:

All prices/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, whereas "net of" means excluding any direct taxes and any other taxes and duties. Additionally, according to 3.12.3.2 Incoterms. Proposers are requested to quote prices in accordance with the following delivery terms (INCOTERMS 2020): FCA named airport/seaport (PROPOSER TO SPECIFY NAME OF AIR/SEAPORT).

10. Question raised

In the tender notice---RFP-DAN-2020-503174, our company had already informed UNICEF by E-MAIL to: "ppetender@unicef.org " that our company intends to submit a bid. So we can't click the blue 'Express Interest' button. Does it matter?

Are there other documents or information hide by the blue 'Express Interest' button, which should be finished and submitted?



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. It is not required to Express Interest through UNGM.

11. Question raised

We also want to know if we just need to submit all the documents from ANNEX D and E . Shall we ourselves need to plan a proposal that express our company's information, our products, our plan and so on? And send our bid to the bid email directly?

UNICEF response:

The Proposals must be submitted in line with the Instructions to Proposers in RFP-DAN-2020-503174 PPE Tender Document made available via UNGM (<https://www.ungm.org/Public/Notice/106842>) and using the Response Templates provided (Annex D: Technical Proposal Response Template and Annex E: Commercial Proposal Response template). All information required by UNICEF from the Proposers for this RFP is included in respective Annexes.

The Proposer may submit any additional commercial information if such is relevant to submission in Annex E - Section 14: Additional information. Please provide any additional information not covered under section 1 – 13 you would like to submit as part of your commercial proposal under this section 14.

12. Question raised

Could you please send us a copy of the Tender Document Template for PPE for the offer closing 21st April 2020. I have been through this attachment below but cannot see a link to download the form.

file:///C:/Users/Pro/Downloads/RFP_DAN_2020_503174%20PPE%20Tender%20Document%20(3).pdf

UNICEF response:

The RFP document and all Annexes thereto, as well as the Clarification and Correction comments are published online and made available to download via UNGM (<https://www.ungm.org/Public/Notice/106842>). Please review regularly for updates.

13. Question raised

I would enquire something in relation to the COVID response but not directly in relation to the PPE request posted.



Will the be flighting of bids for chemicals eg disinfectants, sanitizers etc? We are agents for products that are used to disinfect. We are based in XXXX and possibly looking at the Southern and Eastern Africa area. Product can be used for mass disinfection of common areas.

UNICEF response:

Please refer to RFP-DAN-2020-503174 PPE Tender Document and Annex A Tender products and quantities which contain detailed information on the list and quantities of products solicited under this Tender. All tender documents are made available via UNGM (<https://www.ungm.org/Public/Notice/106842>).

Please note that chemicals like disinfectants, sanitizers are not part of this tender.

14. Question raised

I am a representative of several XXXXX PPE manufacturer companies.

I would like to clarify whether it is possible to conclude direct contracts with the UNICEF (bypassing tenders).

My companies are manufacturers (COVID-19 Express test, face masks, isolation gowns, face shields) and are ready to provide the best value for money.

UNICEF response:

We invite all interested Suppliers to submit the Proposal.

This is a joint tender for the participating UN Agencies and NGOs to consolidate demand, seeking to receive offers to meet the forecast demand. As such, this is an open tender announced and processed in line with the public procurement principles.

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 Limited 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.

15. Question raised

We are XXXXX a biomedical enterprise with core business in PPE, supplies, medical equipment.

we Are bidding for the tender above mentioned. We already do have an Existing UGNM number and have registered 100 % percent in the UNGM portal.

Is there anything we need to fill out or Furbish Unicef and provide information about our company ex. registration, audited statements etc?

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>.

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.

16. Question raised

Please can you clarify if it is possible to only quote on delivery to countries in and around South Africa as it a challenge to quote on delivery out of Africa?

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 with delivery limited to one specific country may be considered for award.

17. Question raised

We have already registered with United Nations Global Marketplace and have received registration number XXXXX.

We also have to submit the UNGM application number, along with the documentation listed below, to UNICEF Supply Division, attention Supplier Evaluation Unit (SEU), with [XXXX list of documentation provided]

Our audited financial report are in XXXXX and signed, so the question is, does the auditors need to sign the translated English version of the last 3 years financial statement as well, or is it enough to supply the audited and signed XXXX version accompanied with a translation in English? All the numbers, will of course be the same. Will the translator need to sign and verify the accuracy of the translation ?

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.

It is not required that the documents translated into English for the purpose of submitting the Proposal are signed by the same authorities as the original documents, therefore the translation of financial report does not have to be signed by the auditors.

18. Question raised

My foundation is working with various governments (Canada, Belgium, UK, Spain, Italy, Denmark, state governments, and health systems) to procure PPE, N95 Masks, Respirators, Ventilators, and Rapid Test Kits.

I understand many States have either had difficulty getting supplies on time or have received counterfeit goods. We only work with certified manufacturers with all the required certifications and test reports to maintain quality of speed and supply. Given the request to procure more PPE for Unicef we could significantly add to your current efforts.

Please let us know if we can help Unicef in such a capacity.

UNICEF response:

We invite the Proposals from all Suppliers which can submit the Proposal for any or all required products, in line with product requirements and in conformity with the RFP conditions. We welcome and appreciate any effort in disseminating the information about this tender to a larger number of Suppliers which have the capacity to submit valid Proposals.

The RFP document and all Annexes thereto, as well as the Clarification and Correction comments are published online and made available via UNGM (<https://www.ungm.org/Public/Notice/106842>).

19. Question raised

Is it mandatory to have certification for products as listed on UNICEF Supply Catalogue.

UNICEF response:

Yes, it is mandatory to have such certification and or its equivalent.

20. Question raised

XXXX These manufacturing facilities are not ISO certified. The KN95/FFP2 Respirators are Registered by the FDA & CE and can legally be imported into the US. The KN95/FFP2 Respirators have been authorized by the FDA and the CDC under an Emergency Use Authorization for use in hospitals. These manufacturers are not registered with China's National Medical Product Administration (NMPA); therefore, their KN95/FFP2 Respirators do not have corresponding Registration Numbers. Because the KN95/FFP2 Respirator is not considered a medical device, they are not governed by China's Announcement 5 requiring a Registration Certificate for export.

We may include the KN95/FFP2 as an alternative product offering that we believe meets the overall demand for the Covid-19 Response, yet we recognize it does not meet the basic requirements for UNICEF's the tender as they are not produced in ISO facilities and do not have Registration Certificates from China's NMPA.



UNICEF response:

Detailed technical requirements are detailed in **Annex C** Technical requirement for Personal Protective Equipment (PPE) April 2020.

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.

21. Question raised

We have submitted our commercial and technical proposal towards tender RFP-DAN-2020-503174 under Window 1 submission deadline 21st April. Could you please confirm if our submission dossier has been well received by your side?

UNICEF response:

RPF Clause 2.5.6 stipulates: Upon receipt of the Proposal submission, an "acknowledge receipt" will be generated automatically and sent to the sender's e-mail address. The notification serves as the only proof of receipt from UNICEF. If more than one e-mail is submitted, the automatic acknowledgement reply message will be sent out only to the first e-mail message.

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