



28 April 2020

UNICEF CLARIFICATION NOTICE (No.3)

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).

CORRECTIONS:

1. Annex E Commercial Response Template

The Commercial Proposal Templates, specifically Sections 4 and 6, have been updated on 27th April 2020 to ease the data entry. Proposers are requested to submit the Proposals in line with the amended templates. To avoid error, Proposers are requested to use the amended Annex E Commercial Proposal Templates available at: <https://www.ungm.org/Public/Notice/106842>. All Proposals already submitted using the previous version of Annex E will be accepted and evaluated in line with the RFP conditions.

2. Clause 3.8 Preparation of offer, Table 4. Commercial Submission Check List Section 4 Proposal Sheets:

"Proposers shall complete and submit a copy of the Proposal Sheets for each product offered. (Templates Provided). There are 5 templates in the file on separate Tabs. Select the appropriate



template based on the product type you intend to offer as indicated at the top of the proposal sheet.

After selecting the appropriate template, Proposers are to insert the item reference, material number and product description in the green fields using the item and product referencing included in Annex A.

Submissions for different items (products) require separate Proposal sheets. Please copy and paste the templates provided based upon the specific scope of your submission. Please complete the forms providing all the requested information (highlighted in Yellow cells).

Should instead read:

"Proposers shall complete and submit a copy of the Proposal sheets for each product offered (Templates Provided).

There are 22 templates in the file: one template for each product in a separate Tab. Each template Tab has pre-defined item reference, material number and product description in the green fields - please DO NOT make any changes to these fields. Select the appropriate tab based on the product type you intend to offer: the name of each template Tab corresponds to the respective product Item number. There is one template Tab for Alternative Proposal. In case you intend to submit more than one alternative product (or if you want to make two different offers for a specific item), please copy and paste the Alternative Proposal into an additional tab and maintain respectively for the required number of alternative products.

Please complete the forms providing all the requested information (highlighted in Yellow cells)."

The remaining instructions for Section 4 Proposal Sheets and for other Sections in Table 4. Commercial Submission Check List remain unchanged.

ADDITIONAL INFORMATION:

1. List of general recommendations to the Proposals submission format:

1.1 It is highly recommended to submit Proposals in two separate e-mails clearly marked as:

RFP-DAN-2020-503174 - xxxxx Ltd Technical Proposal

RFP-DAN-2020-503174 - xxxxx Ltd Commercial Proposal

1.2. Commercial Proposal

- **Commercial Proposal must be submitted using the templates provided in Annex E Commercial Response Template.**
- Proposers shall submit Proposals maintaining the same folders zip structure of the Annex E. Please zip the folders for Annex E when sending the Proposal.
- Proposers shall submit all Sections of Annex E (Sections 1 – 15). Even if the Section is not applicable to your Proposal – please keep the folder and include a document stating that



this Section is not applicable to your Proposal (for example Section 12 Joint Venture Proposals or Section 13 Proposals from Government Organizations).

- Proposers shall make sure to submit Sections 1-6 and 15 in both Excel and corresponding signed PDF formats, filed in each Section folder respectively.

1. 3. Technical Proposal

- **Annex D: Technical Questionnaire:**

The Technical Questionnaire needs to be submitted both in excel format as well as in a signed pdf format. Please note that the Technical Questionnaire in excel has to be filled in as described in the instructions. Moreover, modifications of the excel file structure (e.g. removing tabs, changing tabs names) will invalidate the submission.

- **UNICEF Zip file structure:**

It is important to submit all product documentation adhering to the zip file structure provided in the solicitation document.

- **Manufacturer Quality Management System and Market Approval documentation:**

- All documents such as ISO certificates, CE certificates etc. need to be submitted as individual pdf files including all pages and annexes;
- A certificate of FDA registration does not qualify as market clearance. For this a 510(k) certificate should be submitted for market clearance;
- Letters of Conformity by either the manufacturer or a notifying body where applicable need to be signed;
- Where submitted, CE certificates should be issued by a notified body for PPE. **Please note that we accept Chinese standards, so CE certification is not a mandatory requirement.** However, we are aware of many cases where invalid CE certificates are issued by notified bodies that are not eligible to release these certificates. If you are submitting CE certificates, whether you are a manufacturer or reseller, you have the obligation to ensure that the products you offer are in accordance with their specifications and EU regulations. You as a reseller should perform certificates check for relevance and authenticity. This is the due diligence we expect from our suppliers and which you are obliged to carry out for those supplies you offer to UNICEF. UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent practices by suppliers and contractors, including affiliates and staff, not only restricted to actions specifically affecting contracts with UNICEF, but also in the wider commercial context. UNICEF will not engage with companies that submit certificates which are not valid, fake or forged.

CLARIFICATIONS:

1. Question raised



Is it reasonable to submit a bid in Window 1 knowing that we do not have 100% of the information requested in the RFP, yet we have the product lined up and available for production? For example, at this point we do not have a substantial Product Technical Data Sheet, Product Instructions for Use, and Product leaflet as the manufacturers do not create these documents and we need to create them ourselves. Or, is it best to wait until Round XX and we have 100% of the information compiled?

UNICEF response:

Proposers are recommended to finalize the preparation of Proposal to meet the requirements of RFP-DAN-2020-503174 and submit the Proposal for next submission Window. Please see 3.4.1 Proposal Submission Schedule for details.

2. Question raised

The tender requires inclusion of financial statements and the company's charter. I completed Level 1 at UNGM.com and uploaded the charter. 3.10.5 states that we must submit the company registration & financial statements to UNICEF Supply Division, attention Supplier Evaluation Unit. There is no address provided and other parts of the tender say not to mail documents. Where do I send the financials & legal registration for this requirement. Shall I upload them to UNGM under my account? I was not planning to go to Level 2 on UNGM as I did not request recommendation letters in the short time I've had to coordinate this tender. I do know how to submit them with my email RFP in both PDF and excel formats, yet it's not clear how to submit them to the Supplier Evaluation Unit.

UNICEF response:

The financial statements can be submitted along with the Proposal in section 2 of the commercial submission (Annex E). 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.

3. Question raised

We are grateful if you can tell us where we can find the "quote form" template (file name).

UNICEF response:

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. Both documents are made available via UNGM (<https://www.ungm.org/Public/Notice/106842>).

4. Question raised

Please to inform you that we have submitted our bid. However, we did not receive any acknowledgment even though tender document state:



1. 2.5.6 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.

UNICEF response:

In case an "acknowledge receipt" was not generated automatically, please write to 'ppetender@unicef.org' to receive confirmation of receipt of your Proposal. **Please DO NOT submit your proposal to the 'ppetender@unicef.org' e-mail, as may result in its disqualification according to RFP conditions.**

5. Question raised

Assuming some of our clients - manufacturers - are eligible under the bidding requirements in tender/RfP you issued (April 14 - June 30), what is the process once they submit a bid? How long does it take for them to receive an answer?

UNICEF response:

The tentative expected lead-time for evaluation completion and recommendation for award is 10 - 15 working days after each Window closing date, depending on the number of offers received and the completeness of the offers received.

6. Question raised

What's in it for manufacturers to participate in Unicef's bidding? If they are eligible and selected, will they be secured a contract? For how long? Who signs the contract and who pays the manufacturers?

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. UNICEF and participating UN Agencies and NGOs will work with selected manufacturers to establish supply arrangements that best meet the requirements of all parties for ensuring that the demand of countries and the objectives of this tender are fulfilled.

Resultant Purchase orders and supply arrangements, including LTAs, may be established by any of the participating Agencies and NGOs with the proposers in alignment with the decisions taken by the PRG. Please see the RFP document for details, particularly Section 1 Introduction.

7. Question raised



How does UNICEF's tender on PPE relate to the World bank's ongoing procurement efforts on all medical supplies (including PPE)? Do we understand correctly that these are separate efforts – with WHO tracking who is ordering what in an overall coordinating role?

This Tender should be considered to be complementary to the World Bank's procurement efforts. WHO is playing an overall coordinating role and the individual agencies should be reporting back to WHO on the quantities that they have procured.

8. Question raised

When the bid will be open?

How we will know the result? By email OR phone?

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.

The tentative expected lead-time for evaluation completion and recommendation for award is 10 - 15 working days after each Window closing date.

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.

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.

9. Question raised

We have studied the tender and now for a better understanding of project requirements I need to know one more information that is there any eligibility for participating in this tender for a company because my company started 1 year before but we have a large number of clients include Hospitals, Governments and large corporation. So I want to know that is there any experience needed for example 10 year old company or 5 year old company like that?

UNICEF response:

There is no minimum required limit of experience. According to RFP clause 3.10.2 Basis for awards: Purchase orders and/or Long Term Arrangements will be awarded to the proposers offering the



most competitive proposals, supporting the achievements of the objectives of this tender, whose products are commercially and technically acceptable, compliant to all mandatory requirements including the technical and quality standards and whose proposal is in compliance with all Instructions, Specific Terms and Conditions, and UNICEF General Terms and Conditions contained in the RFP, provided the proposal is reasonable, and it is in the interest of UNICEF and/or other participating UN Agencies and NGOs to accept it.

10. Question raised

*How we can take part at Notice RFP DAN 2020 503174?
<https://www.ungm.org/Public/Notice/106842>*

UNICEF response:

Please refer to details of the submission requirements in RFP document Section 2 Instructions to Proposers. 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. All documents are made available via UNGM (<https://www.ungm.org/Public/Notice/106842>).

Please note that all Proposals must be submitted 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.

11. Question raised

My name is XXXX. I read the tender notice for PPE product suppliers. I am interested in this tender. Can you guide me how to bid?

UNICEF response:

See UNICEF response to Question 10 above.

12. Question raised

Could you confirm that the deadline for the RFP is 30 Jun 2020?

UNICEF response was included in Clarification Letter No. 1, Question 6 as follows:

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.

13. Question raised



Could you please advise how to apply for the tender, I am XXXX, from XXXX, we can provide NIOSH N95, glove, gowns, etc, all with FDA certificated. Manufacturers in the export list of the Ministry of Commerce of China.

UNICEF response:

See UNICEF response to Question 10 above.

14. Question raised

We intend to add a new supplier for TYPE IIR medical mask under 2nd window submission, please clarify whether it would have an impact on our first submission for same product?

UNICEF response:

Proposers may submit proposals through one or more of the submission windows. 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. for each Proposal separately.

Proposals including offered products from multiple suppliers may be submitted provided all the associated technical requirements for each manufacturer are submitted for evaluation. The associated commercial terms should be clearly highlighted to be able to differentiate between the different offers.

15. Question raised

I am writing to you on behalf of a XXXX agency, which has rich sources of medical equipment manufacturers (potentially impact suppliers) that would largely match your demands. However, if my company is going to submit the proposal, will we be required, as stated in the Proposal, to submit the audited financial statements, and proof of quality management service e.g. ISO9001 certificate? Are such documents from manufacturers sufficient for the bidding?

UNICEF response:

The financial statements must be submitted for the Proposer (Supplier), not the manufacturer. Please refer for further details to Clause 3.5. of the RFP document.

The proof of quality management service e.g. ISO9001 can be submitted for the proposed manufacturer.

16. Question raised

We had submitted our proposal for RFP-DAN-2020-503174 at the first window time on 21th April. I'm following up to check what's the status of this evaluation? And when the result can be released and where can we get the result?

UNICEF response:



The evaluation is in progress currently. As soon as the technical and commercial evaluations are completed the technically and commercially acceptable bids will be presented to the Procurement Reference Group (PRG) for allocation and recommendation for award.

Feedback will be provided to both successful and unsuccessful bidders in the first rounds to enable them to resubmit where applicable in the following windows.

Please review the response to question 8 above.

17. Question raised

We have read the RFP_DAN_2020_503174 document and like to register as a PPE Vendor within the UN Marketplace. Please provide further information to us, so we can hand in our offer.

UNICEF response:

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.

18. Question raised

A question regarding financial evaluation conducted by UNICEF Supplier Evaluation Unit in order to be considered for the tender: If a supplier has uploaded their latest financial statements to their UNGM profile, are any further steps needed? The PPE Tender Document states that "proposers are requested to submit the UNGM application number, along with the documentation listed below, to UNICEF Division, attention Supplier Evaluation Unit". If so, what is email address?

UNICEF response: vendorevaluation@unicef.org

19. 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. Can we submit the editable documents, duly signed but without the company stamp?

UNICEF response:

Please submit the soft excel copies and the scanned signed pdf copies without a stamp. According to RFP clause 2.1.4 Proposals are required to be submitted using scanned signed pdf copies as well as soft copies (electronic copies of the files in excel). The scanned signed copies will be considered the formal bid submission. If there are any variances between the scanned signed copies and the electronic copies, the information included in the scanned signed copies will be considered the formal bid submission.



20. Question raised

We are using "RFP_DAN_2020_503174 Annex E Commercial Response Template " to prepare the proposal sheet. Please clarify:

1, China KN95 mask is out of the requested items of the tender for example no.10/20/30, so should we use "Alternative Proposal " to complete the submission?

UNICEF response:

Considering we accept the Chinese standards (Refer to Annex C section B.2.d) you may submit this product against the relevant item 10,20 or 30 using the applicable templates and submitting all required documentation.

Reference is made to point (vii) in the technical specifications of items 10,20 and 30:

Supplier to submit and inform with the offer:

- (i) Product reference(s) of item(s) offered
- (ii) Brochures with photos, and technical and performance specifications.
- (iii) Copy of instructions for use in English, French and Spanish.
- (iv) List of items required, but not supplied, if applicable.
- (v) ISO 9001 or 13485 certificate for Quality Management System of the manufacturer. Covering design, development, production and quality assurance of the device.
- (vi) Copy of a valid CE (EU) 2016/425 Category III (or equivalent) marketing approval certificate (see technical provision section)
- (vii) Confirmation of compliance with the EN 149 or NIOSH 95 standard (or equivalent international standard)

2, Surgical mask, what we can supply is also based on CHINA GB standard, should we also use "Alternative Proposal " to complete the submission?

UNICEF response:

Please see the above response.

3, Based on the general terms and conditions, FCA term is required, does it mean that we only need to deliver the order to certain AIRPORT/PORT to the designated forwarded by the UNGM that meaning the delivery is accomplished?

UNICEF response was included in Clarification Letter No. 2 Question 2 as follows:

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.

21. Question raised



In Annex C Technical Requirements PPE paragraph C we find you are requesting more documents than in the Checklist of the Tender Document. For example the point 4. Product documentation request information of the products beyond the Checklist like Sterilisation method and process Instructions for use (IFU), brochure and training material in English, French or Spanish. Please, confirm what is the final list we have to focus on.

- *Tender Document 4.10 Technical File Submission states we should fully complete the technical questionnaire in an unlocked excel, does it mean we have to create a new excel file?*
- *Tender Document 4.10 Technical File Submission states that we must follow the structure in Annex D. Does it mean we have to replicate the structure for each item we offer? Or for example, could we include in 1 QMS certificates the certificates of all the products we offer?*
- *Could we offer more than one manufacturer per item?*
- *Regarding the point 3.12.2.3 Manufacturer Preference, we would like to clarify if not high impact suppliers will be penalized in the evaluation.*
- *For the Commercial Proposal, could we send a Proposal Sheets Excel with a sheet for each product or do we have to send a separate excel for each product?*

UNICEF response:

Documents in Annex D are required for complete submission. The technical questionnaire should be completed without any change in its structure, do not make a copy for the questionnaire. Annex D documents should be submitted for each offer. In case an offer is made with more than one manufacturer, please submit it as alternative offer under U282700. You need to include all requested documents separately for each product offered.

22. 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. But we can't click the blue 'Express Interest' button. Does it matter? 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?

UNICEF response was provided in Clarification Letter No.1 Question 5 as follows:

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.

23. Question raised:

As you know most of the countries blocked the export for all PPE, is the UNICEF is exempted from these rules as we read in internet or not?

UNICEF response:



Participating UN Agencies or NGOs are not exempted from the application of local Government regulations on export restrictions.

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.

24. Question raised:

In Annex E, Section 15 Questionnaire, is mentioned that we have to confirm a minimum of 5% of the total requested quantities.

Will this total requested quantity correspond to the grand total or to the total quantities per window mentioned in Annex G?

For example, for item S0305131 (Apron): will it be 5% of 110.758.633 (grand total) or 5% of 46.745.640 (quantity per window)?

UNICEF response:

Annex E, Section 15 Questionnaire reads as follows: "For the product(s) that you are offering, are you able to offer minimum 5 % of the total requested quantities? (YES/NO)".

The Proposers are required to indicate IF they can offer minimum 5% of the total requested quantities. The total quantities are to be calculated based on the grand total of Joint UN Forecast as per Annex G Tender Forecast Quantities. However, this is not a firm requirement for a minimum quantity of offer.

25. Question raised:

If we are submitting bid for India can that be in INR?

Can we bid for part quantity against a particular product?

UNICEF response:

According to clause 3.12.1.3. Currency. Proposers are requested to provide unit prices in either **Euro** or **USD**. UNICEF will reject any Proposals submitted in another currency.

Proposals covering one or more products are acceptable.

26. Question raised:

I am a re-seller based in XXXX that is currently reselling PPE to organisations and companies that I purchase from larger importers. Am I still eligible to quote as I am not a manufacturer, but we do have the ability to source large volumes and expedite delivery?

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>).

Robert Matthews

Robert Matthews 28-04-2020

Contracts Manager, Health Technology Centre

UNICEF Supply Division