

**June 30, 2020**

## **UNICEF CLARIFICATION NOTICE (No. 10)**

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

The following information and responses 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.

#### **INFORMATION UPDATE:**

**1. UNICEF is seeking offers for gloves as a priority product.**

2. UNICEF is receiving multiple questions which are already addressed in the RFP document itself or are fully addressed in currently issued Clarification Notices.

RFP clause 3.4.4 stipulates: "Requests for Clarifications already addressed by instructions included in this RFP document will not be addressed. Proposers are to review all documentation thoroughly before submitting clarifications". Consequently, please note, that in following Clarifications Notices UNICEF WILL NOT be responding to questions which are addressed in RFP document or in previously published Clarification Notices.

**Considering that there are no specific clarification requests where the information was not already available in the Proposal document or contained within prior Clarifications the closing date for Window 4 will remain as planned.**

#### **CLARIFICATIONS FROM QUESTIONS RECEIVED:**

##### **1. Question Raised**

We have submitted our tender documents to [supplybid@unicef.org](mailto:supplybid@unicef.org) for 3rd window of PPE deliveries.

We have got a problem, actually, in section 4 in annex D (Marketing License Certificate). Our team filled out in there our CE Number, and CE Notified Body number, but forgot to attach a copy of our CE itself. Is it somehow possible to send it now?

**UNICEF REPLY:**

We encourage you to submit for window 4 if there are any changes to your offer in window 3. Where evidence has been provided of the required documentation, if there are minor clarifications required, and if the proposal is considered to be of interest to UNICEF these minor clarifications may be addressed through follow up dialogue with the individual proposers (See clause 3.6.4)

**2. Question Raised**

We would like to request for clarifications on submission of PDF and Excel documents for Annex E Section 5 (Monthly offered quantities) and 6 (Packing Details sheet) if we have subcontracted the items from several different manufacturers.

Are the excel documents to be signed by proposers (bidders) or by all the different manufacturers?

**UNICEF REPLY:**

The documents are to be signed by the proposer.

**3. Question Raised**

What is your clause 3.12.8? For your financial requirements appendix. I am filling it out and our company has only been in business for 2020, but we do sales of about USD\$XX and provide PPE to the government. What would you like us to provide for financials? Or should I just complete the Annex E Section 2 as much as I can and then see if we get the bid and then answer those financial questions?

**UNICEF REPLY:**

The purpose is to illustrate supplier's financial strength and capacity to manage the size of the offer that they are intending to submit for.

**4. Question Raised**

With regards to clause 3.12.8 under RFP-DAN-2020-503174 for the supply of PPE please could you advise whether it is acceptable to submit one party's Audited financials if we are submitting a bid as a consortium.

Do the audited financials have to be from the lead party or could they be submitted solely by our financial partners in the consortium?

**UNICEF REPLY:**

Audited financials must be by the proposing entity as this is the party that would establish the contractual relationship with UNICEF should there be a resultant contract. If the proposal is planned to be financially supported by a third entity this would need to be clearly demonstrated

in the proposal, also providing evidence that any financial obligations that would potentially arise as a result of the contract could be covered.

## **5. Question Raised**

Can you please update us with a status of our offer? What are the next steps?

### **UNICEF REPLY:**

Please be advised that due to the quantities of offers received, and the time it takes to conduct the evaluations we will not be able to provide outcome until close of the tender.

You are welcome to submit an offer for Window 4 if your prices have changed, as each window has its own separate evaluation process.

## **6. Question Raised**

We have some questions that are not posted or answered (which I do not find) in the tender you refer to

(i) considering the offers submitted for window 3. When can providers expect a feedback? Are we talking about weeks or months?

(ii) Do we as providers be informed if we are included in UNICEFS assessment?

(iii) The price level of material has dropped a lot in the last week and our prices have been greatly reduced. Is it possible to submit changes based on this? This with regard to those who have submitted their offers before you extended the deadline by 1 week?

(iv) Is there a 5-phase process you have, as does the NHS? This in terms of the technical part, so on for price and payment terms?

### **UNICEF REPLY:**

- (i) Window 3 offers are under review currently.
- (ii) Please refer to clause 3.10.3 for award notification.
- (iii) Please submit revised pricing for Window 4.
- (iv) Please refer to clause 3.4.1 for the planned phased approach

## **7. Question Raised**

From the excel table I can see 3 columns with PPE quantities: APR-MAY, JUN-AUG and SEP-DEC. I understand that APR-MAY has passed and that SEP-DEC enters in the 4th and final bid (June 30th), but what is not clear to me is if any quantity from JUN-AUG is considered for the 4th bid

and if so, what are the quantities expected? What are the total quantities for the Window 4: June 30th bid?

**UNICEF REPLY:**

Required quantities will be determined by updated forecast demand and awarded quantities and is not possible to provide a specific quantity for each product currently. Should the volume of award have an impact on the terms of the offers, such terms of the offer should be incorporated in the proposals made by the proposers.

**8. Question Raised**

As we approaching the last Window for the tender in the subject field, we do have many materials from the list available hence can UNICEF share with us their update demand list based on; the fulfillment from the three previous window and partnered organizations demands? We need to understand what numbers and types remaining not being fulfilled to date sufficiently. Have UNICEF has enough from FFP2, Type II Masks, Goggles etc.

**UNICEF REPLY:**

Required quantities will be determined by updated forecast demand and awarded quantities and is not possible to provide a specific quantity for each product currently. Should the volume of award have an impact on the terms of the offers, such terms of the offer should be incorporated in the proposals made by the proposers.

**9. Question Raised**

I am writing to make enquiry about payment terms, do you accept 30% advance payment, do you accept USA tender? My partner is a public company they put investment on fully licensed factories, they can fully meet your requirement. However payment method would be 30% advance payment, accept goods return exchange. You could pay 30% prepayment for total amount, they will send 20% products, then top up prepayment, they will manufacture and send next batch of goods, after received the goods top up prepayment again.

**UNICEF REPLY:**

According to Clarification 1, Question 25:

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. Please include the specific payment terms of your offer in Section 3 of the commercial response template, including any additional commentary in the space provided in the section 3 template.

#### **10. Question Raised**

As RFP document 3.12.3.1 Destinations, we should offer the FCA price(FCA deliveries), but we don't know the Destinations, we cannot offer the PPE items at FCA if without Destination. It also mentions as listed in Section 1.1--for destinations, but we failed to find out section 1.1 document.

So could you tell us how could we get the destinations list or how could we offer FCA price?

#### **UNICEF REPLY:**

According to RFP 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)

Please refer to FCA definition as per International Commercial Terms (INCOTERM) published by the International Chamber of Commerce (ICC).

#### **11. Question Raised**

I was reviewing your website at <https://www.unicef.org/supply/contract-awards> and the latest update is of April 2020. I was wondering when you will be publishing May 2020? Also, I wanted to inquire about any contract awards for the RFP-DAN-2020-503174 and if any contracts have yet been awarded?

#### **UNICEF REPLY:**

Contracts are in the process of being awarded by participating agencies. Announcements will be made after the finalisation of the awards.

#### **12. Question Raised**

Since we have shown our interest in the bidding process, we are requesting for certain clarifications on below points.

(i) QMS certificate-Instead of Valid ISO 9001 or ISO 13485 certificate, can we use our own factory Quality Management System process?

(ii) S0305136-Gown, Isolation, nonwoven, dis,pack10-Since this is class 1 product, Pls. confirm list of tests required along with standards and requirements.

(iii) S0305140 Gown, surgic, nonsterile, nonwoven, dis, XL- This is with reference to Enforcement Policy for Gowns, Other Apparel, and Gloves During the Coronavirus Disease (COVID-19) Public Health Emergency Guidelines.

FDA registration and 510 K premarket notification/approval is not required in the current situation for Non-Surgical and Surgical Apparel (Minimal to High Barrier Protection). Please confirm if we can have a waiver on FDA registration and 510K Premarket notification/

approval.

Please confirm the list of tests required along with standards and requirements

**UNICEF REPLY:**

Please refer to the technical specifications, requirements and provisions in the tender document, including annex B and C and section 4 of the tender document. Additionally, please make note of clauses 3.2 and 3.8.7. in the RFP document.

**13. Question Raised**

Under Clause 3.10.5. does a printed webpage suffice for (a) a copy of company's legal registration (see attached)? The reason I'm asking is that the company register does not issue registration certificates anymore and there is a procedure to request one. However, the website contains valid information from the company register (they have a contract with the company register of Latvia).

**UNICEF REPLY:**

UNICEF may accept a printed webpage of company's legal registration. Please submit your proposal.

**14. Question Raised**

Would you be so kind to specify what a 'signed pdf copy of each document' entails?

**UNICEF REPLY:**

Please submit the soft excel copies and the scanned signed pdf copies.

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.

**15. Question Raised**

1. The prices for the products offered, should stay the same for 24 months? Or
2. Which will be the procedure once suppliers (during the validity offer period) are selected with LTA?

**UNICEF REPLY:**

The validity date of the offer should be based on the proposers ability to maintain the price. The proposer may provide different prices applicable for different time periods. This must be provided in the proposal submission.

Please refer to RFP 3.10 AWARD/ADJUDICATION OF PROPOSALS for details of evaluation and award process.

**16. Question Raised**

Can you please advise timeline for Financial evaluations as we have submitted required Financial audit reports today and received acknowledgement for the same.

Will decision of financial evaluation impact our bidding? if yes please advise what are the rating criteria for financial evaluation?

**UNICEF REPLY:**

Financial evaluations usually take a few days. The proposers financial status will be considered during the award evaluation and does not require to be completed prior to the tender closure deadline.

**17. Question Raised**

- (i) Our UNGM-registered legal entity is XXXXX Reason: XXXXXX has been the XXXXXX trusted supplier since March 2020. That is our main reference. Given the additional requests we get from surrounding countries and (semi-)public institutions, we have decided to set up a new legal entity that separates PPE supplies from our traditional business. This company, XXXXX is the lead company for this tender. We are sharing the financial information of the XXXXXX to provide as much transparency as possible. Is this approach acceptable for this tender? We can be flexible and change the leading company back to XXXXXX if so required.

**UNICEF REPLY:**

Proposers must submit the requested information and any further information they consider necessary to enable an evaluation of the company's financial status.

- (ii) Financial evaluation: we intend to submit our bid in the week of Monday 22 June.

Question 1: where (which URL) does the financial evaluation take place, i.e. should we submit data? To date, we could not find it on the UNGM website.

Question 2: if the financial evaluation takes longer than closing date of the tender, are we still eligible to bid?

**UNICEF REPLY:**

As highlighted in clarification letter no 3 please submit documents to [vendorevaluation@unicef.org](mailto:vendorevaluation@unicef.org).

Awards will not be made prior to the supplier evaluation; however the financial evaluation does not need to be complete before the closing date of the tender.

- (iii) Do you make an explicit distinction between FFP2 and N95 masks or are these masks interchangeable for this tender? Do you intend to supply the USA and Mexico?

**UNICEF REPLY:**

Please refer to the technical requirements, specifications and provisions of the tender document. Certain recipient countries may have specific requirements for masks which differ from the broader requirements of the tender, where individual procuring Agencies will need to consider such when ordering for these specific countries.

- (iv) Is it allowed to sign documents with electronic signature instead of ink signature (before scanning and submitting as PDF copies)?

**UNICEF REPLY:**

Yes, electronic signatures are acceptable.

**18. Question Raised**

With the packing information is the Pallet size has to be 1000mm x1200mm or 800mm x 1200mm and the Max Height 1100mm (Including the pallet height)? Or we can just provide the best option we think with the different size of the pallet and different Height rather than only 1100mm.

**UNICEF REPLY:** Please refer to the RFP document for the required packaging & palletisation requirements. Should you wish to provide alternative palletisation requirements Please include such as an alternative which can be considered under the evaluation.

**19. Question Raised**

Annex D folder structure:

My doubt is about the order of folders and subfolders: Should be repeat 9 folder Technical Proposal structure as subfolders inside a main folder of each item? or inverse, each item main folder as main one and 9 folder structure repeated inside?

**UNICEF REPLY:**

Please complete only 1 Technical Questionnaire (section 9) where you can indicate all the items you are offering with their specifications. The Technical Questionnaire can then be included in one of the folders 9. Please indicate in your email submission under which item you placed the Technical Questionnaire for all items.

Should proposers have included separate technical questionnaires per product this will be managed by UNICEF so resubmissions are not required.



*Robert Matthews*

30-06-2020

Robert Matthews  
Contracts Manager, Health Technology Centre  
UNICEF Supply Division