

June 9, 2020

UNICEF CLARIFICATION NOTICE (No. 8)

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.. Clarifications process.

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.**

CLARIFICATIONS:

1. Question raised

Can you kindly advise which documents are returnable with this proposal. I would appreciate if you can reply to me in their sequence/order on the file submission.

UNICEF REPLY:

The following documents must be submitted in scanned pdf copies in addition to soft copies: Annex E Commercial Response Templates. Sections 1, 2, 3, 4, 5,6 and 15 (please refer for details to RFP clause 3.8.19 Commercial Response Structure, and 3.8.11). Annex D Technical Response Templates. Technical Questionnaire for each product item offered. Please take note of RFP clause: 4.10 Technical file submission, Table. 5 Technical Submission Check List for details on submission of technical proposal. Please submit maintaining the folder structure for each offered product.

Please additionally refer to Clarification Notice (No. 5) dated April 28, 2020 Section ADDITIONAL INFORMATION 1. List of general recommendations to the Proposals submission format.

2. Question raised

I wanted to first ensure submissions are still being accepted for tenders for FDA approved high quality surgical masks. We have the ability to supply up to 1 million masks by early summer if required.

Please advise. We are currently supplying PPE to the XXXXXXXX Government as well as some of the largest retail chains in XXXXXXXX.

UNICEF REPLY:

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.

3. Question raised

1. In Clarification #7, Response to question №39, it was responded “please include in the name of the main folder the name of the commodity”. Could you please clarify which specific folder is considered “main”?

UNICEF response:

"UNICEF Material Number" folder in Annex D Technical response templates is referenced as "main". Such folder must be submitted for each product offered.

2. Should ""UNICEF Material Number"" folder (which is the subdirectory of ""Annex D Technical Proposal Response Template"") be renamed to ""UNICEF Masks"", ""UNICEF Gowns"", ""UNICEF Coveralls"", ""UNICEF Goggles"", etc., depending on which product(s) are offered?

UNICEF response:

Please rename folder "UNICEF Material Number" to for example "S0305138 - Gown,surgic,nonsterile,nonwoven,disp,L" or " U282700 Alternative offer for S0305138".

3. ANNEX E Section 6 of the Commercial Proposal Template is clearly unique for each product and has only space for ONE product. However, the instructions say that we should provide packing details for EACH offered items using that specific sheet. Are we supposed to create duplicate sheet within ONE Excel file for each offered product (if yes, how should we name those new sheets?),

or are we supposed to duplicate Excel file for each product within the same directory, or should we just do separate Commercial Proposal Template folders for each product (just as like Technical Proposal Template folder)

UNICEF response:

Please submit one excel file Section 6 with separate excel tabs created for each product offered. Please duplicate the tab to create as many as required within the same excel file for Section 6.

4. In ANNEX E Section 4 of Commercial Proposal Template, “Alternative Proposal” sheet instructs to provide separate sheets for each Alternative Proposal offered.

- Considering we offer 5 alternative proposals how we should name those five newly created sheets?

- Cells B5, D5 and F5 in the mentioned “Alternative Proposal” sheet are protected from editing. How should we indicate which item each specific proposal is an alternative for? "

UNICEF REPLY:

Response was provided in Clarification No. 7 Question 44:

Please copy the Alternative Proposal Tab for each of the alternative proposals offered.

Row 32 of the Alternative proposal template provides opportunity to provide further info on the item offered which can be supplemented further in row 42 of the ‘Alternative Proposal’ template “Specify any further conditionality of the offer(s)” to include details on the product manufacturer and manufacturer product reference to differentiate clearly.

4. Question Raised

Looking at the tender documents and when forming a proper financial cash flow to avoid request for advance payment, we found an issue and some contradiction in clauses. If you check clause 3.12.3.4 Temporarily Storage – request from suppliers to store PPE at no cost (which is fine) but in the meantime payment is FCA Sea Port or Air Port. It means supplier will not get paid for a reason not related to his fault and the whole cash flow would be affected. It is not just about us but I am sure all suppliers are encountering challenges with banks due to the operation abnormality hence, UNICEF to consider the payment on time as per the proposed standards to avoid and cash flow crash. Considering as well approving an advance payment will not be available for everyone.

UNICEF REPLY:

Should this situation arise, there would need to be dialogue with the proposer to come to a solution on a case by case basis depending on the final terms agreed under any resultant contract. The standard clause is as per clause 3.12.3.5. Proposers may wish to exclude this clause from their offer, if explicitly stated in their proposal, and this would then be factored into the evaluation of the proposal. UNICEF is also practicing reasonable flexibility, understanding the current market situation.

5. Question Raised

We just knew the tender being extended after we submit, can we re-submit on the new deadline and disregard the current one?

UNICEF REPLY:

The answer can be found in the RFP document, clause 3.6.2.

6. Question Raised

My question what is the minimum level of registration requirements for this RPF?
Can level 1 with basic registration which does not include the year's financial statement participate?

UNICEF REPLY:

Please refer to RFP clause 2.7 UNGM REGISTRATION

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.

7. Question Raised

After reading the last clarification uploaded in the UNGM platform, we would like to make some changes to the offer we sent last Friday, both Technical and Commercial. We would like to confirm with you first if you enable us to change our offer for Window 3 before the updated deadline, 7th June.

UNICEF REPLY:

The answer can be found in the RFP document, clause 3.6.2.

Provided that your revised Proposal is received before Window submission deadline, it will be considered for further evaluation.

8. Question Raised

- 1- Is it allowed for one trader company to submit different manufacturer offer?
- 2- as price for raw materials dropped suddenly in China, are we allowed to resubmit our financial and commercial offer with lower price?
3. Is there a way to know if our offer accepted by UN or not?

UNICEF REPLY:

1. Please refer to Clarification 3 section 1. 3. Technical Proposal

2. The answer can be found in the RFP document, clause 3.6.2. Kindly note that each Window has its own separate evaluation process.

3. This was answered in Clarification No. 3 - 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.

9. Question Raised

1. On Packaging Specifications CPH Warehouse Clause 2.2-Carton Stacking. It states that the maximum weight of the cargo including the pallet is 950kg, please clarify if this weight is for 20ft Container or 40ft Container?

2. In Annex E Section 14-Additional Information- We have additional information that we would like to include in our bid submission which exceeds the limitation of 25MB of the tender submission guideline, so we would like to clarify if we can split section 14 in parts. EX: Additional information A, Additional information B etc. Kindly confirm.

UNICEF REPLY:

1. 950 kg maximum weight relates to one pallet and includes the cargo weight on the pallet and pallet itself.

2. Please submit multiple e-mails with Commercial Proposal. For example " e.g. RFP-DAN-2020-503174 - xxxxx Ltd. e-mail 1 of 3 Commercial Proposal". You are welcome to use the same approach to naming the attachment itself as well.

10. Question Raised

We are a company from XXXXXXX. We produce body bags and burial clothes. We could produce burial clothes for people of all religions. We would like to send a commercial offer. Are you interested in?

UNICEF REPLY:

Such items are not subject to this RFP. Please refer to Annex A Tender Products and Quantities for detailed list of products required.

11. Question Raised

We are a manufacturer of PPE coveralls from INDIA. we have the following certifications

1. ISO 9001:2015
2. ISO 13485:2016

Is it mandatory to have CE certificate?

UNICEF REPLY:

According to the Regulation (EU) 2016/425, category 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 [EU type examination certificate is required for coveralls](#).

12. Question Raised

1) We understand that the packaging and its labelling need to conform with UNICEF's technical specifications for packing, packaging and labelling (Clause 4.9.), however, alternative packaging presentations also can be submitted (Clause 3.2.). Under the requirement from Clause 4.10. Table 5.6. we understand that the photos of primary, secondary and case packaging need to be submitted in the technical folder file. We are ready to comply with UNICEF's technical specifications, but we seek to understand whether we can present our standard export packaging and how it is evaluated;

2) Please confirm what is the minimum requirements to include in Product Technical specification under ""U282700"" tab in the Technical questionnaire spreadsheet file.

UNICEF REPLY:

- 1) Please submit your offer and we will assess.
- 2) Please confirm the conformity of product to specs and indicate any variation from specs. Please review introduction tab of technical questionnaire.

Robert Matthews

09-06-2020

Robert Matthews
Contracts Manager, Health Technology Centre
UNICEF Supply Division

Certificate Of Completion

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Document Pages: 6	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Sanne Deangelis
AutoNav: Enabled		Oceanvej 10-12
Envelopeld Stamping: Enabled		Nordhavn, Copenhagen 2150
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rmatthews@unicef.org	Resent: 6/9/2020 3:07:02 PM
Contracts Manager	Viewed: 6/9/2020 2:54:51 PM
UNICEF Supply Division	Signed: 6/9/2020 3:13:21 PM
Security Level: Email, Account Authentication (None)	
Signature Adoption: Pre-selected Style	
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
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Witness Events

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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
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Signing Complete	6/9/2020 3:13:21 PM
Completed	6/9/2020 3:13:21 PM

Payment Events

Status	Timestamps
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