

**Question and Answers - UNHCR INVITATION TO BID: No. ITB/ARM/2021-01 ONE TIME PROCUREMENT FOR THE SUPPLY AND DELIVERY OF HYGIENE KITS**

| # | Request for clarification by Vendors            | Clarifications provided by UNHCR  |
|---|---|---|
| 1 | Annex G should submitted with Technical offer ? | Yes, please refer to the section 2.4.1 where provided a detailed description on how to submit your technical offer  |
| 2 | What needs to be provided as part of our bid ?  | <p>Please kindly refer to the section 2.4 “Your Offer” of the ITB/ARM/2021-01. The section provides detailed information on the content of the Technical Offer and of the Financial Offer.</p> <p>Please note: your offer shall comprise the following two sets of the documents in two <b>separate sealed envelopes</b> clearly mentioning on one of them “Technical Offer”, and on the second – “Financial Offer”.</p>  |
| 3 | Does UNHCR accept Bids by email ?               | <p><b>NO, you are not permitted to submit the bid via e-mail.</b> Please refer to the section 2.6 “Submission of BID” of the ITB/ARM/2021-01, clearly stating that: Bid must be submitted at the tender box at UNHCR Reception as per the below address:</p> <p>The offer must bear your official letter head, clearly identifying your company.</p> <p>Bids should be submitted as detailed below:<br/>                     Bid should be delivered by hand to the UNHCR Representative Office Armenia (14 Petros Adamyan Street, 0010 Yerevan, Armenia) and deposited at the tender box available at UNHCR Security office. The bidders shall sign off the bids submission form after depositing of the bid documents.<br/>                     Technical and financial offer shall be clearly separated.</p> |



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| 4 | Disposable sanitary pads of 20 in package for woman. (Is it acceptable if we offer package of 15 instead of 20?)  | Please kindly note that we expect the Requirements set in the Annex A Technical Specifications to be followed. However, it will be acceptable to put in a package for women Disposable Sanitary Pads pack of 15 and 5 covered individual units of Disposable Sanitary Pads.  |
| 5 | *Laundry powder 1.3 kg for colored clothes in both packages (Is it acceptable if we offer a little bit more or less kg?)<br>*Toothpaste 125 grams in both packages (Is it acceptable if we offer a little bit more or less grams?)<br>*Pack of wet tissues a box of 72 tissues in both packages (Is it acceptable if we offer a little bit more or less pieces in a box?) | Please kindly note that we expect the Requirements set in the Annex A Technical Specifications to be followed.   |
| 6 | Cleansing solution/rubbing alcohol in both packages (Do you prefer liquid alcohol or gel?)  | Both are acceptable  |
| 7 | Diapers and disposable bed protection mats (Nearly how many pieces do you prefer it to be in 1 pack?)   | Please kindly note that we are requesting not a pack but a piece (one unit) of diaper of the sizes mentioned and a piece (one unit) of disposable bed protection mat as clearly mentioned in the Annex C - Financial Offer Form. What comes to the packing of the diaper and disposable bed protection mat it is clearly mentioned in the reference No 3 in the page 3 of the Point 3 "Hygiene kits for babies" of the <b>Annex A Technical Specifications</b> "Diapers of each size and disposable bed protection mats shall be sealed in separate carton packages of high-quality cardboard (the color shall be either white or brown and shall have the UNHCR logo on it) and shall be individually sealed to protect them from moisture, soiling and contamination during transportation and storage." |
| 8 | Do we have to bring samples ?   | No, the samples are not required at this stage. However, the Bidders are expected to delivery one package as described in the section 2.4.1 of the ITB/ARM/2021-01 upon request from the UNHCR.  |

