

**RFP 503342 Manual wheelchairs, wheelchair seat cushions and wheelchair accessories for UNICEF and WHO programmes and partners**

**CLARIFICATIONS - round 1 - to question received from suppliers:**

**1. Where to submit the large documents, photos and videos for the mentioned RFP and how to submit all the paperwork and visuals?**

UNICEF will share a Sharepoint location where suppliers can submit/upload their proposals, both technical and commercial (in separate files). **Suppliers that intend to submit a proposal to this tender should confirm this by sending an email to [dilie@unicef.org](mailto:dilie@unicef.org) and [dsoendergaard@unicef.org](mailto:dsoendergaard@unicef.org) by latest 11 July 2021, preferably before.** Suppliers should share the email addresses that should have access to this specific submission folder. UNICEF will then create a supplier-specific folder on Sharepoint and share the link with that respective supplier only. Only that specific supplier will have access to the supplier-specific folder until the deadline for submitting the proposal.

**2. Could you please estimate how many chairs will be purchased per year?**

This is the first global join tender on wheelchairs from WHO and UNICEF, as such we are not able to provide a volume guarantee. As a baseline the two organizations bought roughly 3,000 chairs in 2019, but we will aim to increase that number during the LTA period. There are currently various activities initiated globally by UNICEF, WHO and partners to raise awareness on people with disabilities and the need for corresponding supplies and services, and we anticipate that these activities will generate global demand.

**3. Could you please estimate where the chairs will be delivered?**

The chairs will be delivered globally. UNICEF and WHO operate in over 190 countries and territories. However, please see the incoterms in the RFP, which is FCA, meaning suppliers will need to deliver the goods to the nearest international seaport or airport from where UNICEF appointed freight forwarder will ensure delivery to end-destination in various countries.

**4. The terms is FCA, the nearest main seaport/airport, i.e. FCA, Xiamen, China based on supplier location. And our price will not include freight from our port to the destination port and the local charges. Is it correct?**

This is correct. Similarly to question 3. above, the supplier is responsible for delivering the goods FCA nearest international seaport or airport from where UNICEF appointed freight forwarder will ensure delivery to end-destination in various countries. Once the goods are handed over to the UNICEF appointed freight forwarder the responsibility and costs associated with the delivery to consignee (country of destination) is with UNICEF.

**5. How frequent will the purchase order be? Will there be a minimum or maximum amount per order?**

There is no way to tell how frequent the orders will be at this point. This will also depend on whether a supplier is awarded the LTA for all types of chairs or merely one. There is no minimum nor maximum limit on volume per purchase order. Please provide your minimum order quantity (MOQ) - if applicable - in the Commercial Information Sheet (Annex C).

- 6. What does the code S0004004/ S0004005/S0004005 mean? like in " Material no. S0004004/ S0004005/S0004005...."?**

The material number is the unique UNICEF catalogue number for the item. It is an internal reference number, for internal use.

- 7. Do we supply 100% according to the bid spec or can we quote our products which are similar to the UNICEF spec and mention the difference?**

As this is a request for proposal (RFP) certain specifications are very specific, whilst others allow for variation. Where mandatory specifications are requested, specifications must match. Where specific specifications are requested, it is in the supplier's best interest to present products with similar specifications or with specifications as close as possible. Where specifications differ, be they better or less than the standards specified, differences should be specified and if possible, reasons for these differences provided.

- 8. Samples may be requested when our prices are low enough (samples are very big and heavy to send)?**

UNICEF acknowledges that wheelchairs are large and expensive to send, hence the requests for detailed written, photographic and video documentation to assist with product bid assessment. However, UNICEF reserves the right to assess actual products to verify information. Samples may be requested at any time during the evaluation process. Bidders will bear the cost of shipping samples to UNICEF.