

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

**CLARIFICATIONS - round 2 - to question received from suppliers:**

**IMPORTANT NOTE: Tender submission deadline has been extended by two (2) weeks. The new submission deadline is 23:59 hours (Copenhagen time) on 1st August 2021.**

1. As the clause 3.1 on Page 7 of the RFP implies that all bidders shall fix their prices for the initial 3-year LTA-G period plus another year potential extension, and the clause 1.1 on Page 19 requests all bidders to quote their lowest customer prices, abiding simultaneously by both clauses is too risky for our organization to undertake in the current volatile market conditions. Accordingly, may we ask if it would be possible to consider cancelling the clause 1.1 on Page 19 from the tender? UNICEF is asking the suppliers to fix their prices for the initial 3-year LTA-G period. Upon potential extension of LTA-G by additional 12 months, the supplier can indicate a change in prices, terms and conditions with the corresponding justification(s). UNICEF will then review the request for change and if deemed acceptable extend the validity of the LTA-G by the additional 12 months.

2. **Would UNICEF consider adding a new clause allowing awarded suppliers to increase their prices 24 months after the start of the LTA-G contract in case of unforeseen manufacturing cost fluctuations?**

UNICEF prefers to award LTAs with fixed prices for the duration of the contract. Suppliers need to try and foresee any market fluctuation for the LTA awarded period and incorporate/calculate this in the proposed prices. The reason for this is that UNICEF needs to have visibility and predictability for the duration of our LTAs in order to be able to communicate with partners, budget accordingly etc. It is also very time and resource consuming for UNICEF to amend LTAs with suppliers. In exceptional cases UNICEF may agree to review a supplier's request to amend prices during the LTA period if there are unforeseen reasons for such and if the increase is properly justified. Depending on the price increase, context and justification, UNICEF may decide that this is not acceptable and terminate the LTA with the supplier, but this would be done through a process of communication and clarification with the supplier.

3. **Page 4 is only showing the below information. What input is required?**

**Incoterms & Delivery Requested  
Packing**

Unit : Dimension.....x.....x.....cm

Total: Dimension.....x.....x.....cm

**Lead Time & Related Charges**

Weight.....kg Volume.....cbm

Weight.....kg Volume.....cbm

No input required, please ignore. Please provide information on weight and volume and lead times in the Commercial Information Sheet.

- 4. After the initial 3-year contract period, can the awarded suppliers decide not to renew the LTA-G for another year, even if required by UNICEF?**

Yes, awarded supplier can decide not to renew LTA.

- 5. In case of multiple product awards, and of a single purchase order placed by UNICEF for a mix of products, can suppliers ship their goods separately to the ports/airports nearest to the respective manufacturing locations of each product category, without having to consolidate all the goods into one single consignment?**

Yes, this is acceptable. However, consolidation is preferable in order to minimize freight costs, and transaction costs in general.

- 6. Based on the RFP Incoterms being FCA-containerized-nearest-seaport for wheelchairs, can we assume that the minimum purchased quantities of wheelchairs will fill-up a 20' container?**

No. UNICEF does not commit to any minimum order quantity. However, the supplier can indicate in the proposal in the Commercial Information Sheet what their minimum order quantity is.

Please also indicate the FCA palletized costs for the products offered.

- 7. The tender states that the products must support users who weigh at least 120kg, however part 8 of the ISO7176 standard requires testing using a dummy of at most 100kg. This is a disconnect between the ISO standard and your requirements. If this remains unchanged, we will need to perform additional testing that cannot be accommodated, and we imagine this would be a similar issue for other suppliers. Keeping to the ISO standard is a fair approach for all suppliers.**

ISO 7176-8 specifies selecting a test dummy of mass equal to the maximum occupant mass that is specified by the manufacturer. With the size range for adult wheelchairs including 52 cm wide wheelchairs, the users of this size wheelchair often weigh more than 100 kg. Users in low- and middle-income countries also frequently transport goods like shopping, water, firewood, children etc. with them on their wheelchairs. UNICEF therefore has selected the suggested user weight as 120 kg for wheelchairs where the size range includes 52 cm. Bids where the wheelchair weight capacity is less than 120 kg will not be rejected but will be scored against the desired weight capacity, also taking into account maximum size range offered.

- 8. The shelf life for cushions is significantly shorter than for wheelchairs. Could you please relax the requirement for cushions to a more reasonable level – say 12 months?**

Point 5 of the RFP (-24) requests a shelf life of 36 months, but for wheelchair seat cushions a shorter shelf life is accepted. The shelf life should be related to the warranty period of the cushion.

- 9. Has your position changed on preferring multiple suppliers per product?**

UNICEF are allowing for multiple suppliers per product in the current tender.

- 10. Our product documentation is currently English only. If successful in our bid, we will add French and Spanish translations. Is this approach compliant?**

Yes.

**11. When would you expect to request physical samples (if you do decide to ask)? Where would these be shipped to?**

It is not yet sure that physical samples will be required. During the technical evaluation process we may reach out to relevant suppliers and ask for samples. We will then communicate the address to where these should be sent.

**12. All our adult chairs come with a cushion as standard. This prevents the chairs being used without a cushion in the event that orders do not arrive at the same time. We see this as a positive benefit and an aid to user comfort and safety. Removing the cushions for wheelchairs shipped to you is possible, but will add complexity and cost to our supply chain and manufacturing processes. Would we really be non-compliant if we shipped with cushions?**

If you provide a cushion with a wheelchair, you will not be non-compliant. To ensure appropriate quality, where cushions are provided standard with wheelchairs, the cushions provided should however meet the specifications and requirements of one of the cushions requested in the RFP. All relevant documentation should be provided. Please note that that bids which include cushions with the wheelchair (except for posture support wheelchairs) will not score additional points for including a cushion. Should the inclusion of the cushion increase the price of the item compared to without, the bidder may disadvantage himself compared to a bidder with similar product and price, without cushion, which may be cheaper.

**13. With reference to the specifications for photographs, is the following image acceptable?**



The image provided is appropriate for the required photograph taken from 45 degrees from front and side. The additional images for photographs taken directly from the front, side and rear are to be added in addition to this image.