

Sl	Queries from Suppliers	Answer from UNFPA
1	We would like to request clarification for Item 3 reusable menstrual cloth, 1. Please confirm the size length (18 inches) and width (36 inches) are correct?	Ans: The size is correct, <i>each</i> menstrual cloth will be 18” length X 36” width. Bidders are requested to quote for <i>one piece</i> of menstrual cloth, as specified in the bidding document. Based on requirement UNFPA may order 3-6 piece of menstrual cloth as a set within each dignity kit.
2	If the size provided is correct, could you clarify whether this item is procured as a fabric, not as a finished product? because considering used for the reusable menstrual pad, this size is kind of not reasonable.	Ans: Each menstrual cloth will be treated as a finished product, each of the menstrual cloth should be overlapped in all sides, and packed, as mentioned in the specification of this item.
3	If this item is procured as fabric, besides of type material, I will also need specification of the material, for example, thickness and weight of sqm, please kindly provide the information as much as possible.	Ans: The GSM of the cloth is <u>84.25</u> , All other specification are same as mentioned in the actual specification, including the answers of Question no 01, above.
4	Where is the distribution Location of Dignity Kits ?	Ans: The Dignity kit will be delivered to the district level all over Bangladesh. As mentioned in the ITB document the INCOTERM used is DAP (district level all over Bangladesh).
5	How many quantities do you need by 1 Year ? Please inform me of the estimated quantity.	Ans: As this process is for establishing an LTA, there is no specific quantity. UNFPA will procure Dignity kits as required in different context.
6	Bidding documents can you receive hard Copy ?	Ans: All documents related to the bidding process must be submitted via online, through email. The Email address is mentioned in the ITB document.
7	Product Serial No 3.Reusable Menstrual Cloth 6 pcs is 1 packet count as 1 unit or 6 units ?	Ans: Bidders are requested to quote for <i>one piece</i> of menstrual cloth, as specified in the bidding document.
8	As a bidder from China, should we have any kinds of authority issued in Bangladesh ? Or a certificate of incorporation / registration certificate in China will be enough?	Ans: As per our knowledge there is no requirement for a foreign supplier, to be incorporated in Bangladesh for delivery. But to ensure the Delivery at district level (as mentioned in the ITB), the foreign supplier is recommended to have a local agent in Bangladesh.

9	Could you please estimate how large a single PO will be? How frequent the PO will be issued? How much kits in total will be ordered per year?	Ans: As this process is for establishing an LTA, there is no specific quantity. UNFPA will procure Dignity kits as required in different context.
10	It is required that UNFPA logo be printed on several items, any detail about the logo?	Ans: Not only UNFPA logo but Donor and partner Logo will be required, as mentioned in different items. You can look for UNFPA logo online, for review. While UNFPA will be issuing the Purchase Order for each lot of kits, UNFPA will share the related Logos to the supplier.
11	There's "Kiting service charg" requirement in the document as: " Kitting service charge per Kit - Kiting service charge for all items mentioned above". What kinds of service is required?	Ans: UNFPA will order different combination of items, within this LTA price from the supplier, While supplier will have to compile the items and insert within the bag. UNFPA requested for a flat rate of kitting service for each kit.
12	It is required that e- sample submitted, and " Video film demonstrating the samples and technical specifications. " the specifications should be written in words, or introduced by person in the vido in English?	Ans: Yes, on documents the offered specification should be provided. For Video presentation each items spec should be demonstrated clearly. <i>If required UNFPA may ask for few items from suppliers for physical verification.</i>
13	About bid opening, we will receive notification after submission, right?	Ans: UNFPA plans to arrange the bid opening online, Interested bidders will be informed accordingly.
14	As this bid is for LTA, Please advise us yearly consumption for the pricing and store the goods for the better support.	Ans: As this process is for establishing an LTA, there is no specific quantity. UNFPA will procure Dignity kits as required in different context.
15	Please suggest us the minimum order quantity for finding our delivery costs.	Ans: As this process is for establishing an LTA, there is no specific quantity. So, we do not want to specify any minimum order quantity.
16	Would you please guide us for specific delivery location where we can analysis our delivery costs?	Ans: the items will be needed to be delivered to the district level all over Bangladesh, as per each purchase order requirement.
17	And the petroleum jelly missed the size.	Ans: <b>Size of the petroleum jelly 100 ML (+/-)</b>

18	And what will be the approximate quantity of the kit?	Ans: As this process is for establishing an LTA, there is no specific quantity. So, we do not want to specify any minimum order quantity.
19	Minimum order Quantity (MOQ) at a single order. Can we consider 1000 pcs of each item(s) while calculating the price?	Ans: As this process is for establishing an LTA, there is no specific quantity. So, we do not want to specify any minimum order quantity.
20	Delivery locations. Can you please specify some major districts of delivery?	Ans: the items will be needed to be delivered to the district level all over Bangladesh, as per each purchase order requirement. The kits can be delivered at any destination at Bangladesh.
21	Maximum quantity of item(s) in 2 year period.	Ans: As this process is for establishing an LTA, there is no specific quantity. So, we do not want to specify any minimum order quantity.
22	Do we need to submit an actual sample?	Ans: No Only e-samples with Pictures or Videos are to be submitted via email, Detailed mentioned in the ITB document. Details on how the e-samples are to be submitted are mentioned in the ITB document.
23	Do we need to submit the Brochure/Picture of the actual product? Will you consider the bids received without a picture or available brochure.	Ans: Yes, all available pictures and brochures describing the items are to be submitted, so evaluation committee can understand properly. Without a picture, and proper information, the items cannot be evaluated, so the bids can become non responsive.
24	Shall we quote for additional transportation costs?	Ans: The transportation cost is not mentioned separately. So, the transportation costs should be included/calculated within each product unit cost
25	Does the unit cost include the VAT?	Ans: No, bidders should provide over all VAT percentage (%) for their quote, as mentioned in the ITB
26	What is the term DAP, Kindly describe more?	Ans: DAP – Delivery At Place means delivery of goods to the consignees at District level. Unit Price /Publicized rate with volume discount (DAP) includes the cost of packaging, cost of transportation during transit and risk involved up to the consignee. Unit price of item should include cost of transportation, risk involved during transit for Delivery At Place (DAP). Delivery up to District level.

27	Kindly let us know regarding the secondary packaging?	Ans: Master carton of all the items should be a waterproof 7 ply laminated carton (each ply of 1200 - 1300gsm). Prior approval is required.
28	Regarding the transportation of the kits, Kindly let us know if UNFPA will arrange the transport, or do we have to deliver at the delivery location? Who will bear the risks in transportation?	Ans: It is the supplier's responsibility to handover the ordered items with proper counting to the consignee. Supplier is responsible to deliver the kit to the delivery location.
29	Is it mandatory to participate in the Bid by email ?	Ans: Yes it is mandatory to participate in the Bid by email. Due to COVID19 Pandemic, we are not in a position to access the hardcopy bids.
30	For items no 2 ( Thami), the product specification is Width: 42 inches (min), Length: 72 inches (min). As you mentioned (Warp: 52 Weft: 42), so would you please share some products picture to understand more clearly about the quality of the fabric/ printing design.	Ans: the picture is already shared in the Excel file attached with the bidding document.
31	For Kitting service charge per Kit ( We have to put 2-5 kit in the master carton). So should we include the corogated 5 ply carton price with the kitting service charge.	Ans: Master carton of all the items should be a waterproof 7 ply laminated carton (each ply of 1200 - 1300gsm). Prior approval is required. The size of the master cartoon will be fixed, inside the kits quantity will be as per the item
32	For packing carton: Should we provide any leminaed carton or non leminated carton.	Ans: Laminated carton
33	For umbrella how many logo we should print on it.UNFPA and Donor Logo (3 X 5 Inch size Approx.)	Ans: At least two logo one UNFPA one DONOR size (3 X 5 Inch size Approx.) four color logo
34	For bag, would you please mention the logo size (Print: Both side 8 Color rubber Screen Print).	Ans: The print size will be as mentioned in the shared picture, Full body of the bag 20 inch by 16 inch. Print size will be the bag size
35	For torch light the total length of the body size sould be at-least 4.5 Inches ?	Ans: Yes, Minimum 4.5 Inches.
36	For petrolatum jelly ( Please mention the pack size).	Ans: <b>Size of the petroleum jelly 100 ML (+/-)</b>

37	For ministerial pad would you prefer wing style as you mentioned Size: Extra Large Pad length atleast 290 mm, width 60mm-100 mm excluding wings. Or the regular pad which are most common like Senora brand/ Freedom brand( Belt style).	Ans: The wing style Pads which are mentioned in the original document, is preferred to UNFPA.
38	The possible amount of (minimum) kits that might be per PO as the price of the kits highly depends on the quantity of the kits. This will assist us to determine the possible (the lowest) price of the kits.	Ans: As this process is for establishing an LTA, there is no specific quantity. UNFPA will procure Dignity kits within the LTA holder supplier's in required numbers and with required combination of mentioned items.

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