UNITED NATIONS POPULATION FUND

ITB No. UNFPA/DNK/ITB/21/011 FOR THE SUPPLY OF DIGNITY KITS

CLARIFICATION NOTICE (No. 2)

Date Issued: 26 August 2021

The following clarifications are offered in response to requests received by potential bidders in the framework of the above mentioned tender document.

CLARIFICATIONS

1. Question: As per Form H – Basic Dignity Kits shall include Female Underwear (panty) of three different sizes (large, medium, small) and not one particular size, for avoidance of doubt please confirm this requirement is correct?

Answer: According to the tender, UNFPA is asking potential suppliers to bid for all 3 different sizes of female underwear (panty): small, medium and large.

2. Question: For our better understanding, can you please define the UNFPA Item subgroup: Routine and Major Products and what is the difference between the two?

Answer: Bidders must be able to supply all major items and at least 16/31 of the routine items to be considered responsive and processed further in the evaluation.

For more detailed information, kindly refer to Section 5: Technical requirements and technical specifications, paragraph 3. Products and Services solicited are comprised of the following categories.

3. Question: For menstrual hygiene management products that will be replenished from UNFPA pre-selected sources, as per our understanding logistics cost to our warehouse/kitting facility shall be included in the dignity kit price, please confirm?

Answer: Bidders must be able to provide kitting and warehousing services to cover UNFPA business requirements as described in the tender, Section 5: Technical requirements and technical specifications.

4. Question: If the above is confirmed, please advise where in Form H - Financial Bid the end-user expects this cost to be loaded?

Answer: Bidders must use form H - Financial Bid to quote the total price of their bid including all associated costs and cost components.

5. Question: About Product Certification, do all the items MUST require production certification such as REACH ,SGS,etc ?

Answer: If the requirement is listed in the specification, it is a must. Also, suppliers who provide proof for product certification with respect to safety and compliance will be given weightage during the technical evaluation as it is a relative performance assessment.

6. Question: About Budget, we have studied the spend analysis and checked the price carefully, found that there are some prices that are too below if based on the technical specifications sheet. Can the prices be increased or they must be the same or below?

Answer: Section 5.2 spend analysis is provided to indicate individual dignity kit items quantity and value as procured under global Long Term Agreements in the past years. It is not to be treated as a price benchmark, as it reflects a weighted price plus the products procured during this time were not always of equal specifications nor they were of the same specifications as per the current tender.

7. Question: About Price Term, what's the price term ? FOB or FCA?

Answer: According to Section 3. Data sheet, paragraph Incoterms: Bidders are requested to quote unit prices in accordance with the following delivery terms (INCOTERMS 2020):

FCA Bidder's warehouse (export packing and palletizing for air/sea freight included)

Additionally, we kindly advise you to review thoroughly the tender documents to ensure you have a good understanding of the requirements, applicable Incoterms is repeatedly mentioned throughout the document.

8. Question: About Payment Term, what's the payment term of this order?

Answer: Kindly refer to Section 2. Instructions to Bidders, paragraph 57. UN standard payment terms. Additionally, kindly note that the result of this tender will be used by UNFPA to establish non-exclusive long term agreements (LTAs) with multiple suppliers/manufacturers. The validity of the LTAs will be 3 (three) years with the possibility of an additional 2 (two) year extension period subject to satisfactory performance and price competitiveness. Therefore, this is not a solicitation exercise for one-off purchase.

9. Question: About the Production Schedule, since it's a huge order,the goods will be shipped in partial order; do you have a schedule for the shipment?

Answer: Please refer to question 8 above, to get a better understanding.

Additionally, kindly refer to Section 5. Technical requirements and technical specifications, paragraph 2. Past purchase statistics, as per which due to the nature of crisis and emergencies for which the Dignity Kits are procured, the demand for Dignity Kits is highly unplanned. Instead of a procurement schedule, indicative volumes in the past years are given. These figures shall not be deemed, in any way, a commitment of UNFPA regarding any future purchases; future orders may or may not be similar to prior experience.

On top of the above, UNFPA prepares annual procurement plans which are shared with the LTA suppliers for their planning purposes.

10. Question: About Sample Delivery, regarding the samples request info,where the samples should be shipped ? To the USA or to Europe?

Answer: Europe

11. Question: About Communication Alternatives, may I have your WhatsApp or Skype to make our communication more effective ?Please let me know if it's convenient to you.

Answer: All requests and correspondence relevant to this tender must be given in writing. Kindly use the contact details provided in the tender documents.

12. Question: After careful perusal, we're considering holding stock in China which can be dispatched to any destination once a purchase order is issued. While we're primarily based in Uganda (EA) most of our manufacturing partners are in China. Dispatching cargo from China to any of UNFPA's location of requirement has the potential of reducing the unit cost considerably.

Kindly advise how this will relate to your terms and conditions of engagement especially if you prefer stock to be held in the vendor's country office.

Answer: UNFPA may or may not decide to keep a stock of dignity kits at the supplier's warehouse, depending on its operational needs. Bidders are kindly requested to review Section 5. Technical requirements and technical specifications, paragraph 6. Business requirements to ensure that their proposal and warehousing facility meets the requirements and especially the ones related to storage and inventory.

13. Question: About payment terms, when can we receive the payment after we deliver the first batch of goods to your warehouse in China ?

Answer: Kindly refer to question 8 above regarding the payment terms.

In relation to the proposed delivery to a warehouse in China, we wish to clarify that under this bid UNFPA is not requesting bidders deliver goods to a specific location namely China. We kindly advise you to refer to Clarification Notice No. 1 as well, as the responses provided

therein may assist you get a better understanding of the requirements and eligible recipient countries.

14. Question: Should the price remain the same within 5 years or can it be adjusted due to the currency exchange rate issue or any other factors which can increase the cost?

Answer: Kindly refer to Section 3. Data Sheet, paragraph Financial Bid and Price Submission.

15. Question: Can you let me know the principal info (company name or NGO name, country, address, phone number etc) who will wire the payment? Because we may work with SiNOSURE, which is the biggest credit insurance company for international trading, they will have a background check for the buyer to decide if we are qualified to be covered by the insurance, please note your principal information should be available in the custom data.

Answer: This bid is issued by UNFPA, and will be the one processing the payments. Please refer for details in the cover page of Section 6.2 UNFPA Long term agreement.

16. Question: Item 6 female underwear, please kindly advise GSM of fabric.

Answer: It is hard to say the exact GSM specification for the fabric used as there are infinite combinations of fabric types available. One should make sure that the fabric or fibres used in the garment shall have adequate performance and quality as per internationally accepted standards such as AATCC, ASTM D7019 or ISO or equivalent.

17. Question: Item 26 Bucket, Could you kindly clarify if PP material is acceptable.

Answer: It is acceptable as long as the performance is equivalent to HDPE bucket and the supplier is providing proof for all the requirements as mentioned in the specification. These buckets are being used by people for utility purposes as well and hence, they need to be tough and durable. Please note that the technical evaluation will be comparative.

18. Question: Item 23 Breastfeeding, What is the bust size, it's hard to measure size without specified information.

Answer: Please refer to EN 13402–3: Measurements and intervals. Different sizes of breast feeding bra sizes shall be provided and the size may be for small , medium and large, as mentioned in the specification. It is the responsibility of the manufacturer to decide the bust size as per internationally accepted norms or standards.

19. Question: As per Section 5.6A, if bidder not have bonded warehouse, need to advice UNFPA the cost about customs fees,taxes, etc, and will add to the cost of dignity kits, please advice which form applies to provide this extra cost.

Answer: Bidders must use form H - Financial Bid to quote the total price of their bid including all associated costs and cost components. In the tab Product List, bidders will need to provide

their price for each item separately. Please fill in all columns as they differ according to the Incoterms indicated in the column header.

20. Question: As per specifications of items, most items have applicable standards, how should we prove that our items follow the applicable standards.

Answer: The manufacturer shall be able to provide the information. Athir party test report from a lab accredited as per ISO 17025 is also acceptable for the requirements put forward in the specification.

21. Question: For Item 39. Malong, would you please send us some pictures to get an idea of it?

Answer: Please google to check the details. You can also chek https://en.wikipedia.org/wiki/Malong#Uses

22. Question: Would you please let us know "who's exporter on the shipping documents"? Exporter or Shipper name please.

Answer: Under the terms of this agreement, the Commodity Supplier would be responsible to perform any export clearance requirements for the goods supplied, as well as provide UNFPA with the required supporting documents in a timely manner.

23. Question: Item # 16 – baby dress - As per the 1st clarification received the picture of the baby dress is not as per the dimension mentioned in the specification. The baby dress has to be with full sleeve and full leg covering in order to achieve the size mentioned in the specification. Attached a picture of the dimensions of the baby dress. Kindly clarify do we need to proceed as per the picture in the clarification or as per the specification?

Answer: As per specification. Picture is just for reference.

24. Question: 2. Item # 27 – Diaper : Colour of the diaper is mentioned as UNBLEACHED white colour? Does this means no colours should be given to the diaper and It should just be natural cotton fabric?

Answer: Specification clearly mentions that white color. And the item shall be unbleached (sometimes, chlorine is used to bleach the fibres, which is harmful to the skin if residuals are present. Hence, UNFPA prefers unbleached)

25. Question: 3. Item # 27 – diaper: each diaper should be attached with the absorbent core or can we provide the absorbent core as a separate attachment where the user can change them if needed?

Answer: Please follow specifications as much as possible as the evaluation will be comparative.

26. Question: How is Form H - Financial Bid to be filled? It is unclear which sheets and columns are to be filled in. Kindly explain.

Answer:

a) In the tab Product List:
    i) Please fill in Column I (revise if needed) and Columns J, K, L, N and O for the items you are submitting a bid.
    ii) Please fill in Delivery Lead time for a basic dignity kit in cell N65.
    iii) In row 68 and thereafter, please enter bidders full name, bidders warehouse full address for FCA deliveries, specify name and location of closest international sea and air port, specify production capacity per month, indicate warehouse capacity, indicate volume discounts if any,
b) In all other tabs:
    i) Once you fill in tab Product List, information will be auto populated in the rest tabs. Please do not fill in any information.
c) In all tabs:
    i) Please sign ALL tabs and submit both in XLS and PDF formats.

27. Question: Is Form G2 to be filled in for each and every product? Or can the submitter fill one single form (since there are multiple suppliers).

Answer: Please fill in and submit 1 form G2 for each and every product.

28. Question: Regarding tender deadline extension:It is true that a pre-bid notice was published on June 4th but the tender wasn't published until July 21st and it was only then when we knew the final products included in the tender and therefore know the extent of it. As said, August is a very complicated month to reach suppliers and have all the paperwork done and besides some specs have changed, so new product development is involved. Also there is much more internal paperwork involved regarding technical aspects in this tender. Therefore, in order to make a proper proposal, is it possible to have a 30 extra day extension to submit this tender?

Answer: For now and in order to avoid delaying the issuance of this clarification notice No. 2, kindly consider the deadline for bid submission is the one initially published with the tender documents. UNFPA will take into account the rationale explained to decide whether such a request for extending the deadline for bid submissions will be accepted or not.

In the event that UNFPA, at its sole discretion, decides to extend the deadline for the submission of bids, it will do so by amending the solicitation documents and such change shall be posted in UNGM before the expiration of the original deadline.

29. Question: Bath soap with holder: According to EU regulation Best before date on cosmetic products with a shelf life longer that 30 months BBD marking is not needed. Is it possible to label the product according to this legislation?

Answer: It is acceptable to follow EU / or other internationally accepted regulations for labelling the cosmetics. Under Regulation EC 1223/2009, if a cosmetic product has a shelf life of less than 30 months, an expiration date must be clearly indicated on the product's packaging. In cases where the shelf life exceeds 30 months, an expiration date is not required to be placed on the packing, however a period after opening (PAO) is. It is the responsibility of the manufacturer to decide which regulations apply to the product and to label accordingly.

30. Question: Instructions of use: Is it possible to use QR codes to compile instructions of use for all the products instead of printing them on packaging. This would allow us different languages and extended information online for users.

Answer: Printing of the 'instructions for use" is required on the primary package as there are cases where the users won't be able to access online information, especially under emergency situations.

31. Question: Towel: Is the primary packaging necessary? Not using it would reduce the use of single use plastics and will not alter the product quality.

Answer: Single use plastics are not recommended by UNFPA. The item is being packed into a kit and it needs to maintain the shape during transportation and storage. Hence, it is recommended to have some sort of sustainable packaging options to maintain the shape and quality.

32. Question: Textile products:

a. Batch and DOP. What's the purpose of this information on textiles? Batching is not common among textile manufacturers and will reduce supplier availability.
b. Also, we see that some of these deliveries are limited only to productions in the last 12 months. Since we are dealing with textile products and assuming that they will be properly stored, what is the purpose of this? Will a certification of compliance at the date of the delivery be ok to accept production with longer production dates?

Answer: The intention is to avoid the entry of 'old or about to expire goods' in the UNFPA supply chain. A certificate of compliance at the date of delivery is acceptable for longer production dates.

33. Question: Item #49 String: there are too many kind of nylon rope in the markets, could you pls provide a picture of this product so that we could offer the right sample and price.

Answer: No pictures available. The intended purpose is utility/ cloth drying etc.

34. Question: .Item #50 & #51 Paper prints: the A4 size(210x297mm) of paper is the raw material size without printing, after printed and cut the bleeding area, the final size should be 210*285mm, is that ok?

Answer: A 5% tolerance will be OK for length

35. Question: Regarding the file of Section 7 Form G.2 UNFPA QNR for DK products, pls advise if “manufacturer's product code” means bar code or the code between the submitter and manufacturer which is created by the submitter?

Answer: It can be the code between the submitter and manufacturer which is created by the submitter or the product code by manufacturer also. This product code shall be printed on the primary package and will be used by UNFPA for shipment inspection and clearance.

36. Question: Regarding your reply document on 9 Aug, the answer for question 32, there 2 questions as following:

1)“The samples must be from production batches”, since we might provide the same samples as prototypes to meet your technique specification, these samples won’t be from production batches, is that ok?

2)“Samples must be accompanied with inspection reports from QC (certificate of analysis)”, is this a QC reports from the manufacturer themselves or must be from the testing lab.

Answer: If it is a prototype, the manufacturer shall be careful when sending it for sample evaluation. It shall be a final design that is qualified for production. Changes made after the sample evaluation will not be accepted by UNFPA and may end up in rejection.

UNFPA prefers to see the third party report from a lab accredited as per ISO 17025. If you already have a third party report for any recent order, you can send that report along with the QC report.

37. Question: If the final packaging and labelling picture of the products under offer is not available at the time of the bid submission, can we provide the similar pictures for reference?

Answer: If the final packaging and labelling picture of the products under offer is not available at the time of the bid submission, a copy of the approved artwork for the item under offer is acceptable for the first round of evaluation and the bidder shall submit the final packaging and labelling photos, if approved. Similar pictures are not acceptable for evaluation purposes.

38. Question: If it is a joint bidding method between two companies, how to fill in the forms such as bidder information? Is it necessary for each company to fill out a separate form?

Answer: Kindly fill in the forms in the name of the company who will be the designated lead entity acting for and on behalf of all the member entities comprising the joint venture. In the

event of an award, the lead entity will be the one to sign the contract for and on behalf of all other member entities.

More detailed information

If the bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for bid, each such legal entity will confirm in their joint bid that:

- they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; and

- if they are awarded the contract, the contract shall be entered into by and between UNFPA and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.

After the deadline for submission of bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNFPA.

If a JV, Consortium or Association's bid is the bid selected for award, UNFPA will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.

The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of tender clause Only one Bid in respect of submitting only one bid. The bidder (including the individual members of any Joint Venture) shall submit only one bid, either in its own name or as part of a Joint Venture.

The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNFPA.

A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

- Those that were undertaken together by the JV, Consortium or Association; and

- Those that were undertaken by the individual entities of the JV, Consortium or Association.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the

experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

Regarding Forms

1/ In case of JV/Consortium/Association, Form E. Eligibility and Qualification must be submitted by each partner.

2/ In case of JV/Consortium/Association, the bid must include a declaration with all below information:

-Name of each partner, contact information (address, telephone numbers, email addresses), proposed proportion of responsibilities (in %) and type of goods and/or services to be performed

-Name of leading partner with authority to bind the Joint Venture, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution.

-Confirmation that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNFPA for the fulfilment of the provisions of the Contract.

-Confirmation that together a copy of a “Letter of intent to form a joint venture” or a “JV/Consortium/Association agreement” is submitted signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

-The declaration must be dated and signed by every partner.

39. Question: I have some questions about the layout of the Envelope 2-Technical Bid G2 folder on page 42 of the document UNFPA-DNK-ITB-21-011 DK. This document requires that each project has a separate folder named after the project label, but the subfolders named after the project label are not reflected in the reference pictures you gave. In addition, where should the G2 form be placed in the Technical Bid folder?

Answer: By project, we assume you mean product. We kindly advise you to look carefully at page 42, the details including structure with pictures has been provided and include form G2. This is a proposal in order to facilitate the review process.

40. Question: We have doubts regarding the minimum required and acceptable Quality level for each item:

Section 7 Form G.2 UNFPA QNR for DK products – Part II, III, IV, V

Is it mandatory for the manufacturers of each product to adhere to at least one of the mentioned applicable regulations/ standards/ QMS certifications/ Regulatory certifications? Or is this optional?

Answer: UNFPA wants to make sure that the products being shipped to our customers are safe to use and does not harm the environment. Hence, we would like to get products as specified in the specifications with respect to safety and compliance. Again, the evaluation will be comparative in nature.

Part II - All of them are mandatory

III, IV, - Whichever is applicable to the items under offer or as per the regulations a manufacturer follows.

V - One can submit a third party test report to provide proof of conformance to the product standards. Post market report study is optional and is mainly for medical devices.

41. Question: Is there a relation between regulatory approvals/ standards/ certifications, etc. and price used for evaluation? i.e. is there a preference for certain (stricter) approvals/certifications which have a clear impact on the price of the products? If yes, please explain the evaluation criteria or formula.

Answer: The supplier/manufacturer shall provide adequate proof for compliance to the regulations / applicable standards which the manufacturer is claiming for the item under offer. UNFPA shall give preference to those who provide evidence that no harm is made to the user or to the environment as detailed in the specifications pertaining to each item. This evidence shall be from accredited third party labs as per ISO 17025, be it certifications or third party test reports.

For additional info, please refer to the answer for Question 40.

42. Question: Could you advise if 20lt HDPE bucket can be accepted instead of 25lt?

Answer: A maximum of 10% deviation is deemed fine. The evaluation will be comparative in nature for the offers.

43. Question: Could you please advise if polyester material can be accepted instead of PE for mosquito net?

Answer: Polyester is acceptable.

44. Question: Regarding the mosquito net, requested insecticides are not manufactured in our country. In order to avoid any country based regulations for insecticides during imports, is it possible to offer non-treated mosquito nets?

Answer: Please follow the specifications as the requirements are for long lasting insecticidal nets.

45. Question: In previous clarification, it is mentioned that single use plastic packaging is strictly prohibited. Lifespan of biodegradable packaging is around 6 to 24 months. On the other hand, a minimum 36 months shelf life is requested for several items. Is it acceptable if we offer recycled packages instead of biodegradable?

Answer: Recycled packaging is acceptable.

46. Question: Following MDD/93/42/EEC standard is requested under G3 QNR for Electrical or Battery Operated Equipment. It is a medical instrument directive. Flashlight and solar battery chargers are not in the range of medical appliances. EN 55015 and EN 61547 apply for the flashlights and solar charger. Could you please confirm certificates confirming these standards are acceptable?

Answer: Yes, manufacturer/supplier need to choose the applicable regulations in the QNR for the product under offer. The QNR is generic as it is applicable for a range of products from medical to consumer products.

47. Question: Could you please advise if it is acceptable to offer two options for one item? Such as opt.-1 for baby cap and opt.-2 for baby cap.

Answer: Since UNFPA does not allow alternative bids under this tender, please submit the option that is the closest match to the UNFPA specification for the baby cap.

- END -