



UNITED NATIONS POPULATION FUND

ITB No. UNFPA/DNK/ITB/21/013 FOR THE SUPPLY OF MEDICAL FURNITURE

CLARIFICATION NOTICE (No. 1)

Date Issued: 19 November 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 multiple countries are mentioned in this ITB, our question is if this offer is for Afghanistan also and if yes if we can we bid on this for Afghanistan.

Answer: Please refer to tender Section 3. Data Sheet, paragraph Eligible recipients of goods and associated services, where among others is stated that goods will need to be supplied to developing countries, least developed countries and transition countries.

In other words, this is an international tender targeting to identify suppliers able to supply goods to be shipped all over the world. The UN Agencies reserve the right to either purchase FCA bidder's warehouse / nearest sea or air port of departure and to contract the freight component separately or use any other Incoterms agreed at the PO level, whichever is in the best interest of the Agencies.

2. Question: Please let us know the quantity of the required items so that we can calculate the FCA and DAP price accordingly. Information about quantity will help us to advise the production and delivery time.

Answer: Please refer to Section 5. Technical requirements and technical specifications, clause 1. Past purchase statistics. You will find there a table demonstrating UNFPA/UNICEF combined procured quantity per item in the past 3 (three) years (2018-2020). Figures are given in good faith and should not in any way be deemed a commitment on the part of UNFPA/UNICEF regarding any quantity for future purchases under this ITB. Additionally, kindly note that the

results of this tender will be used to establish time-bound non-exclusive LTAs with multiple suppliers. This is not a solicitation exercise for one-off purchase.

3. Question: Relevant to Section 3. Considering the change of specifications for some items we would appreciate it if we could get an extension of the deadline until 7th of January 2022 in order to be able to submit the most technical compliant and competitive offer.

Answer: This bid was published on 21 October 2021 and will remain open for submission for 6 weeks, until 1 December 2021, while the standard floating period for formal tenders is 4 weeks.

Furthermore, most of the items solicited under this bid are items which both UNFPA/UNICEF have been procuring in the last years; yet there are changes in the product specifications and new items included.

Considering the above, UNFPA/UNICEF considers it is to their best interest to extend the deadline for submission of bids for 2 weeks with the new deadline for bid submission closing on 15 December 2021; an Amendment to the ITB will be issued to document this extension.

4. Question: Relevant to Section 4. Commercial evaluation, can you please share your evaluation model for price versus lead time?

Answer: According to Section 2. Instructions to bidders, clause 38. Commercial evaluation, the criteria taken into consideration will be in all following areas:

- a. Responsiveness to Section 4: Evaluation Criteria and Section 7: Form H – Financial Bid Form
- b. Identification of bidders quoting full coverage of all Major items and as many as possible Routine Items
- c. Shortest Delivery lead time
- d. Lowest Price offered

Offers will be ranked to identify the ones best meeting all the requirements.

5. Question: Relevant to the deadline for bid submission: Is there any chance to get an extension of the date of bid submission? [...] A longer timeframe would allow us to submit a better and comprehensive offer. [...]

Answer: Kindly refer to question 3 above.

6. Question: Relevant to Incoterms: Could you please clarify the “delivery point that should be named per each of the delivery terms stipulated” which are three in your requirement? We mean, would the following be an option?

1. FCA Bidder’s warehouse in Europe

2. FCA nearest sea/air port of departure in China
3. DAP Copenhagen for the iv stands only.

On the other hand, would the acceptance of two points for both Incoterms be also an option?

-FCA Bidder's warehouse and nearest sea/air port of departure from Europe

-FCA Bidder's warehouse and nearest sea/air port of departure from China

Answer: We wish to clarify that according to Section 3. Data sheet clause Incoterms 'only one delivery point (bidder's choice) shall be named per each of the delivery terms stipulated above. No multiple FCA delivery locations will be accepted'. This means that the bidder shall need to define only 1 warehouse location and the defined bidder's warehouse and nearest sea/airport of departure shall need to be in the same country.

Please also consider that when referring to the bidder's warehouse we mean the warehouse where goods are kept, and will be shipped from; this could be either the bidder's warehouse or the manufacturer's warehouse (if different). The bidder shall bear all the responsibilities towards UNFPA/UNICEF regardless if they are shipping from their warehouse or the manufacturer's warehouse. This location needs to be defined for pre-shipment inspection purposes as well.

7. Question: Will the IFU's in English language be adequate or French & Spanish versions are also necessary?

Answer: For tender submission, Instructions for use in French and Spanish can be waived. Any award will be conditional to submission of Instructions for use in the 3 languages.

8. Question: Is IFU necessary for Item 50 – S0002154: Stool, adjustable, on castors?

Answer: Instructions for use including cleaning instructions in English is required for tender submission. Any award will be conditional to submission of Instructions for use in the 3 languages.

9. Question: Could you please provide us with the required quantities in order to study the cost, delivery time and offer validity.

Answer: Kindly refer to questions 2 and 3 above.

10. Question: We have come across the following condition at various places & request for the clarification if pre-qualification is applicable in the said bid or not 'UNICEF shall ask for the WHO prequalification Award letter if applicable'.

Answer: Prequalification is not applicable to hospital furniture.

11. Question: We noted that the required pipe thickness of some items are much thicker than normal condition. For example:

- S0002150, Baby cot, required thickness of frame is 1.35-1.65 mm. According to our experience, 1.0~1.1 mm is no problem for carrying 50 kg weight.
- S0002151, labor/delivery Bed, required thickness of frame is 2.0 mm. According to our experience, 1.1~1.3 mm is no problem for carrying 135 kg weight.
- S0002152, Dressing trolley, required thickness of frame is 1.5 mm. According to our experience, 1.1~1.3 mm is no problem for carrying 100 kg weight.
- S0002158, Hospital Bed, required thickness of frame is 2.0 mm. According to our experience, 1.1~1.3 mm is no problem for carrying 150 kg weight.

Undoubtedly we can supply them with the required thickness. But the price will be much higher than normal one. We understand that the UN always purchases cost-effective products which meet functional demand with lowest cost. So, we wonder if all required pipe thickness in the technical specification is mandatory, or can you accept a thinner frame which can meet the requirement of carrying capacity?

Answer: Please offer your standard product specifications under which valid marketing license is in place.

12. Question: Will you implement necessary verification on the thickness of frame at the stage of bids evaluation, pre-shipment and goods arrival?

Answer: During bid-evaluation, the product specifications will be evaluated during desk review of the required technical bid documentation. All shipments undergo pre-delivery inspection and goods inspection upon arrival.

13. Question: Regarding the duties and taxes (refer to page 27 in UNFPA-DNK-ITB-21-013 HF signed). Please kindly confirm if prices of both FCA and DAP delivery items should include VAT or not.

Answer: Kindly refer to tender Section 3. Data Sheet, clause Duties and Taxes as per which: All prices should be including VAT and other applicable indirect taxes. UNFPA / UNICEF purchases should be free of any direct taxes (and as far as possible from indirect taxes), customs duties and tariffs

14. Question: Regarding the services (Installation, Training and After-Sales-Service, refer to page 40 in UNFPA-DNK-ITB-21-013 HF signed). Please clarify if the cost of these services should be included in each unit price or not.

Answer: If required, Installation, Training and After-Sales-Service will be requested under the U-material number and additional costs applied. These costs should not be included in the unit price.

15. Question: Do we have to bid for all items in the bid or we can bid for any number of items in the bid?

Answer: Kindly refer to tender Section 3. Data Sheet, clause Partial Bids as per which: Partial bids are permitted under the following conditions:

- a. In the major group items, partial bids are not permitted. Bidders must quote for all 5 major items.
- b. In the routine group items, partial bids are permitted. Bidders are encouraged to quote for as many as possible routine items.

Please find the product categorization (major/routine) in tender Section 5. Technical Requirements and Tender Specifications.

16. Question: How the bid has to be submitted? All the documents have to be sent by email as attachment. Is there any size limit for attachment? The bid has to be submitted at spinaki@unfpa.org?

Answer: Please refer to tender Section 3. Data Sheet, clause Instructions for bid submissions based on which you shall need to submit your bid via email to the following email address: **bidtender@unfpa.org**. Sending your bid to any other email addresses, including as a carbon copy (cc) will violate confidentiality and result in the invalidation of the Bid. Maximum size file per transmission is 25MB.

17. Question: Regarding pallet height: You indicate pallet heights of maximum 110 cm if we need to offer DAP Copenhagen, please confirm we can offer maximum heights of 160 cm (air) or 220 cm (sea) for all other items and Incoterms.

Answer: Please refer to tender Annex C.1 and C.2 for specifications for packing and packaging. As per Annex C.1 for shipments to non-Copenhagen locations clause 2. Carton stacking the maximum height is 110 cm including the pallet. However, depending on the situation and capacity utilization with regards to containerization this could be adjusted after UNFPA/UNICEF (consignee's) approval.

18. Question: Regarding packaging: No 'overhang' is allowed on pallets, however some items are wider than the requested 80 cm, please confirm this is acceptable.

Answer: Please refer to tender Annex C.1 and C.2 for the standard specifications for packing and packaging. However, depending on the situation and capacity utilization with regards to containerization this could be adjusted after UNFPA/UNICEF (consignee's) approval.

19. Question: Regarding pre-shipment inspection: Can you share the scope of such an inspection?

Answer: During pre-delivery inspection, the product specifications and packing and labelling will be inspected to ensure they meet the requirements as specified in the LTA.

20. Question: Regarding specifications: The specifications mention: UNSPSC code(s) & descriptions; there is not specific group for Hospital/medical furniture available on <https://www.ungm.org/Public/UNSPSC> please indicate which code we should use?

Answer: 42190000 - Medical facility products can be used.

21. Question: Regarding alternatives: Can we offer an alternative per item or do we need to have a complete 'alternative' bid?

Answer: Please refer to tender Section 3. Data Sheet, clause Alternative Bids based on which Alternative Bids are not allowed. However, If bidders have alternative product(s) which fulfil the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact etc., they may include them as per the way described in this same tender clause and if these are deemed by UNFPA/UNICEF to be a viable alternative the UN Agencies may issue a separate tender aimed at establishing agreements for such products.

22. Question: Regarding S0120021: Item supplied with:

1 x fixed height IV pole (multiple sectioned for compact packaging) 1 x Mattress, with cover are both mentioned twice in the Annex A

Should it be delivered with 1 or with 2?

Answer: As per the product specification, 1 x Mattress, with cover is required.

23. Question: Regarding specifications: Where can we find an overview of GMDN codes?

Answer: Please visit: <https://www.gmdnagency.org/>

24. Question: Regarding Delivery Lead Time: We should indicate the guaranteed delivery Lead Time to FCA, but if inspections are to be conducted, should we indicate the delivery time in weeks Ready for Inspection?

Answer: Please include your guaranteed delivery Lead Time. At the timing of placing a Purchase Order and if pre-shipment inspection will take place then the respective UN Agency will add the time needed for conducting the pre-shipment inspection at the PO due date.

25. Question: Regarding Technical File: You require Regulation (EU) 2017/745 Class I; according to our information this is a declaration of conformity, which is also mentioned as a separate document, please confirm a DOC is acceptable?

Answer: Valid marketing license is required such as Regulation (EU) 2017/745, Class I (or equivalent internationally recognized marketing clearance). If the product is CE marked, please submit Declaration of Conformity.

26. Question: Regarding timing: We're on another strict lockdown in our country, which means that our personnel must work from home. We are still capable of completing the bid, but might need some additional time, what is your take on that?

Answer: Please refer to question 3 above.

27. Question: Regarding bid validity: The condition of 365 days validity of the bid and demand to keep prices stable during the entire duration of the long term agreement do not correspond well with the market dynamics of the main raw material and determining price component, steel. As recently shown but also experienced in the past, steep price increases are followed by sudden decreases. Could a reference price or bandwidth on the price of steel be agreed upon for a more fair and objective situation?

Answer: Due to the nature of the tender – Invitation to Bid and the requirement of establishment of Long-Term Arrangements for 3 years and then possibly another 12+12 months (total of 2 years), the bid validity requirement cannot be reduced. The awarded suppliers are expected to keep the prices stable during the entire duration of the LTA.

28. Question: Regarding alternative bids: In the event we judge it is of added value for UNFPA/UNICEF to receive 2 offers (including pricing and technical bids), how do we submit this alternative bid for one or more products in the right fashion?

Answer: Kindly refer to question 21 above. Each supplier should submit the best offer of their choice. Second or Alternative offers are not allowed. However, the suppliers are welcome to share the information about available alternative products with UNFPA/UNICEF.

29. Question: Relevant to Annex A. Technical Specifications: Can we use the pictures from UNICEF catalogue as a reference as a requirement to the requested products?

E.g. Item S0002175 (page = 48). Does the product need to be identical with picture shown: <https://supply.unicef.org/s0002175.html>

Answer: The image submitted must be of the actual product offered and not the one from the UNICEF web catalogue. The product needs to meet the product specifications but does not need to be fully identical to the image shown in the UNICEF Supply Catalogue.

30. Question: Relevant to Annex A Technical specifications Item S05660014 + S0566015 Infusion Arm splint, Foldable Adult, Child. Will it be possible to get additional specifications / e.g. drawings for this product?

Is requested product identical with product shown in UNICEF catalogue?

<https://supply.unicef.org/s0566014.html>

Answer: No additional product specifications will be provided. The product offered should meet the product specifications as stated in the tender documents. The product does not need to look exactly like the current one shown in the UNICEF Supply Catalogue.

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