

Questions and Answers

INVITATION TO BID: No. ITB/BRA/2023/001

FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE SUPPLY AND DELIVERY OF BABY AND ADULT DIAPERS IN BRAZIL

No.	Question	Answer
A001	Please inform whether international companies can participate in this bid.	We confirm that international companies are allowed to participate in this bid and must provide a copy of any document with evidence that the company is duly registered/licensed to do business in Brazil, as described in Annex A – Technical Specifications and Technical Offer Form.
A002	Does UNHCR Brazil accepts Joint venture modality?	<p>Joint venture, or contractor/subcontractor relationship are allowed. In either case, bidder needs to confirm which company is the project lead to take responsibility of the commercial relationship. The bid is to be submitted under one company, as leader. The winner bidder will be the contracted party, responsible for performance. UNHCR will deal with only one party (as single legal entity) for the administration of the contract in case of selection.</p> <p>Please read carefully UNHCR General Terms and Conditions (Annex D, page 3, clause 5) about subcontracting.</p>
A003	Please confirm if international companies with commercial partners based in Brazil are allowed to participate in this bid	We confirm that international companies with commercial partners based in Brazil are allowed to participate, and we reinforce that the technical offer documentation must evidence that there is an authorized commercial relation between the companies and must evidence that the company is duly registered/licensed to do business in Brazil.
A004	Would be possible to inform how many batches/packages of goods should be delivered each year?	Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase those quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

A005	What is the minimum and maximum quantity per order under the terms of the contract?	For this modality of contract, UNHCR does not set minimum or maximum quantities. The figures are given to allow bidders to have an indication of projected needs and do not represent a commitment that UNHCR will order the total quantity mentioned or any minimum or maximum quantity. Quantities may vary and will depend on actual needs and available funds as governed by the issuance of individual Purchase Orders in relation to the Long-Term Contract.
A006	Taking into account the contract's duration and inflation, would be possible to apply prices' readjustments and how it can be performed?	The pricing method will be at the discretion of the supplier, which must take into consideration the proposed period of the long-term contract. It is important to reinforce that selected suppliers will be required to maintain the pricing models quoted in the proposal throughout the term of the Long Term Contract(s).
A007	Please inform the quantities with the split per the 3 different delivery addresses: São Paulo, Boa Vista and Manaus.	Kindly refer to the Cover Letter and Annex A where we have indicated "The modality of contract resulting from this tender will be a Frame Agreement. This type of Contract does not require a financial commitment from UNHCR at the time of signing. Financial commitments will be established on a case-by-case basis, each time services are requested, through the issuance of purchase orders. [...]".
A008	Please inform Exact detail of each one of the delivery addresses in: Sao Paulo, Boa Vista and Manaus	At this stage, we are only able to facilitate at this stage the address for Boa Vista -Roraima, as it concerns our main physical warehouse: <u>1st Infantry Brigade of Selva. Avenida, R. Marques de Pombal, s/n - Quadra 1 - Treze de Setembro. Boa Vista - RR, CEP: 69308-515.</u> In the case of Manaus (Amazonas), we confirm that deliveries would be limited to the city's central perimeter, whilst for São Paulo, DAP deliveries would be limited to the Great São Paulo/Great ABC area.
A009	In the Financial Offer, does the unit cost EXW mean that the awarded company only needs to make the diaper packages available at the location? Can this location be in any state of the Federation? Should UNHCR arrange for transportation of the goods and bear the costs and risks of transportation?	For this EXW modality, we request that the supplier indicate the unit cost considering that UNHCR will be responsible for all the withdraw and transportation costs directly from the supplier's stock/warehouse, upon issuance of a purchase order and anticipated agreement on the date of removal, and for this we request that the supplier indicates in its proposal the place of removal, which can be in any state of Brazil.
A010	Does the unit cost DAP mean that the company must bear the freight costs to the final destination and deliver the goods according to the specified state?	Yes