

UNICEF's LITB-2023- 9185453
Bid Queries & Clarifications

- 1- Could you accept the USD or EURO currency?
 - The USD currency could be accepted. However, receiving the offer in the ILS currency (Local Currency) is preferable. If the offers are received in USD, UNICEF has the right to use the UN exchange rates when needed.

- 2- Our questions about the items are in the attached file. We also want to know how all these products in the set will be packed. One set will be in an OPP package or hard cardboard?
 - Yes, all sub-items must be packed as one set. The bidder is responsible for offering the best way of packing & packaging the items.

- 3- Kindly note that we already started preparing samples for the attached tender. However, Packaging is not exactly clear from our side. A set will be in an OPP package or cardboard box? Could you please share if you have any representative images that can help us? For the notebook, is it squared, ruled or plain?
 - Please refer to Q2.

- 4- Is the product referred to as "Blue Medical Pen" a regular ballpoint pen, or does it have any specific features?
 - Yes, it's the regular ballpoint pen.

- 5- Does the UN provide a document that will help the supplier with VAT exemption within its domestic country?
 - For this bid, the supplier is responsible for all supply chain processes from A to Z. UNICEF requests to receive the Stationery Kits in its warehouse in the Gaza Strip.

- 6- Should we directly zip the bid documents received from companies, translate them into English, and send them, or is it sufficient to enter the received bids into an Excel file?
- The supplier must submit the bid documents stamped in pdf formats & the excel sheet via email to optsuppleirs@unicef.org.
- 7- It has been mentioned that the bidder needs to submit multiple bids for each item, do we need to obtain price quotes from different brands for each product (e.g., pens)?
- No, it's optional to submit more than one offer.
- 8- It is stated that the shelf life of the products needs to be specified. Should we present this separately in an Excel document, or should we request documentation from the relevant manufacturer or seller regarding this?
- Please add the necessary information under the notes column in the excel sheet.
- 9- The tender file requests the supplier to include packaging costs in the price list. UNICEF has outlined packaging procedures on this website: "<https://www.unicef.org/supply/media/17931/file/Updated-UNICEF-packing-specifications-to-be-enforced-from-2-october-2023.pdf>". Which section in the content section concerns us? Let's focus our attention accordingly.
- All costs must be included in the excel sheet attached to the bid.
- 10- There is unclear about the shipment process in the tender document. Does the supplier take responsibility to only ship the products to a specific port? Or does the supplier also need to operate the distribution of the product to separate schools within Palestine territory?
- Please refer to Q5.