**Q.1 The Chamber of Commerce issues certificates of origin upon request and specifically/only when related to a specific invoice.  They need an invoice number and that is referred to in the certificate.  In this case we would not have such a number. You are requesting a copy of the certificate of origin.  Can we provide a copy of the COO that has been supplied to a third party?**

A.1 Indeed, for some countries this document is only issued when there is an actual order in play. The offered alternative is acceptable. The same applies to the Free Sales Certificate. We are asking this during the tender period to develop the full documentation set for future use if awarded.

**Q2. The proposal should be submitted over email or sending hard copies of the documents is also mandatory?**

A.2 The proposals should only be submitted by email. No hard copies. As per previous clarifications, it is also important that suppliers keep Commercial Proposal and Technical Proposal separated. We recommend that suppliers clearly identify the emails as below:

**RFP-DAN-2024-503695 - [Company Name] - Technical Proposal – Submission [#] of [#]**

**RFP-DAN-2024-503695 - [Company Name] - Commercial Proposal - Submission [#] of [#]**

**Q.3 What is referred to as Solicitation Document?**

A.3 Solicitation Document is the RFP document which we also refer to as tender document.

**Q.4 Since this RFP is an LTA-G of 24 months and can be extended to the next 12 months, can we quote the prices on per year basis, e.g. for orders in 1st year - price $100, 2nd year $105, and 3rd year $110?**

A.4 In principle UNICEF prefers to keep stable prices during the LTA period. Amendments/changes to prices are difficult and costly to manage, and they also make proposals more difficult to evaluate. However, in connection with an extension, suppliers can re-evaluate their proposals, but be mindful that a change in price can impact UNICEF’s decision to extend.

**Q.5 When requested, we have to provide the samples for free or the cost of the product will be paid. As our products are eye screening devices (fundus camera & auto refractometer), the cost ranges from $5000 to $7000. Can this be returned after the purpose is served?**

A.5 No sample evaluation was forecasted for these products. If your product meets our specs, and you have the correct certificates and market clearances we would not need a sample.

Only samples for product number 310, material number S0004245 «Spectacles,  pre-made» will be requested. UNICEF will revert with more specific information on samples at a later stage.

**Q.6 What is a bid form? Is it the form in pdf, pages 3 to 5?**

A.6 Yes, this is correct. The Bid Form is pages 3 to 5 in the RFP (PDF) document. You will need to fill it in (complete) with the requested information and signature and return it to us as part of your proposal. This is an important and mandatory document.

**Q.7 In the RFP pdf, page no 19, point 5.6 says - "*Proposals must be clearly marked with the Solicitation Document number.".* Where can I find the Solicitation Document Number?**

A.7 The Solicitation Document Number is the same as the RFP (or tender) number: **RFP-DAN-2024-503695**

**Q.8 Annex B, sheet - 120, point no 58, providing an additional warranty of more than 2 years is mandatory or optional?**

A.8 Optional.

**Q.9 We need to enter the specifics in respective cells in annexures B & C, and send it over email along with other required documents, right? Do we need to submit the details on UNGM portal as well?**

A.9 No. You will not need to submit any documentation through the UNGM portal. All documentation must be sent to the UNICEF bid email address as specified in the RFP document: [supplybid@unicef.org](mailto:supplybid@unicef.org) with **no** other UNICEF staff in cc.

**Q.10 Annex C, column L - which international airport should we consider?**

A.10 You should consider the nearest international airport. UNICEF is working with its own international freight forwarders that service all international airports. Suppliers that will be awarded an LTA will need to deliver the products to UNICEF’s freight forwarders at the closest international airport (from the supplier’s warehouse or production facility).

**Q.11 An observation is that while RFP item 360 is outlined in the RFP PDF document under Schedule 5, it does not appear in the "Annex B Technical Info" Excel attachment, which is required for UNICEF's evaluation process.**

A.11 Suppliers are not requested to submit any proposals under Schedule 5. Items 360 and 370 are what UNICEF calls u-materials which are generic, undefined products and/or services that may only be requested, on ad-hoc basis, after LTAs have been established with awarded suppliers. These materials will allow UNICEF to approach awarded suppliers with ad-hoc requests for related products and services that will be defined later. Suppliers will be able to respond to these ad-hoc requests if they can make an offer to UNICEF at that stage. However, there will be no obligation to respond to those requests.