



## Clarification #1 for RFP-DAN-2024-503735

Dear Suppliers,

### **The submission deadlines for Window 1 and 2 have been postponed**

as follows:

WINDOW 1 SUBMISSION DEADLINE: postponed to **4th September 2024**

WINDOW 2 SUBMISSION DEADLINE: postponed to **4th October 2024**

WINDOW 3 SUBMISSION DEADLINE: 11th November 2024

WINDOW 4 SUBMISSION DEADLINE: 10th February 2025

Please note that once a commercial offer is submitted in a Window period, the same offer should NOT be submitted again in another Window period, UNLESS there are changes to the commercial offer for the items already offered.

**A pre-bid conference / webinar will be held on Wednesday 28<sup>th</sup> August at 1pm to 2.30pm** (Copenhagen time). Please find the link below for registration:  
<https://events.teams.microsoft.com/event/bc082a41-106e-4a6d-8619-37f0532f4d11@77410195-14e1-4fb8-904b-ab1892023667>

In order to make a proposal, you should follow the following steps:

Please disregard the button "Express Interest" on UNGM

Preliminary: make sure to be registered on UNGM

First, submit your commercial proposal by sending an e-mail to [supplybid@unicef.org](mailto:supplybid@unicef.org)  
(Do NOT copy any other UNICEF e-mail address)

See the list of documents for the Commercial Proposal under Part II section 5.7 on page 17 in the RFP document

Second, send an e-mail to Martina [mpodobnikar@unicef.org](mailto:mpodobnikar@unicef.org) (copy [rshonhiwa@unicef.org](mailto:rshonhiwa@unicef.org)) for the creation of your SharePoint folder, specifying the following:

- \* Full name and address of proposer
  - \* INN description of the products offered, including pack size/type/strength
  - \* Email address(es) of the contact person(s) in the company to access the SharePoint folder.
  - \* Manufacturing site information for each product offered (include street address, city & country).
- (Do NOT copy any other UNICEF e-mail address)

Third, upload the technical documents in the SharePoint folder

(refer to Annex 2h - Instructions for uploading Technical Documents to SharePoint)

(Do NOT upload commercial offers or commercial documents in the SharePoint folder)

See the instructions for the Technical Proposal under Part II section 5.8 on page 18 in the RFP document, and Annex 2



All documents are available on UNGM.

If you have questions, please send them to:

- Questions regarding the process and commercial proposal should be sent to Mada Plesner ([mplesner@unicef.org](mailto:mplesner@unicef.org)), copy Caroline Kiyiika ([ckiyiika@unicef.org](mailto:ckiyiika@unicef.org))
- Questions regarding the technical proposal should be sent to Martina Podobnikar ([mpodobnikar@unicef.org](mailto:mpodobnikar@unicef.org)), copy Rennie Shonhiwa-Chukwanha ([rshonhiwa@unicef.org](mailto:rshonhiwa@unicef.org)) and Peter Ikamati ([pikamati@unicef.org](mailto:pikamati@unicef.org))

Any e-mail communication regarding this tender should include in the subject  
"RFP-DAN-2024-503735 - [Company Name]"