



To : All Bidders (Manufacturers of Pharmaceuticals)

**From : Chief, Procurement and Logistics Division,
UNRWA Headquarters, Amman**

**Subject : Reply to Queries against Expression of Interest no:
EOI/2015/CPS/0001 to Manufacturers of Pharmaceuticals**

UNRWA received many queries about the above mentioned EOI. Please see UNRWA's responses below to all queries:-

Query # 1: The reason of publishing the EOI.

Reply to Query 1: The EOI is raised by UNRWA with the aim of prequalifying potential sources of supply of UNRWA's essential drug list. The prequalified manufacturers will be then invited to bid against UNRWA's requirements with the aim of establishing long term agreements with the compliant manufacturers.

Query # 2: if we are interested in going on selling you our Product for the next 3 years, we have to comply all the required documents attached with EOI?

Reply to query 2: The bidder has to comply with all the quality standards, conditions of contract, and any other criteria in the EOI document. All required documents should be submitted along with the EOI before the EOI closure date which is now extended until 12 Noon (Mid day), the 6th July 2015.

Query # 3: in the documents it says that we should be able to deliver to Syria, but as far as I know no goods can be sent to Syria neither by sea nor air. Is it compulsory that we have to be able to send our products to Syria to be able to submit the EOI?

Reply to query 3: There are many routes that are used to deliver the medications to Syria: Lattakia Port or to Beirut Port/Beirut Airport "in transit to Syria". However, the freight will be arranged by UNRWA, and the manufacturers will be responsible to deliver the medications on FCA/FOB basis. Hence delivery to the final destination is not mandatory.

Query # 4 : When I submit the documents required for the EOI, do I have to present the documents that show that we comply with the points in 'Eligibility criteria - manufacturers of pharmaceuticals' also? Or just to present the documents and samples stated in point 8, 'procedure for submission of EOI'? If I do not have to present them now, do we have to present them in the future? When?



Reply to query # 4: Yes, your company should submit all the requested documents that are stated under the eligibility criteria mentioned in the EOI, with the submission to be considered for evaluation and prequalification.

Query # 5: I need to know if all documents required in 'eligibility criteria - manufacturers of pharmaceuticals' have to be in English, because all of them are in Spanish, they are very long and if they have to be translated by an official translator it will take a lot of time for us to have them as the closure date is 29th June and that leaves no margin for translations

Would it be possible to present those documents in Spanish now and the translations in English when ready? Also please confirm whether the official translations will have to be legalized by the Chamber of Commerce, or any Consulate or Embassy (and which one).

Reply to query # 5: All documents required in the eligibility criteria should be submitted in English, we confirm that we have extended the closure deadline until 12 Noon (Mid-day), the 6th of July 2015, allowing you to submit all documents on time. Any documents which are required in the eligibility criteria and need to be translated to English should be legalized from **Chamber of commerce** except for the financial documents are to be legalized from the **independent accounting auditor.**

Query # 6: Regarding the audited financial statement do we have to translate the whole document (62 pages) or just the report of the audit and the balance accounts (7 pages in total).

Reply to query # 6: We only need the report of the audit and the balance accounts (7 pages) to be translated.

Query # 7: Do we have to quote any prices for the items that we are interested.

Reply to query 7: There is no need to submit any prices at this stage, you only need to fill in the questionnaires, secure all the required documents, and submit them on time along with two samples of each product that you are applying for, as the reason of this EOI is only for prequalification of the product and the manufactures. The prequalified manufacturers will be invited to quote in future tenders.

Query # 8: Do we have to send two boxes of 1000 tablets each?

Reply to query 8: You need to send 10 X 10 as the packing size is not determined yet.



Query # 9: Considering the deadline of June 29 (and the large size of the PDF) for submission of this EOI I would like to submit the documents in PDF format via WETRANSFER. We will send a link to the email address provided in the EOI before the deadline of June 29 via which the PDF file can be downloaded. Would you please confirm this is accepted?

Reply to query 9: Yes it is accepted to send the PDF format via Wetransfer, but please make sure to send the link to the TOC e-mail mentioned on our EOI instructions. Please also be aware that we have extended the deadline until 12 Noon (Mid-day), 6th of July 2015.

Query # 10:

1. We don't have blister of 10 tablets. Our blisters are 5 or 6 tablets. Therefore we can only prepare packs of 10, 12, 15, 20, 24 or 30 tablets. There will be any of these presentations acceptable for you?

Reply to query 10.1: The multiplication of 10 tablets would be acceptable

2. We need to know the languages requested to the print labels. We do understand English is a must but is it the Arabic a must too?

Reply to query 10.2: English is a must. Bi-lingual is preferable but not a mandatory requirement

3. Which are the volumes of the tender? - product-

Reply to query 10.3: The quantities will be published in the tender after the EOI stage

4. Which are the stability requirements requested

Reply to query 10.4: Stability in Zone II/III (Sub Tropical climate)

Query # 11: Can a distributor of the Pharmaceuticals still show their interest in EOI of Manufacturers.

Reply to query 11: This EOI is only targeted for Manufacturers, but at the end of this month, UNRWA is going to publish another EOI for Wholesalers and Distributors for other list of items.

Query # 12: Can you please advise how many samples you need because it doesn't mention.

Reply to query 12: Two non – returnable Samples of each FPP as per Section 3 Submission of Documents and Samples point 2.1

Query # 13: If we have an item which is not registered in the country of origin and we want to quote we should use questionnaire annex 4.2.



Reply to query 13: If the your product is not registered in the country of origin, but is registered in any SRA/PICs country (the list of countries is provided in the EOI document), or approved by any UN agency, then you may fill in Annex 4.1 “UNRWA Product Information Questionnaire for Pharmaceutical Products approved by WHO/SRA/PIC.s/other UN Agencies”. But if the product is not registered or approved by any of the mentioned agencies, you need to fill in all required data in annex 4.2 “UNRWA Product Information Questionnaire for Pharmaceutical Products Not approved by WHO/SRA/PIC.s/other UN Agencies”.

Query # 14: We would like to request if we can have an extension of the submission of the questionnaires as we 22 products from your list

Reply to query 14: We exceptionally accepted to extend the EOI until 06th of July 2015, at 12:00 hrs (Noon/Mid-day), Amman, Jordan Local Time.

Query # 15: We need the two questionnaires (4.1 & 4.2) in word documents?

Reply to query 15: The two questionnaires in word documents are now published on UNRWA and UNGM websites.

Query # 16: It is mentioned that samples are mandatory for the product we wish to participate in. However, for some of the products, we currently do not have samples or the samples are not in the pack size required. Can you please confirm, if we can still participate with these products with an undertaking that as soon as the samples are available with us, we will send these across?

Reply to query 16: Samples are mandatory, however, can be sent in any secondary pack.

Regards,

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Chief, Procurement & Logistics Division

UNRWA HQ (Amman)