

**Clarifications & Answers related to ITB No. UNFPA/DNK/ITB/19/003
(SUPPLY OF ANATOMICAL AND VOCATIONAL MODELS)**

No.	Query/Question submitted to UNFPA	Clarification/Answer provided by UNFPA
1	Is it expected that this ITB will result in a shared LTA between UNFPA and UNICEF or will each organization create a LTA with the supplier?	Each organization will establish a separate LTA(s) based on the needs and objectives of our mandates and programmes.
2	How will UNFPA & UNICEF supply handle changes to sanctions during the period of this LTA?	UNFPA and UNICEF will work together during the validity of the LTAs sharing the changes and/or adjustments related to the solicited items. The performance of the LTA holders will be shared between our organizations as well.
3	If the country of manufacturing were to establish sanctions towards a specific country supplied by the UN, would it be possible to send products to a more central distribution location such as Copenhagen?	There will be no possibility to ship the models to a central warehouse in Copenhagen. The models shall be delivered/made ready for dispatch to the final destination.
4	Section IV: Packing Specifications. In this section, the total height of goods and pallets are specified in the image at 1.3 m. We've found that from our experience delivering goods to UNFPA & UNICEF, certain products pack naturally at a higher height. Using the example of a product commonly shipped to UNFPA, if UNFPA were to procure 25 units of this product, we would pack it on two pallets at 1.55 m. If we were to follow this new packaging requirement we would have to split these 25 units over three pallets instead of two pallets, which would cause additional freight cost for the country offices. In a case such as this, would you prefer for us to follow these new requirements or offer a solution which has a lower freight cost?	The requirement on maximum total height of the pallet is UNICEF/UNFPA's general standard packing requirement. However, in the case where the packing size of one individual order is outside of this measurement, please obtain Country Office's/consignee's approval prior to initiating the shipment.
5	Cargo: It is specified that the cargo should only contain one material and one batch per pallet. Country offices have historically ordered multiple products in smaller quantities. In addition, guaranteeing that all products are produced in the same batch may require production to occur every time an order is received which could delay the	For the purpose of batch management, it is required one material per pallet/carton. However, in the case of different batches bundled in one pallet, please obtain approvals from Country Offices'/consignees' prior to initiating the shipment. In addition, please take note that one material should be packed in one carton only, and information e.g. material number, batch number, barcode number, PO number etc. should be included in

	<p>timeline. In a situation such as this, would UNFPA & UNICEF prefer to bundle cargo to conserve shipping costs?</p>	<p>the packaging list and placed in all four sides of the outer carton.</p>
6	<p>Section VIII_6. Technical Information Sheet. Manufacturer's Online Catalogue. Our primary manufacturer is a subsidiary of our company based in xxx. Due to xxx FDA restrictions, not all medical devices will be placed on their website. Is it possible to refer inquiries to the website of the supplier instead of the manufacturer?</p>	<p>Yes, it is possible to refer to the supplier's web catalogue.</p>
7	<p>Section VIII_6. Technical Information Sheet. Warranty: Is this 2-year warranty a new requirement? In our current LTA, we believe we have a 1-year warranty, and would like to understand what is expected with a 2-year minimum warranty.</p>	<p>The requirement is 1 year minimum from the date of purchase. Optional: Extended warranty as per schemes offered by the manufacturer.</p> <p>All warranty validity period shall commence after the delivery of the last part of the entire system of the goods, in accordance with the agreed INCOTERMS 2010.</p>
8	<p>Section 54 "Delivery" of the ITB document We currently have a very different delivery set-up for our current LTA with UNFPA and with UNICEF. For UNFPA the lead-time is always xx weeks, regardless of the quantity of products and product mix.</p> <p>Historically, if a CO were to ask for a shorter timeline and change the delivery date in the PO, we have been reprimanded for not following the LTA agreement. In comparison, in our current LTA with UNICEF we have lead times based on the quantities for each product.</p> <p>Would UNICEF and UNFPA like to follow a unified system of one lead-time for all orders or a lead-time based on quantities per product?</p>	<p>Both UNFPA and UNICEF are looking for bids with a maximum delivery lead-time of 12 weeks. A shorter delivery lead-time is highly encouraged.</p> <p>As in relation to the operationalization of the workflow under the upcoming LTAs. In these cases where the buyer agrees with the supplier to dispatch the goods prior to the Due Date indicated on the Purchase Order, no reprimands shall be made.</p> <p>On the other hand, dispatch of the goods made prior to the Purchase Order Due Date, without any notification and/or approval of the Country Office/consignee will be considered as poor performance.</p> <p><u>As per Section 54 "Delivery" please submit your best and realistic lead-time per each solicited item and not the quantities to be sourced.</u></p>
9	<p>Section 54 "Delivery" of the ITB document In 54.5.15 you mention that in cases of air shipment you request a 3-day notification. Is this 3-days before the arrival of goods or 3-days before the shipment is to depart?</p>	<p>UNFPA and UNICEF strongly discourage deliveries during the weekends and/or holidays due to the warehousing and demurrage charges. Therefore, no arrival during the weekends and/or the holidays shall be allowed unless the delay was caused during the</p>

	<p>It is also specified that packages should not arrive on local weekends and holidays- does UNFPA have an overview of holidays and local weekends for each country office to support complying with this request?</p>	<p>transit of the goods. The delay and the implications shall be communicated immediately and no later than three days in advance prior to entry to the arrival airport.</p> <p>The list of the national holidays is not maintained by UNFPA nor by UNICEF. The holidays in a recipient country are normally verified by the supplier prior to dispatch and while doing the necessary bookings of the transport.</p>
10	<p>Section 54.5.16 “Delivery” of the ITB document Shipping Documents: We reviewed the list of documents requested during order dispatch. At the time of order dispatching, we do not have the actual freight invoice when the order is shipped. For normal air shipments, we could get the invoice in some cases after 1 week, but for some carriers such as DHL their policy is to send all invoices once a month. Is it possible to remove this from the documentation that is sent at dispatch?</p>	<p>The actual freight invoice may be submitted later or once made available by the forwarder, as per Section 54.5.8 the following workflow shall be in force:</p> <p>In the event of suppliers having special arrangements with freight forwarders whereby the final freight invoice can only be submitted at a later stage, for payment purposes the supplier shall provide a written statement to UNFPA indicating that freight charges invoiced to UNFPA are at actual costs. The supplier shall then provide the required freight forwarder invoice as soon as it is made available to the supplier by the freight forwarder.</p>
11	<p>Section VIII_6. Technical Information Sheet. Do products need to meet all specifications in order to be considered?</p>	<p>As outlined in the bid document, the products do not need to meet all the specifications in order to be considered, but the overall functionality and intended use must be met.</p> <p>For example, the breastfeeding trainer must allow demonstration of proper positioning and attachment during breastfeeding and learning breastmilk expression.</p>
12	<p>Section 19. Bid Submission Deadline</p> <p>Which bid submission need to be delivered to the office? Because in Section 1: D.18.1: Bids should be submitted electronically, so I am confused about it, pls clear it.</p>	<p>As per Section 18. Bids shall be submitted electronically to bidtender@unfpa.org.</p>
13	<p>Section VIII: 9. Bid Submission Checklist</p>	<p>Section VIII: 9. Bid Submission Checklist can be found on page 49 of the ITB document.</p>

	I can't find the documents in Section VIII 9, Where I can find it?	
14	<p>Section 30. Post-qualification of the Bidder</p> <p>30.3. To determine the Bidder's capacity to execute the contract, UNFPA shall consider the following elements: Annual sales turnover during any one of the last 3 (three) years to be at least equal to the contract value (from Financial Statements) I am confused about this, yes, we can provide Annual sales turnover during any one of the last 3 (three) years, but what's the contract value?</p>	Given that the non-exclusive nature of the LTAs, it is impossible to forecast the annual procurement spend per supplier. It will depend on several factors as availability of the funds, programme objectives, number of LTAs to be established, etc. Please provide the best annual turnover of your company and the evaluation committee will consider the matter in a combination with other relevant evaluation factors.
15	Could you please clarify if the mentioned ISO certificates on page 35 section 62 of the tender documents are mandatory or only the assessment is needed?	All materials used must be safe to human use. ISO 14971 and ISO 10993 are required, but not mandatory. Bidders can as well provide documented evidence of risk assessment conducted according to ISO 14971 and ISO 10993.
16	Could you please clarify everything what is requested regarding training and installation of the requested products? Please also clarify the after sales service and maintenance?	These are general requirements and shall only be considered/provided, if relevant. In case there is a need, this information might be requested by the client/consignee. Regarding the after sales service, if the model includes spare parts or disposable components, it is advised to clearly state this and also to provide the time (years) for which the supply of these parts is guaranteed and the price list of the spare parts.