

**UNHCR ITB – 0013 – 007 – Non Food Items
Sleeping Bags and Hygiene Kit**

Questions asked by Interested Bidders

QUESTIONS	ANSWERS
About product specifications / technical information	
<p>Sleeping Bags Please specify if the temperature of -12.2 ° C identifies the Lower Limit or the Extreme Limit of the EN 13537 standard.</p>	<p>Sleeping bags should, in general, be rated as 3-season sleeping bags, i.e -12.2° C (+10° F) coldest to 1.6° C (+35° F) which denotes the outside temperatures wherein the user will still feel comfortable.</p> <p>Under the EN 13537 this denotes the comfort zone for women and the lower limit for men.</p> <p>We would like price quotations for both, clearly labeled.</p>
<p>Sleeping Bags "Weight up to 1,5 kg" identifies the "Superlight" category which requires high cost materials to manufacture. If the weight specified in "up to 2 Kg", the cost would be reduced by about 20-25%.</p> <p>Please let us know if you wish some changes to the product characteristics.</p>	<p>Sleeping bags up to 2 kilos in weight are acceptable but the technical description of weight and materials should be specified.</p>
<p>Sleeping Bags "Outer shell should be treated with a durable water repellent (DWR) finish": Most companies have standard this specification in their higher-end nylon fabric models. If the low price is a priority for your needs maybe this could be removed from the characteristics required thus reducing the price by 20-30%.</p> <p>Please let us know if you wish some changes to the product characteristics.</p>	<p>The outer shell should be water repellent and should be mentioned in the technical offer as such.</p>
<p>Hygiene Kits Should the dimensions of the towel be exactly 40*76 ?</p>	<p>The dimensions of the towel can vary slightly, i.e + or – 10 cm in total.</p>
<p>Sleeping Bags/Covers and Hygiene Kit Bags Please specify the maximum size of the pouch string / cord.</p>	<p>There should not be any string/cord on the products. Zippers and Velcro are acceptable. If any items use a string/cord, it can be removed by your company before delivery. This may be an acceptable alternative but it must be specified in the technical proposal, explaining any negative implications of the removal of the string/cord to the functioning of the product.</p>

<p>Sleeping Bags and Hygiene Kits The offered product should be 1 unique model for the whole order or may be multiple models?</p>	<p>The offer can consist of several manufacturers/ models/products as long as they all meet the specifications required.</p>
<p>About delivery, terms and quantities</p>	
<p>Delivery limit. Do we have an availability time limit for the products?</p>	<p>All items must be delivered within 2013 (this year) and may preferably be delivered by 30 September 2013.</p>
<p>Delivery time. The bid does not expressly define time of delivery instead it indicates as delivery time the months from June to September.</p> <p>Since the date range is quite long, we would like to know the nearest to your desired delivery time.</p>	<p>The products will not all be delivered at once, but over a period of months, in 3 or 4 staggered deliveries , ideally beginning on or before 1 July.</p>
<p>The items delivered to other locations will be 6,000 or 5,000? It seems that in your specification you mention 5,000 items to remote locations, Orestiada (up to 1,000 items), Samos (1,000 items), Mytilene (2,000 items), Chios (1,000 items).</p>	<p>Please provide separately costing for the following two (2) delivery scenarios:</p> <p>a. Staggered delivery of items in the Attica region (i.e. 3 deliveries of 2,000 items each). - or - b. Delivery to remote locations as follows: Orestiada (1,000); Samos (1,000); Mytilene (2,000); Chios (1,000); Attica (1,000).</p>
<p>About quantities, in case you choose to accept our offer, after you place the order, is the quantity guaranteed? For example, if you order 6,000 pcs, are you committed to buy all 6,000pcs?</p>	<p>Upon the selection and confirmation of vendor(s), depending upon our foreseen budget versus the actual prices, we may, if necessary, slightly decrease or increase the quantities. However, the quantity of items requested when placing the purchase order will be final, and the funds for this procurement will be reserved accordingly, as long as all the items can be delivered within 2013.</p>
<p>What are the payment terms?</p>	<p>Payment is executed by bank transfer within 10 working days after satisfactory receipt of items. A time frame can be negotiated as to receive partial payments (installments) in line with the delivery schedule.</p>
<p>About the forms and how to submit a bid</p>	
<p>Most of our Company's Legal Documents and Certificates are only available in Greek. Will these be acceptable if submitted with the proposal or along with the vendor registration form in Greek language, or should be accompanied by an official translation into English?</p>	<p>Company's legal documents and certifications can be provided in Greek. Tags on products and user instructions, when delivered, should be in Greek and English.</p> <p>However, the vendor registration form should be submitted in <u>English</u>.</p>
<p>A scanned copy of the form (without the required documentation) will be submitted (via e-mail) with our proposal to subject ITB and the original, accompanied</p>	<p>Vendor's registration form (ANNEX D) is provided as interactive fillable form pdf. You may complete the form and e-mail it to grc01itb@unhcr.org including</p>

<p>with all required documentation (via courier) to Hungary? Is there a deadline that the package with the originals reaches Hungary?</p>	<p>company's profile and certifications as supportive documents. <u>Hungary's address does not apply</u> as per (*) note, indicating that "Registration form to be returned to the relevant UNHCR Office"</p> <p>Please note that vendors who have been registered in the past do not need to re-send a vendor registration form.</p>
<p>The technical and financial proposals should be sent via separate e-mails?</p>	<p>Technical and financial offers may be included within the same e-mail. However, please note as indicated in the ITB section 2.6) SUBMISSION OF BIDS, that the maximum size of individual e-mails sent to above mailbox is 5MB, therefore your bid may <u>be broken into multiple e-mails</u>. As per indication, you may break attachments in multiple e-mails (parts) indicating ITB-013-007-NFIs-[NAME OF COMPANY]-[Mail x of x (total number)] as subject line.</p>
<p>The technical proposal shall be accompanied by the required certifications of the manufacturer and the equipment, the technical brochures of the offered equipment as well as bidder's certifications and company profile?</p>	<p>Technical offers (Annex B) should be supported with:</p> <ul style="list-style-type: none"> -Certifications of the manufacturer and the equipment (if available). -Bidder's certifications and company's profile. <p>Descriptive manuals or technical brochures are not requested, if needed they can be sent to us in a separate e-mail (taking into consideration the 5MB limit) and not as part of the technical offer.</p>
<p>In Technical Offer form, what exactly should we write in "Description / Contents" column? Please give me an example.</p>	<p>There are two columns to be completed. The first, "Availability as per Specifications" is to be answered by "yes" or "no"; "yes" in the case that you can deliver the quantity of items requested which all have the technical specifications we have suggested.</p> <p>In the "Description/Contents" column you should enter comments where 1) your product differs from our suggested technical specifications, and 2) the details of the product you are offering (including and in addition to the suggested technical specifications).</p> <p>It is also important to mention whether or not you can deliver the entire quantity requested, or only up to a certain quantity within the time frame.</p>
<p>Should unit cost be included in the Technical Offer?</p>	<p>Unit costs and any other cost information is to be included only within the financial offer (ANNEX C).</p>

<p>please clarify the kind of material stated in Page 4 “Late Submission of Bids” of the same file: “.....Descriptive literature (catalogues, etc.) must be sent separately addressed to the attention ofInclusion of copies of your offer (financial and technical) with the literature or samples will result in disqualification of the offer”.</p>	<p>Descriptive literature and samples refer to sample equipment and catalogues/brochures. Sample equipment is not requested. Descriptive catalogues or technical brochures of products are also not requested but, if you wish can be sent separately and not as part of the financial or technical offer.</p>
<p>Both financial and technical proposals are needed?</p>	<p>Yes. Both a financial proposal (ANNEX A) and a technical proposal should be provided for all requested equipment.</p>

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