

**UNHCR REQUEST FOR PROPOSAL: ITB/2019/009**

**FOR THE ESTABLISHMENT**

**OF A FRAME AGREEMENT (s) FOR THE PROVISION OF**

**Office LED Lamps for Office Use**

**CLOSING DATE AND TIME: Dec 10, 2019 23:59 hrs CET**

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The following queries were received from various bidders and answers are hereby shared with all interested bidders.

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Question	Answer
1. Could you please supply the drawing or picture of each type for us?	<p>We have not included drawings or pictures in the TOR in order to stay as generic as possible and not to influence the choice of a specific brand or product.</p> <p>We have given "Indicative dimensions" and description which, should be adequate to propose the appropriate product.</p>
2. Appreciate if you could confirm what will be yearly requirement of office lamps.	<p>Although it is difficult to precisely define the quantities of each type of lamp, we can share that approximate yearly requirement will be for 300-350 workstations.</p> <p>We will probably have a mix between different types of lamp for single desk, double desks or even four desks together.</p>
3. Reference to article 2.4 and 2.6 of tender document. As both email and eTenderBox are mentioned in two different pages of document, please confirm if we should submit our proposal by email or eTenderBox	<p>Bids should only be submitted to <b><u>eTenderBox</u></b>. We have recently discontinued the practice to send bids to <a href="mailto:hqsmsbid@unhcr.org">hqsmsbid@unhcr.org</a>.</p>
4. Reference to Annex A - Technical Specification - Dimmerable. Please clarify the type of Dimmerable.	<p>DALI system</p>

<p>5. Reference to Annex A - Technical Specification - General Requirements.</p> <p>6. As it is mentioned "The lights must be assembled, fixed to ceiling, connected to power", please clarify if we need to install the lights at UNHCR HQ Geneva.</p>	<p>Yes, installation costs by a certified electrician should be to be included for the suspended lamps.</p> <p>For the freestanding lights, assembling and connecting with the power supply cable have to be included.</p>
<p>7. As we need to calculate the freight for each type of product, please clarify the estimated order quantity of each PO.</p>	<p>Between 50 to 100 units</p>
<p>8. Please clarify the requirements for delivery time and shipping mode.</p>	<p>Please quote your standard delivery time. In case of emergency and for small quantities, please also quote your quickest delivery time?</p>
<p>9. Please confirm if local company or foreign companies are welcome for this tender?</p>	<p>Both, local and foreign companies can submit their offers.</p>

- END Q&A -



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HQ Procurement Service  
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