

Questions & Answers

Invitation To Bid ref.# ITB/CAI/001/24

SUPPLY AND DELIVERY OF FOAM MATTRESSES - FOR THE UNHCR-EGYPT OPERATION

CLOSING DATE AND TIME FOR RECEIVING QUESTIONS:

26 March 2024– 23:59 EGYPT TIME

No.	Questions	UNHCR Responses
1	Should the offer be prepared considering import tax exemption by UNHCR?	<p>The bidders are requested to quote their prices as per the price schedule indicated in the Financial Offer Form referred to in the tender documents as Annex-C.</p> <p>The offered unit price of mattresses (item only) shall be Ex-Works (i.e. from the factory); it should be indicated both exclusive and inclusive of the VAT amount. The offered prices must be final and all-inclusive, i.e. including any other associated costs to produce the mattress. Cost of primary and secondary packaging should be provided separately. All-inclusive cost of transporting the items to the specified locations should also be reflected separately, as per Annex-C.</p> <p>If the bidder is located outside of Egypt, the transportation cost should be based on the Incoterm DDP, i.e. including the cost of export and import customs clearance and shipping of the offered items to the named locations. For each imported shipment, UNHCR may obtain import customs exemption from/through the Egyptian Ministry of Foreign Affairs as the items will be consigned to UNHCR. However, the bidder will be responsible to arrange and pay for import customs clearance and other related and resulting expenditures.</p>
2	Is it possible to share the tender docs in Arabic language?	The tender documents are available in English only.
3	Could you please provide us with the financial offer documents, or any other missing documents related to the aforementioned tender 'ITB/CAI/001/24 - Supply and Delivery of Foam Mattresses'?	Full set of the solicitation documents under the given tender has been published on the UNHCR-Egypt website and is available for download through the following link: Ref: ITB/CAI/001/24 – Supply and Delivery of Foam Mattresses – UNHCR Egypt
4	Please confirm that white color is accepted for the foam	As per the Technical Specifications attached to the tender package as Annex-A , foam mattresses shall be made of one-piece polyurethane (PU) foam and a cover, free from allergens and without bad, strong smell. Uniform (i.e. single color), dark



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		covers of the mattresses will be preferred. Color of the foam is not specified in the tendered technical specifications.
5	Please confirm that dark color is needed for the corovin mattress cover.	<u>Uniform dark colors</u> for the cover are preferred.
6	In the financial offer: it's noticed that the line items no 4 - 5 - 6 - 7 are repeated again in line Items 16-17-18-19. Please clarify?	This is a typo. Transportation should cover both the DAP and DDP options for the following locations in Egypt under pp 4 - 15: - Aswan, Argeen border; - Abu Simbel; - El Arish; - Ismailia; - Alexandria; and - Cairo. A fine-tuned version of the Financial Offer Form has also been published in the UNHCR-Egypt website.
7	Please confirm that a sample of foam needed is 30*30*10cm and not a complete mattress?	A sample of the foam sized 30cm x 30cm x 10cm and that of the cover will be required at the stage of evaluation. Bidder(s) recommended for award <u>may be requested</u> to provide a full sample of the final product.
8	Please confirm that transportation cost requested is based on complete truck load of vacuum-packed mattresses.	The offered transportation cost shall be quoted per-item (i.e. per mattress), assuming that orders will be placed without "breaking" packed primary and secondary (i.e. palletized) units.
9	Being a local supplier in Egypt, can we invoice UNHCR in USD? Is yes, will the payment be made in USD?	Your separate Financial Offer must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country. The quoted pricing models must remain unchanged for the entire duration of the Frame Agreement. For that reason, the <u>preferred</u> currency of the offer is United States Dollars. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due. Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s).
10	Can payment be made to a mother company outside Egypt in case the mother company submits offer in its legal name and the local sister company executes the manufacturing and delivery of the mattresses?	Full legal (official) name of the bidding company must match with the same contained in the bank letter/bank account. Further, payments to a different commercial entity or to the same company with the bank account registered under different name will be rejected.
11	Can the bidder offer price including VAT?	For the supplied items UNHCR will pay the amount, inclusive of VAT, irrespective of the bidder's country of origin.

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12	We are interested in meeting with the Supply team to learn about the requirement.	Pre-bid meeting is not envisaged under this tender. Please refer to the tender documents and this Q&A Report for the relevant information to enable you in the quality offer preparation.
13	Can a vendor import the mattresses to Egypt and keep them in their own warehouse until the items are required?	A frame agreement (FA) resulting from the given tender represents a non-binding commitment, under which UNHCR may not commit and shall not be obliged to procure any quantity of the items covered by the future FA.
14	We are planning to deliver the sample by hand and therefore we kindly request if you could share information-details of who will be attended as contact person.	Delivery address for the samples, as per the ITB cover document: UNHCR CO Cairo, Attention to: Supply Unit, 1191 Corniche El Nile Street, 14th floor Cairo, Egypt
15	We noted that you mentioned in Technical Specifications', in samples table that the Bidders are required to submit one (1) sample mattress offered of 30cm x 30cm x 10cm size (foam and cover material). So we need your clarification if it is the sample dimension only.	The requirement referred to in the ITB cover relates to the presentation of a samples of foam sized 30cm x 30cm x10 cm and that of the mattress cover. The final product must meet the Technical Specifications, including the dimensions, detailed in Annex-A to the ITB document.
16	The packing instructions specify 'A packing unit (PU) shall consist of six (6) flat, unrolled foam mattresses, each laid horizontally on top of another, vacuum-packed and sealed in a strong polythene bag.' We typically ship our mattresses in vacuum roll packs, with 2 or 3 pieces on pallets. This packaging method offers us a logistic advantage. Can we use it, or must we adhere strictly to the specified packing method?	The offer shall strictly adhere to the technical specifications, including the primary packaging requirement, expressed in Annex-A. Alternative primary packaging options will be rejected.
17	Is the bidder required to offer all locations and DDP options, or can we propose some locations and only the DAP option?	The bidder shall quote for transportation of the offered items to each of the location stated in the Financial Offer Form. Vendors offering to import the items to Egypt should offer goods' delivery under DDP only, i.e. the vendor will be responsible for and cover the cost of export and import customs clearance and related expenditures, including and not limited to port storage fees and other fines which may occur due to delayed customs clearance of the transported items. UNHCR may facilitate the customs clearance process by making available customs exemption issued by the Egyptian authorities but will bear no responsibility resulting from any delays in issuing such documentation.

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