



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

BIDDERS' CONFERENCE MINUTES and Q&A

UNHCR ITB/026/2023 FOR THE SUPPLY & DELIVERY OF

HAIRDRESSING EQUIPMENT & CONSUMABLES

20 November 2023

Location: Microsoft Teams

Introduction: UNHCR provided a brief overview of the purpose of the conference and the main principles of Frame Agreements, and the requirements of the tender on the following topics:

- i. Mandatory requirements for the preparation of a valid technical offer
- ii. Estimated volumes do not represent a purchasing commitment
- iii. Items must be provided according to the specifications and unit prices offered and a detailed technical brochure/catalogue submitted
- iv. Preparation of a valid financial offer
- v. Importance of submitting the technical and financial offers in separate envelopes

Question & Answer Session

Question 1: Are we going to submit these envelopes in person to your office in Türkiye, Ankara?

Answer 1: You do not have to submit them in person, they may be submitted via post or courier as well. The physical documents must be received to the address specified in the tender documents before the closing date and time.

Question 2: Do these documents have to be typewritten, or can some parts be handwritten?

Answer 2: Some parts may be handwritten as long as it is clear and legible.

Question 3: Regarding the technical offer, do we have to add Annex A and the catalogue?

Answer 3: Yes, it is very important that the catalogue or brochure with the technical specifications be included. We also request you sign and submit Annex A.

Question 4: In Lot 1, could you please clarify “#44 Screen”?

Answer 4: Item 44 (Screen) may also be called a partition or privacy screen. In Turkish it is “paravan”. Please refer to the image below for an example.



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Question 5: In Lot 2, #5 Mould Wax, the quantity is 180. However, in the technical specification it states 15 piece with azulene, 15 piece with powder. So, does 30 piece (15 azulene, 15 powder) counts as a unit? Does 180 units equal to 5.400 piece (2.700 azulene, 2.700 powder)?

Answer 5: 15 pieces with azulene + 15 pieces with powder is one unit.

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