



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

**CLARIFICATIONS on the INVITATION TO BID (ITB)  
for the  
the supply and delivery of various office furniture/household equipment**

**BID BULLETIN No. 2**

**Inquiries from vendors**

- Q. It would be helpful if you could provide a number of deliveries with the amounts and items required for each time along with locations. We definitely need some info, in order to be consistent with our availability and deliveries in our offer.
- A. **There are no any indications at the time being.**
- Q. Will you order each time, some of the quantity you indicated; for example one order 5 desks 2 chairs 3 mattresses and then another order 4 desks 3 chairs 4 mattresses at the same location or different location each time? Or there will be an order for the eg 800 mattresses all at once in one place etc?
- A. **Quantities indicated in the Material list are only estimated requirement for One Year. IOM is not obliged to purchase all the quantity mentioned. A Purchase Order would be given to respective vendor/s depending on the volume required. The volume may be for a large or small number of items.**
- Q. We would like to know in advance please, where will the location of deliveries be? Will it be in one place, or different each time? Which one/s will be in base floor or other floor?
- A. **Some possible destinations are all the refugee camps throughout Greece and Athens and Thessaloniki where IOM is located.**
- Q. Can a truck have access to location/s of delivery?
- A. **Yes.**
- Q. The location/s of delivery will be within Attica prefecture or in other places too, please specify with additional info.
- A. **See above.**

Q. Transportation and assembly should be included in the price we shall offer?

A. **Assembly, installation and transportation cost (for purchases over 1500€-inv.VAT) should be included in the offered amount.**

Q. In case of delivering to a floor, time will be needed in order to assemble items, will that be acceptable?

A. **This will be subject of negotiation at that time being.**

Q. Can we deliver the items assembled or assemble some of them on spot?

A. **Both ways can be accepted given that the items will be delivered in an excellent condition.**

Q. Will a person of your organization be present until the whole process is complete in each delivery (even if assembly is needed)?

A. **Most of the times, an IOM staff will be present at the time of delivery and assembly.**

Q. Are the photos indicative, or the items should look the same?

A. **The photos are indicative.**

Q. In case of multiple deliveries, the payment will follow 30 days after each delivery or after the completion of the total amount?

A. **After completion of each delivery as indicated in the respective Purchase Order.**

Q. In case we ask for an advance payment, if the eg 10% will correspond to the total amount requested or for each order you place, we shall receive 10% or the amount each time?

A. **IOM may grant an advance payment equivalent to maximum of 10% of the PO amount upon submission of a claim and a Bank Guarantee for the equivalent amount valid until the goods are delivered and in the form provided in Annex E. The bank guarantee may be waived if the advanced amount is less than USD Ten Thousand Dollars (USD 10,000).**

Q. You mention "Long term agreement for a period of one year with the possibility of extension" The possibility to extend the period refers to the same units requested or there will be extension of the units as well?

A. **It refers to the same material list.**