



International Organization for Migration (IOM)
The UN Migration Agency

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Bid Bulletin No 3

Reference No.: 2024.GR10.FURN

2024.GR10.FURN. Establishment of Long-Term Agreement for the Supply and Delivery of Furniture for a period of one (1) year with the possibility of extension for an additional one (1) year.

Question 1:

What is the minimum and the maximum quantity that can be requested via purchase order to be delivered within 10 working days?

Answer 1:

IOM will rent apartments in various locations within Greece and these apartments need to be equipped with furniture. The apartments will be rented in any date within the year, but we are not able to provide the information of the minimum and maximum quantity as this is not predictable.

Question 2:

Specify the possible deviation from the indicative quantities quoted, regarding possible increase or decrease of the equipment to be supplied.

Answer 2:

As per Section 2/Article 1 (page 12), the quantity is indefinite. The quantities are indicative, and they have been estimated on requirements for one year.

Question 3:

Confirm that within 30 calendar days of receipt of the equipment, a protocol of acceptance of the equipment will be issued, which will initiate the payment process within the next 30 calendar days.

Answer 3:

We confirm.

Question 4:

Identify to us the party responsible for payment of transportation costs, as the quoted prices are EXW.

Answer 4:

IOM is requesting for the interested vendors to provide:

- Price for goods (EXW) and related services (FORM H: Price schedule).
- Transportation cost (FORM J)

The evaluation will be held based on FORM H (Price Schedule). The FORM J will not be evaluated. At FORM J, bidder should indicate the minimum amount of order's cost for free delivery/shipping cost within Greece.

IOM will decide on the service provider for the transportation after the completion of this tender. The options are either to assign the transportation to another service provider (transportation company) or to assign the transportation to the awarded vendor of this tender. At the 2nd case the transportation prices included at the FORM J will be valid.

Question 5:

Since INCOTERM EXW will be included in the purchase order, please confirm to us that ownership of the goods will be passed to your Party at the time of loading the goods.

Answer 5:

We confirm. In case that IOM will decide that the awarded vendor will be the one who will undertake the transportation of the Goods (based on the prices provided at FORM J), then the ownership will remain at the awarded vendor till the final delivery.

Question 6:

What does the minimum annual turnover of 50% for the last 3 years mean, as it is referred to in Section 4 at Qualification Criteria (Turnover: Bidders should have an annual sales turnover of minimum 50% for the last three years)?

Answer 6:

It is a typo. Bidders should have an annual sales turnover of a minimum of 50% of total Bid amount for the last three years.

Question 7:

Since the quantities are indicative, please specify the quantity of equipment to be kept in stock for the duration of the contract, as it is required in clause 2.8 of Section 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS.

Answer 7:

The optimum quantity kept in stock is vendor's responsibility.

Question 8:

What is the minimum period of warranty of good performance that you require for Lot No. 1.

Answer 8:

In case that you mean the warranty period, it should be 1 (one) year.

Question 9:

Since acceptance of the equipment is a condition of payment to the supplier, please clarify what do you mean by clause 6.4. (The Supplier agrees that IOM's payment under this Agreement shall

not be deemed acceptance of any Goods delivered hereunder) of Section 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

Answer 9:

Art. 6.4 has been included as a security measure in the event that IOM makes payment before inspecting and accepting the goods.

Question 10:

In order to calculate the transport costs, please clarify specifically whether the delivery to Athens, Thessaloniki and the rest of Greece will be made to multiple different locations or to one of your designated warehouses per location. To which cities in the rest of Greece will deliveries be made?

Answer 10:

IOM will rent apartments in various locations within Greece and these apartments need to be equipped with furniture. The deliveries will be to different locations (not to one specific one). As the apartments have not been rented yet, the cities are not known.

Question 11:

Will the assembly process included in the offered price be done at the place of delivery of the equipment, i.e. Athens, Thessaloniki and the rest of Greece or will the goods be loaded assembled?

Answer 11:

The assembly should be done at the final destination.

Question 12:

For item No.1 «BUNK BED» the first sentence mentions: «Metal detachable bunk bed with dimension approximately 210x86cm and maximum height of 185cm...». Please, specify if the requested maximum height reaches to the top of the sleeping surface or to the top of the siderails.

Answer 12:

The top of the siderails.

Question 13:

Should our offer include the assembly of the products at the final destination?

Answer 13:

Yes.

Question 14:

Certificates of Registration from host country's government agency/ministry, ISO 9001, tax and insurance clearance certificates, must be submitted with our offer or they will be submitted only by the successful candidate after the evaluation of the submitted offers?

Answer 14:

Along with the offer.

Question 15:

Form I, bid security must be submitted as part of our offer? The exact format of this form must be signed by the bank and submitted to you as part of our offer, or we shall submit this form in case we will be awarded for this tender?

Answer 15:

It should be part of the offer. Please see Section3/Article 19. Please provide this format to your bank in order the bank guarantee to be issued based on this format.

Question 16:

The deposit of the bid security is part of the bid, or should it only be deposited by the successful bidder after the signing of the contract?

Answer 16:

Please see Section3/Article 19: "Digital copy of the bid security should be part of the bid. The original bid security should be posted to IOM by mail and received by IOM no later than Tuesday 28th of May 2024 14:00hrs UTC +2 EET (Eastern European Time). Not compliance with the above requirements shall result disqualification of the interested bidder and any submitted quote will not be considered for evaluation".

Question 17:

In order to be able to participate in the tender and prepare you a competitive offer, could we deliver the entire quantity to you directly, and arrange partial deliveries on your own?

This is the only way to achieve low prices, else the offered prices will be extremely high. In our opinion, you should check the option to organize a separate tender for the shipment and distribution of these products. It is impossible to be able to prepare a competitive offer since neither the quantities nor exact delivery locations are specified.

Answer 17:

No.