



International Organization for Migration (IOM)

The UN Migration Agency

Date: 23.12.2024

Bid Bulletin No 1

Reference No.: 4200815561

Establishment of Long-Term Agreement for the Supply and Delivery of Hygiene Kits for a period of three years.

Question 1:

Are international companies allowed to join this bid? If yes, is delivery for 7 to 10 days compulsory? Because it is very short time.

Answer 1: All bidders are allowed to participate in the tender as long as they comply with all eligibility criteria. Delivery time should be strictly respected.

Question 2:

Could you please confirm if the indicative quantities in the solicitation documents represent an annual demand or the total quantity for the duration of the LTA?

Answer 2: The quantities referred in the solicitation documents only represent the total indicative demand within 3 (three) years. IOM does not warrant that the mentioned quantities will be purchased during the contract period.

Question 3:

Would you please advise me on the samples; where shall we send the samples? Do we need to send all the list (as a sample)?

Answer 3: The samples and the bid security should be delivered to IOM offices at the address: Dodekanisou 6, Alimos, PC 17456, Athens, Greece. The sample should contain all required items.

Question 4:

Regarding the Delivery Requirements (p.23) within seven (7) working days upon PO for all bulk and ten (10) working days for all items in kits, please clarify the maximum estimated quantity of bulk items/kits per delivery. This information is crucial for budgetary, programming and production calculations and for avoiding liquidated damages.

Answer 4: The majority of the needs under this agreement are expected to involve small quantities of items delivered to multiple destinations, such as apartments, shelters, and other facilities. The specific delivery locations and quantities will be detailed in the respective

Purchase Orders (POs) issued under the agreement. For budgetary, programming, and production purposes, we advise bidders to base their estimations on the total quantities specified in the tender divided across a 36-month period.

Question 5:

Please confirm whether the carton boxes with logos are intended for kitting purposes.

Answer 5: Yes, we confirm that the carton boxes with logos are intended for kitting purposes.

Question 6:

Related to the above, could you confirm if the quantity per kit will be agreed upon between the seller and buyer?

Additionally, please confirm that the buyer will not hold the seller responsible if the requested quantities per kit do not fit into the carton box.

Answer 6: No, the composition of the kit could be requested with any of the listed items. The dimensions of the carton boxes are calculated to fit any composition of the items requested.

Question 7:

Could you clarify if the soap is intended solely for handwashing (e.g., hand sanitizer) or if it is also intended for body/shower use?

Answer 7: The soap is intended solely for handwashing.

Question 8:

For items like toilet paper, where the description states: Toilet paper, pack of 2 – unit: pc – Indicative quantity: 30,000

Could you confirm if the indicative quantity refers to 30,000 rolls or 30,000 packs (each containing 2 rolls)?

Answer 8: The required packaging is 30,000 packs of two (60,000 units).

Question 9:

The description mentions a single blade, while the technical requirements specify a minimum of 2 blades x 1.

Could you confirm the exact number of blades required?

Answer 9: The required technical specifications for shaving disposal blade razors is: pack 5 razors, min 2 blades.

Question 10:

Could you advise if a stick deodorant could be considered as an alternative?

Answer 10: No alternative items are acceptable.

Question 11:

For items such as: Mosquito repellent lotion, spray, device, and insecticidal spray

Could you clarify if the final order will include all these products or just one item?

If only one item will be selected, can we quote for just one option?

Answer 11: Partial bids are not allowed. The bid should concern the whole list.

Question 12:

Will these products be purchased as a kit or will you purchase each product separately in the quantities you specify?

Answer 12: The selected supplier should stand ready to supply requested items either in bulk or in kits, as requested in each Purchase Order every time. Orders for kits are typically aligned with specific programmatic needs and may vary. Deliveries will generally focus on fulfilling immediate requirements in diverse locations.

Question 13:

Could you kindly confirm if the quantities specified in the tender represent the actual quantities to be ordered over contract's duration? Will all items listed in the tender be ordered?

Answer 13: Quantities are indicative and provided for planning and evaluation purposes only. IOM does not warrant that the mentioned quantities will be purchased during the contract period. The actual quantities will be specified in the respective POs issued under the LTA.

Question 14:

Could you please specify the minimum quantity of items per order during the contract period ?

Answer 14: IOM has the right to order the minimum possible quantity of the list and deliver in any of the listed destinations. Deliveries are likely to involve smaller quantities spread across multiple destinations rather than large consolidated shipments. The specific delivery locations and quantities will be detailed in the respective Purchase Orders (POs) issued under the agreement.

Question 15:

Regarding the specifications for "alcohol-free" hair conditioner (item No 9) and body lotion (item No 29) : Most formulations in the market include some types of fatty alcohols, such as Cetearyl Alcohol, which are beneficial for the skin and hair. These types of alcohols are derived from natural oils and fats and act as emollients, which help to moisturize hair and body. These ingredients are distinct from drying alcohols (ex. ethanol or isopropyl) and contribute to the quality of the product. Would items containing such fatty alcohols still be acceptable as "alcohol-free" ?

Answer 15: The items (9 & 29) are allowed to contain non-harmful alcohol as long as comply with 1223/2009 - EN - Cosmetic Products Regulation.

Question 16:

Regarding item number 89, a carton box with dimensions 16cm x 12cm x 9cm: please note that these dimensions are not available in the market at a 5 sheets box but only at a 3 sheets box. Would a 3 sheets carton box meeting the specified dimensions be acceptable ?

Answer 16: Yes , the 3sheet box in items 89 is acceptable.

Question 17:

Regarding the formula content of the ANTISEPTIC LIQUIDS (a/a No82 No83 No84), please clarify if it is acceptable alternatively GLYKERIN instead of PANTHENOL for hands hydration

Answer 17: No, the antiseptic liquids should contain panthenol.

Question 18:

Regarding the carton box samples (a/a No89 No 90 No 91 No92 No93 No94), please clarify if it is acceptable to submit only (1) one unprinted box for the quality evaluation.

Answer 18: Each bidder should submit all the types of carton boxes. It is acceptable to submit only one with printed logo and QR code for the evaluation purposes.

Question 19: Regarding items A/A No52 /No 53 /No 54 /No 55 Adult Diapers and A/A No56/ No 57 Under sheets pads please clarify:

- a) if the estimated quantities units refer to individual pieces or to packages including the minimum quantity requested.
- b) if we should submit unit prices/bid bond per individual piece of per package unit.
- c) If the vendor should be certified with EN ISO 13485: 2016 and Ministerial Decision for “trading of Medical Consumables”.

Answer 19: a) Estimated quantities are referred to packages including the minimum quantity requested. b) Unit prices/bid bond per package unit should be added. c) It is not required.

Question 20: Regarding items A/A No58/ No 59/ No 60/ No 61/ No 62/ No 63/ No64 Baby Diapers please clarify:

- a)if the estimated quantities units refer to individual pieces or to packages including the minimum quantity requested.
- b)if we should submit unit prices/bid bond per individual piece of per package unit.

Answer 20: a) Estimated quantities are referred to packages including the minimum quantity requested. b) Unit prices/bid bond per package unit should be added.

Question 21: Regarding the OTHER items A/A 82-88 please clarify if they are considered as a lot or as individual items and if it is acceptable the vendor not to submit a bid for some of the items listed?

Answer 21: All listed items are considered as individual items. Partial bid is not accepted.