



International Organization for Migration (IOM)  
The UN Migration Agency

Date. 22/12/2022

**Bid Bulletin No 2**  
**SUPPLY AND DELIVERY OF**  
**Bunk Beds and Mattresses**  
**ITB 4200365199**

**Q:** In Section 5, lot1, page 18 you write regarding beds "dimension approximately Length 195cm X Width 85cm". Would you accept Length 200cm X Width 90cm?

**A:** Yes

**Q:** Please let us know if mattress delivery on pallets with dimensions of 0.84 X 1.92 X 2.25 m (W X L X H), is accepted. Each pallet will have 14 mattresses stacked on top of each other, individually packaged. Packaging will be done in accordance with best commercial practice to ensure that the Goods being delivered to IOM are free of damage.

**A:** Better/preferable to be transported in bulk. It is acceptable the transportation to take place with pallets.

**Q:** We would like to ask you for Lot 2: We cannot deliver to all 24 places. Are going to accept offer with delivery of all mattresses to DAP Athina and DAP Thessaloniki or on 2 to 3 places of your list. If they are 21 trucks. 7 trucks on each of the 3 places.

**A:** The delivery should be done to all the sites mentioned at the Bidding Documents

**Q:** Lot 2. Is the packing model: 2pcs of mattresses in 1 roll pack acceptable? This model will be suitable for every 1 bunk bed.

**A:** Better packed per one due to distribution and transportation needs.

**Q:** On the page 18 you write" Partial delivery is acceptable". Is there any time limit, the whole quantity must be delivered by?

**A:** 45 days

**Q:** Regarding the quantities listed on page 19 of this tender, do those quantities concern one-time shipments to each region, or can the quantities be requested to ship in partial loads to each region?

**A:** The shipments should be delivered per site, not per region. If feasible, coordination before the actual deliveries would be highly recommended (prioritization of needs).

**Q:** Do all deliveries have to be made at once? Is it possible to deliver it in 3 times after PO?

**A:** Partial delivery is acceptable. It is acceptable the delivery to be done in 3 times after PO.

**Q:** We are evaluating the offer submission for the 5000 Bunk beds. In section 5 at point C Delivery Requirements is requested to deliver the goods within 45 days. As a company we have been involved in the past in other such big projects. We have been in contact with the major manufacturers of metal tubes (required for the bunkbeds) which are not able to fulfill such big amount within 45 days. Additionally in 45 days the bunk beds should be assembled and sent in the desired locations. I would like to know if there is a possibility to extend the time of the delivery.

**A:** The bunk beds should be delivered packed (no need for assembly). The delivery should be completed within 45 days.

**Q:** Lot 1. Regarding bunk beds: Should our quote include assembly at each destination?

**A:** No. The bunk beds should be delivered packed.

**Q:** Please verify that in the field [Registration date] of the Vendor Information sheet, we should enter the date of initial registration of our company in the Chamber of Commerce.

**A:** The date that the company has been founded. This information is written at the Articles of Incorporation.

**Q:** Please verify that in the fields [Licensing Auth./Type], [License No], [Reg. date] and [Expiry Date] of the Vendor Information sheet, we should provide the details of our registration with the Chamber of Commerce

**A:** These fields regard licenses that you company has acquire and you should provide the data of these licenses.

**Q:** Our bid will be submitted as requested in one sealed envelope. Please verify if you want us to include three separate sealed sub-envelopes for:

- a) the bid security, eligibility forms and documentation,
- b) the technical offer, and
- c) the financial offer, respectively.

**A:** One envelope

**Q:** Could you please tell me that all three of these documents are mandatory?

- Advance Payment Guarantee (Bank Guarantee)
- Performance Security.
- Bid Security (Bank Guarantee)

**A:** The bid security is mandatory, and it shall be included along with the bid.

Performance security is mandatory only for the awarded vendor.

Advance payment Guarantee is optional for the awarded vendor.

**Q:** We are having the following question regarding the received Q&A about the "Local Representative". Can we provide only details of a person who will be our local representative supporting the activities of the contract (guarantee and service as well) OR we need to point out Legal Entity details?

**A:** Legal Entity details are needed.

**Q:** Will the Contracting Authority (IOM) accept other forms of Bid Security issued from other financial institutions rather than banks such as Insurance Companies? If possible, please provide us with an Insurance Policy template which we can use for the Bid Security issue.

If insurance policies for Bid Security are not an option, we will be needing your bank account SWIFT code. This is a request from our bank for issuing international bank guarantees. Please provide us with your bank account SWIFT code.

**A:** Bid Securities from Insurance companies are acceptable. Please use the template for Bid Security.

**Q:** Please verify that the following supporting documents will be accepted in Greek language:

- Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.
- Certificate of Registration from government agency/department/ministry
- Tax & Social Security certificate clearance valid at the time of bid submission
- Audited Financial Statements for the last 3 years
- Judicial Solvency Court First Instance
- Taxisnet printout "Registry-Business details"

**Q:** Legalizing certificates such as Company's Articles Incorporation, certificate of Representation and all other similar documents must be officially translated into English and submitted with the bid?

**Q:** We would like you to clarify if the supporting documents required in Section 4: Evaluation Criteria, which are additionally attached to FORM D: VENDOR INFORMATION SHEET, for example Articles of Association, any amendments thereto, Balance Sheets, Insurance and Tax Information, i.e. the company's Legislation, they are required to be submitted in English or they can also be submitted in Greek.

**A:** All bids, information, documents, and correspondence exchanged between IOM and the bidders in relation to this bid process shall be in English. Other supporting documentation issued by public sector/tax offices, Company's Articles of Incorporation etc., may be submitted in Greek.

**Q:** Is there any possibility to be present a representative of our company during the opening of the bids?

**A:** Public bid opening will not be held.

**Q:** Lot 2: According to your information the deadline of submission of the bid has been extended. Does the same happen with the sample submission? Sample to be sent to the bid submission address till 5/1/2023 correct?

**A:** Yes

**Q:** Regarding the Bid Security (Bank Guarantee) please confirm that it will remain in force up to and including the date 28 days after the date of the expiration of the Bid Validity as mentioned in "FORM I: BID SECURITY"

**A:** The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid.