



International Organization for Migration (IOM)
The UN Migration Agency

Date: 02.11.2023

Bid Bulletin No 1
Reference No.: RFQ Linen kits

Request for Quotation (RFQ) for the provision of Linen kits through an establishment of a Multiple Vendor Long Term Agreement (LTA) with a duration of 3 (three) years.

Question 1:

What do you mean by upper and lower case (Fitted and Flat Sheet), if yes please confirm the size for both. What should be the size of the carton?

Answer 1: The lower sheet is for the making of the bed, the upper is for covering. The sizes and the minimum quality are as per Annex 1- Schedule of Requirements.

Question 2:

On page 8 of the RFQ it is stated that IOM may require a specific composition of the kit with several items, with same prices. Is there a possibility IOM to require individual items /not kitted? Example individual delivery of duvet or cotton blanket as per seasonal needs?

Answer 2: Yes, IOM may require items in bulk and not kitted.

Question 3:

Is it acceptable that only the duvet cover lining to be made of polycotton, as duvet will covered with the provided Duvet cover?

Answer 3: The sizes and the minimum quality are as per Annex 1- Schedule of Requirements

Question 4:

The carton boxes must be delivered palletized or can be delivered bulk?

Answer 4:

Palletized with proper wrapping is the preferable format.

Question 5:

For the Kitting, is it acceptable for all the linen items of each kit to be packed in a compressed bag with IOM label and content printed, appx Eight (8) compressed bags/kits to be packed a carton box as per IOM specs with logo and content printed ?

Answer 5:

Yes, it is acceptable.

Question 6:

Which incoterms are applied? In case of DAP, which is the place of final destination?

Answer 6:

Incoterms applied are DAP (Mainland of Greece). For the ease of reference, commonly used locations are presented in the Annex 1- Schedule of Requirements.

Question 7:

Are the mentioned quantities the total required quantities for the period of 3 years?

Answer 7:

All the mentioned quantities are indicatives for the period of 3 years. IOM is not obliged to order any of the quantities.

Question 8:

Can we pack all linens in plastic bags and those bags to be put in bigger carton boxes as appropriately?

Answer 8:

Yes, it is acceptable.

Question 9:

Are specifications proposed and preferred ones or minimum accepted ones?

Answer 9:

The specifications are the minimum acceptable.

Question 10:

Is it acceptable for samples to arrive at your premises after the deadline of bids or should everything be sent before the deadline of bids?

Answer 10:

All samples should be delivered before the deadline for the bids.