

ITB/001/2014
Invitation to Bidding

Long-Term Supply Contract for Stationeries and Office Supplies for UNDP in Uzbekistan

CLARIFICATIONS FOR BIDDERS PART 2

#	QUESTION	ANSWER
1	What costs of preparation of offer do you mean?	We mean the costs related to the preparation and submission of tender offer.
2	If the contract is concluded, will the samples be returned?	No. Samples will be kept for random comparison of the quality of the goods offered with that supplied in future.
3	What is the purpose of requiring 2 samples of goods?	The samples are for evaluation.
4	What organization is to evaluate and rate? Credit rating is done by the bank? How about sector rating?	Consulting companies which specialize in this area. Where such information is not available, 'not available' should be written.
5	How can we find out if our organization is enlisted in UNDP's register or other lists, including list 1267/1989? What form should be used to make the declaration on this information?	Reference to control source is made in Item 33.2 of tender documents.
6	Item 28 of the Data Table in the Technical Offer list has no Applier Information Form. Does this mean that it is not required to fill it in and submit, as virtually all the information from this form would be reflected in the Technical Offer Form?	No. Item 28 of the table describes the structure of the information to be provided, while the annexes to the tender document describe the form.
7	. Does the "per cent 0.01 of total contractual amount" in Item 13 of the Data Table on loss recovery mean "of the amount of one-time order" with a more that ten-day delay? What does "contractual amount" mean in this case?	Yes, this means the percentage from a one-time order.
8	Will the Data Table preserve "blot five 3 years"?	No. It will be taken out.
9	Item 23.4 of the Instructions refers to Section 11. What section is this about?	As the text of Item 23.4 itself indicates, this is General Contractual Provisions and Terms of UNDP Contract. After the provisions were reviewed and cleared from terms impertinent to the tender, these are indicated in Section 8. Contract.
10	Please, specify which individuals are officially related to this process and can be shared Applier Information with? (Item 27, Information Confidentiality Instructions)	Tender Offer Evaluation Commission and Contract Awarding Commission.
11	Please, confirm that the below is the right way to provide data: All forms should be submitted in the original without any copies, with signatures and seals of the responsible individual in one envelope? Price offer should be given only on CD in Excel format in a separate envelope, and the samples in a box with acceptance certificate?	Offers should be given in paper format in the original without copies, with signature and seals of authorized individual in one envelope. Additionally, price offer form should be provided on an electronic carrier (CD) in Excel format in the same sealed envelope as the original offer. Samples and offer should be packed (marked) in such a way as to enable a clear identification thereof with bidders. Sample acceptance certificate can be provided. However, the certificate can be signed only after the verification of the information, i.e. checking of the samples indicated in the certificate and actually provided.

