



International Organization for Migration (IOM)
The UN Migration Agency

INVITATION TO BID (ITB)
for the
ITB# 2022.001VM_ Global Supply and Delivery of Visibility Materials under Long Term Agreement (LTA)

BID BULLETIN
Addendum No. 2

This Addendum No. 02 is issued to address additional inquiries and clarification received from bidders through email and during the pre-bid conference and modify information provided in the Invitation to Bid and General Instructions to Suppliers for the Supply and Delivery of Visibility Materials under LTA posted in IOM and UNGM websites on 14 January 2022.

A. On General Instructions to Bidders

1. First Paragraph of Article 19 of the ITB should read as follows:

“Bids must be received by IOM via electronic means STRICTLY to email address mscubids@iom.int no later than **14 February 2022, 1500h Manila Time.**”

2. First Paragraph of Bid Form Annex C should read as follows:

“Having examined the Bidding Document for the *ITB # 2022.001VM_ Global Supply and Delivery of Visibility Materials under Long Term Agreement (LTA)* issued on [insert date], the receipt of which is hereby duly acknowledge, I, representing [insert name of company] offer to complete the Supply and Deliver the GOODS under Long Term Agreement.”

Revised Bid Form attached hereto.

3. Lot E.3 of A.3 Technical Evaluation of Actual Samples should read as follows:

“Blue A5 Notebook, with silkscreen print IOM Logo”

4. IOM Desk Flag of wooden pole is no longer included in the list of requirements.

Revised Technical Specifications Form – Lot C attached hereto.

5. D.2 Lot D of A.3 Technical Evaluation of Actual Sample is added in the table and should read as follows:

D.2 Silver Lapel Pin	Color (pantone 286c or closest)	The evaluation committee will assign points based on below guide: Poor: 0-49% (of the maximum points available) Satisfactory: 50-59% Good: 60-79% Excellent: 80-100%	100	60
	Material (refer to IOM specifications per item)		100	60
	Logo printing (not distorted, faded, blurry, unclear, misrepresented, malformed)		100	60
	General quality (appearance, texture)		100	60

6. Lot D Lapel Pin of Section III Schedule of Requirements should read as follows:

“Pin Size: 3cm x 1.5 cm / Logo Size: 0.9cm x 1.5cm”

7. Delivery Capacity under Item A.1 of Section II of Technical Requirements should read as follows:

“Bidder’s agree to ensure good’s readiness for pick up by IOM nominated freight forwarder within 5 to 10 working days from receipt of IOM Purchase Order for quantities of up to 1,000pcs. For quantities above 1,000, vendor may indicate the delivery leadtime upon receipt of IOM Mission request under the LTA. Bidders must declare this in the Schedule of Requirements under Section III.

8. Delivery Capacity under the Technical Evaluation table of Section II of Technical Requirements should read as follows:

“Bidder’s agree to ensure good’s readiness for pick up by IOM nominated freight forwarder within 5 to 10 working days from receipt of IOM Purchase Order for quantities of up to 1,000pcs. For quantities above 1,000, bidder may indicate the delivery leadtime upon receipt of IOM Mission request under the LTA.”

B. Inquiries from Bidders

I. Commercial Inquiries

Question	Answer
1. Most of our factories are off work now for the Chinese Lunar New Year Holiday. It's been difficult for us to get in touch with the factories during this time. Can IOM extend the deadline for this bid by one week so that we would have more time to prepare our bid proposal?	Yes, deadline of bid submission will be extended to 14 February 2020, 1500H Manila time
2. I still don't quite understand, please let us know whether it is necessary to submit BID FORM before February 7? Because we can't understand the total amount there and can't fill it in.	The Bid Form, Annex C under Section IV - Standard Forms has been revised to remove the need to indicate the total contract prices as it is not applicable in this tender. Please see attached revised form.
3. Please inform us whether this bid form must be submitted? How to fill in the total amount in the form?	Yes, the Bid form is required to be submitted. The Bid Form, Annex C under Section IV - Standard Forms has been revised to remove the need to indicate the total contract prices as it is not applicable in this tender.
4. Are all Bid forms to be sent via email? If not which form will be submitted via email.	The bid (eligibility, technical and financial offer) must all be submitted via email STRICTLY to email address mscubids@iom.int.
5. Due to most of the request items are custom colors (Pantone 286C color), so many of the products we quote will have MOQ requirement. In this case, we would like to ask if we are allowed to quote our price based on our MOQ?	Different bidders may have different Minimum Order Quantity (MOQ). To ensure we have an objective way of comparing prices, it is the bidder's responsibility to customize their pricing according to the quantities we have set as indicated in the Price Schedule Form.
6. Reference to your quotation for visibility item, we need to know the country based locations for us to make actual a shipment cost then we can bid properly.	The required pricing is FOB (nearest port of origin) unit cost and FCA (manufacturer's warehouse) unit cost. The shipping cost from vendor to IOM Field Mission is not required at this point.

7. Are you purchasing the quantity for three years? In the bidding form, do we need to write the amount of the quantity for three years in the Bid Form?	The Bid Form, Annex C under Section IV - Standard Forms has been revised to remove the need to indicate the total contract prices as it is not applicable in this tender. We are not procuring the quantity for three(3) years indicated in the Schedule of Requirements. These are just estimated quantities that maybe procured under the LTA for the contract duration of three (3) years.
8. What part or Annex we can put the price offer?	Please check Section IV standard forms, Price Schedule Form Annex D. One set of Price Schedule for FCA manufacturer's plant/warehouse for Years 1, 2 and 3 and another set for FOB nearest port for Years 1, 2 and 3. See sample attached
9. In the price schedule you are asking for 2 sets of cost, it is in FCA (suppliers warehouse) and FOB?	Yes, two sets of prices should be submitted. One set of Price Schedule for FCA manufacturer's plant/warehouse for Years 1, 2 and 3 and another set for FOB nearest port for Years 1, 2 and 3. See sample attached.
10 As per your proposed quantity specified in your procurement plan, will you able to take the balance quantity available at the end of LTA.	At the moment, we are not requiring bidders to keep stock. In case stocks will be required, it will be captured in the agreement with provision that the stocks will be procured by IOM at the end of the LTA term.
11. Do I need to stock a lot items if awarded?	At the moment, we are not requiring bidders to keep stock.
12. Will the whole quantity be purchased by IOM in 3 years' time? Once awarded, will supplier start the production of the whole quantity already?	We are not procuring the quantity for three(3) years indicated in the Schedule of Requirements. These are just estimated quantities that maybe procured under the LTA for the contract duration of three years. During the LTA term, Field Missions may order different quantities for different items.
13. We can supply most products, but the number of rows in your price schedule form is not enough. We have added the number of rows, resulting in each price schedule form being divided into two pages. Can you accept it?	Yes, modifying the Price Schedule Form to include additional rows is acceptable. Please make sure that the Lot number you are bidding for is clearly indicated. See sample attached.
14. Should we deliver the samples to your office before the deadline or we will be informed after the technical evaluation? So we will be sending the bidding documents to you before 7th of February and no samples will be required yet.	Only your bid (eligibility documents, technical and financial offer) is required to be submitted on or before 14 February 2022, 15500H Manila. Only bidders whose bid passed the technical evaluation of technical documents shall proceed to the next stage of evaluation and shall be requested via email to submit samples from their previous works. Samples will be sent to International Organization for Migration- 17 route des Morillons, 1211 Geneva 19, Switzerland Attention: MCD. Please refer to A.3 Technical Evaluation of Actual Samples (page 22).
15. Which one do we need to follow the pdf documents or VM catalogue.	The technical specifications indicated in the Technical Specifications Form and VM catalogue are the same. The detailed technical specifications are indicated in the Technical Specification Form under Section III – Schedule of Requirements. Use this form when submitting your technical offer to show compliance to

	<p>IOM specifications.</p> <p>The VM catalogue is added to provide additional information, in particular the reference photo.</p>
16. We are factory in china, how long can you accept the delivery period.	<p>Goods with 1-1,000pcs quantity should be available for pick up by IOM nominated forwarder in 5-10 working days from PO acceptance.</p> <p>For orders above 1,000pcs., vendor may indicate the delivery lead time upon receipt of IOM Mission request under the LTA.</p> <p>The table under the delivery requirements has been revised to clearly indicate this.</p>
17. Can you estimate how frequent you will issue the Purchase order like every week or every month?	<p>Unfortunately, we are unable to estimate how frequent our Field Missions will place orders under the LTA.</p>
18. Can you please tell us more details regarding how frequent the PO issuance we will receive from IOM based on the previous data that you have as it will be helpful to us.	<p>Unfortunately, we are unable to estimate how frequent our Field Missions will place orders under the LTA.</p>
19. Do we need to fill out all the documents under section 3 schedule of requirements	<p>Yes, it is part of the bidding requirements that bidders should fill up the section 3 schedule of requirements.</p>
<p>20. With regards to compliance, we will just put comply and not comply. Is that okay?</p> <p>And when do we need to send photo?</p> <p>Is that to be submitted on the initial submission or after the contract was awarded?</p>	<p>Yes, you have to indicate COMPLY or NOT COMPLY in the column provided for in the Technical Specifications Form.</p> <p>You may insert in the same form the sample photo from your previous work or indicate the link or website address to your English website where we can check reference sample from your previous work.</p> <p>The Filled Out Technical Specifications Form is to be submitted together with your bid on or before 14 February 2022, 1500H Manila Time.</p>
21. If we don't have the export capability, do we need to answer the question regarding export capability?	<p>You may indicate Not Applicable or N/A on the Customs clearance processing time portion of the Delivery Requirements.</p>
22. Will IOM cover the other charges such as warehousing/storage charges and other charges occur during delivery?	<p>The delivery requirements form is revised to allow bidders to indicate if they will charge IOM of storage charges in case goods were not picked up based on agreed pick up date/schedule.</p>
23. Do you have any ideas or list where are we going to ship the items?	<p>Please refer to attached IOM Mission list. Note that we are unable to identify which IOM Filed Mission maybe issuing orders under the LTA.</p>
24. If we encounter problem during delivery period let's say there is a civil unrest/calamity or something? Will IOM still pick up the shipment?	<p>If this inquiry is related to the occurrence of force majeure at final destination, IOM will then be responsible for clearing and picking up the goods at final destination.</p>

II. Technical Inquiries

1. LOT D. Silver Lapel Pin: what's the size of pin and logo	<p>Pin size: 3x1.5 cm Logo Size: 0.9cm x 1.5cm (specification of the lapel pin is updated in the VM catalogue)</p>
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2. LOT E, Magnetic Stickers, with IOM logo: what's the size? Should it be A3, A4, or A1-A3-A4-A5 ;	Please quote for all sizes indicated in the ITB (A1, A3, A4, A5)
3. LOT E, Blue A4 Notebook, with silkscreen print logo: what's the size? Should it be A3 or A4 ;	Correct size is A5. Please use the Technical Specifications Form and VM catalogue for the correct and detailed specifications.
4. Lot D Blue USB Flash Drive: should it be USB flash drive or memory card drive	It should be USB flash drive as stated in the VM catalogue
5. What does lab dip means?	Lab dip means mall swatch fabric
6. is it okay if we post photo different from IOM's preferred pantone	<p>Yes, but for pre-printed items it will be good if the bidder will post a picture of the sample in the right color. This applies especially to apparel or clothing items.</p> <p>Link or web address where the sample photo from previous work are posted can also be inserted instead of the photo.</p>
7. Our product is quite different on your product specification and has different logo, is it okay if we will post in technical specification form.	<p>When inserting sample photo or link to your English website where samples can be accessed in the Technical Specifications Form, it is not required that the sample already bears the IOM logo.</p> <p>However, if the bidder passes the initial technical evaluation and required to submit actual samples for the second stage of evaluation, samples do not need to bear the IOM logo based on specifications. Bidders may submit samples with different logo from previous projects matching the IOM specifications. This means it should match the color which is closest to pantone 286c.</p> <p>Please refer to A.3 technical Evaluation of Actual Samples (pg22)</p>

Noted by:



Niiara Abliamitova Feb 2, 2022
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