



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. 1**

This Addendum No. 01 is issued to address inquiries and clarification from bidders 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. Section II. Technical Requirements A.3 should read as follows:

“Bidders must submit one (1) sample for each item they are bidding for. Samples do not need to bear the IOM logo based on specifications. Bidders may submit samples with different logo. For Lot A- Clothing, bidders must send one (1) sample for each size (S, M, L, XL, 2XL) and for the rest of the items, any standard size will do from previous projects matching the IOM specifications. Bidders must also submit samples based on standard color specification (pantone 286c or closest).”

2. Second Paragraph of Article 7 of the ITB should read as follows:

“IOM will hold an online pre-bid conference using Microsoft Teams (MS Teams) on 28 January 2022, 1700H Manila Time. An email invitation will be sent to all the bidders who expressed their interest.”

**B. Inquiries from Bidders**

**I. Commercial Inquiries**

Question	Answer
1. Please help us explain how to fill in the attachment price schedule form?	Vendor may fill out price schedule form per lot, in case they will bid for more than one lot. For each lot, they need to indicate cost for both FCA and FOB incoterms and cost for the first, second and third year. (Please see attached sample)
2. Are you allowed to modify the number of rows added to the table?	Yes, you can modify the price schedule form and insert additional rows to correspond to the items you are bidding for.
3. Do we have to pay you a deposit?	For this tender IOM is not requiring bid security.
4. In Section V. Agreement for the Recurring Supply and Delivery of Good, How to complete the following information? This Agreement for the Supply and Delivery of Goods (the “Agreement”) is entered into by the International Organization for Migration, an organization part of the United Nations system,	The completely filled out Agreement for the Recurring Supply and Delivery of Good template is not required to be submitted together with your bid. This will be only filled out by the awarded vendor.

Mission in [XXX], of [insert address] represented by [insert Name, Title of Chief of Mission] (hereinafter referred to as "IOM") .	
5. In Page 25 and 32 of the contract, do we need to fill in the required information?	Agreement for the Supply and Delivery of Goods will be filled by the awarded vendor only.
6. Is it a lot based tender?	Yes. Bidders may bid per Lot basis (per lot or combination of lots )and per geographical location: Americas, Oceania, Asia, Africa and Europe. The awards will be made on Lot basis (per lot or combination of lots)per geographical location.
7. May I know if you could accept the partial quotation of the goods?	Bidders may bid per Lot basis (per lot or combination of lots )and per geographical location: Americas, Oceania, Asia, Africa and Europe
8. Criteria for Delivery capacity: Does the advance notice (for pickup) of 5-10 days refer to all lot sizes? Meaning for 1000-10000 pcs (which are in price schedule)?	The 5-10 days goods readiness leadtime pertain to 1-1,000 pcs. For anything above 1,000, vendor may indicate the delivery leadtime upon receipt of IOM Mission request under the LTA.
9. It also says that the supplier – if winning- must be able to send garments within 5-10 days after ordered. As I can understand the supplier then will need to have all garments available in stock and with logo and everything printed on the items.	At the moment, we do not require vendor to keep stock. Please refer to answer to question no. 8 related to the 5-10 days good readiness leadtime.
10. the delivery capacity: it is 5-10 working days that you informed us, then we arrange send all the goods to your forwarder warehouse, not mean that we have only 5-10 working days to produce all the production when receive your PO?	5-10 working days is the advance notice from the awarded bidder prior to the pick up date by IOM nominated Freight Forwarder. This means that vendor must be able to produce the goods in 5-10 working days for quantity request from 1-1000pcs. Refer to answer to Question 8.
11. What is the estimated timing for Contract Awarding?	The estimate timing for contract awarding is around 2nd to 3rd week of March.
12. Would IOM give the supplier list of estimated use? The production time for these garments are longer then 5-10 days, as I am well aware you already know.	Please refer to the summary of requirements where we have listed the estimated combined quantity for three years to be requested by various mission. Note: Quantities specified in the summary of requirements are estimates of the total forecasted demand for a period of three (3) years. These quantities may not be reached or may be exceeded during the period of the agreement. Please see answer to Question 8 related to the 5-10 working days goods readiness leadtime
13. May I know when the deadline is?	Deadline of bidding is on 07 February 2022, 1500H Manila Time as stipulated in Letter of Invitation and ITB Article #19.
14. Page 15 in editable forms is blank, no text content, please tell me if this is normal?	Please disregard the blank page on the editable file.

## II. Technical Inquiries

1. For NOTEBOOK inside sheets, Normally 80sheets(160pages) at least.50 sheets it seems less.	We stick to the number of pages we have indicated in our tender documents.
2. It was mentioned in the bidding documents that "IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints." is this (for example the use of recycled materials) taken into consideration in the Reference for Scoring of the Technical evaluation?	The statement about the use of sustainable resources is only an encouragement and is not included in the evaluation criteria.
3. Regarding Desk Flag -Pole - is that fixed pole with 2 levels? Or can it be just a straight pole?	The image we provided of the desk flag is just an example. Any similar desk flag will work for us. So, yes a straight pole will work.
4. Base stand - what's the thickness?	Thickness of the base is around 1/2 to 3/4 inches. Specification in the VM catalogue for desk flag is updated
5. Tip - is that a mini arrowhead? made of brass?	In our specs, we indicated that the material for the desk flag is either rust free chrome plated or brass or wood. As for the top part of the pole, this is indeed mini arrowhead.
6. At first glance I see that this bidding require samples, but it was not clear to me if we how many samples of each item. It didn't say anything about sizes either. Could you pls explain? Would it be possible to use available color and at the same time deliver a lab dip in correct color for you to evaluate?	Bidders must submit one (1) sample for each item they are bidding for. Samples do not need to bear the IOM logo based on specifications. Bidders may submit samples with different logo. For Lot A-Clothing, bidders must send one (1) sample for each size (S, M, L, XL, 2XL) and for the rest of the items any standard size will do from previous projects matching the IOM specifications.  Bidders must also submit samples based on standard color specification (pantone 286c or closest). Submission of available color with lab dip is not allowed.
7. For the samples, is all don't need the logo in it? and all the samples charge is base on our own account?	As stated in Section II. Technical Requirements A.3, samples do no need to bear the IOM logo based on specifications. All expenses associated with the submission of samples are for the account of the bidder.
8. Do we need to present actual sample for each items with our price quotation? or send quote first for each item	Yes, as stated in Section II. Technical Requirements A.3, "Only bidders whose bid passed the technical evaluation of technical documents shall proceed to the next stage of evaluation and shall be requested to submit samples from their previous works."  Refer to Answer to Question No. 6 on sample submission.
9. Could you please tell us if you need sample	Refer to Answer to Question No. 8 on sample

along with bidding documents before deadline, We didn't found requirement about sample in the documents	<a href="#">submission.</a>
10. When shall we submit the actual samples for technical evaluation?	<a href="#">IOM will notify the bidders to submit the samples via email after the initial technical evaluation.</a>

Noted by:



Niiara Abliamitova Jan 27, 2022  
Head of Manila Supply Chain Unit