



**INVITATION TO BID (ITB)
for the**

ITB# 2023-215_ Global Supply and Delivery of IOM Compostable Bags 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 IOM Compostable bags under LTA posted in IOM and UNGM websites on 24 November 2023.

A. On General Instructions to Bidders

1. Section 4. Eligibility and Qualification Criteria should read as follows:

Submit any or all of the following documents:

A.

- Internal/ In house Quality, safety and Health or Environmental Safety Manual or,
- ISO 9001 Certification or,
- ISO 45001 Certification or,
- ISO 14001 Certification

B. Export/ Licenses, if applicable

Mandatory Certificate:

- TUV Certificate confirming product is guaranteed biodegradable in an industrial composting plant.
- PLA (Polylactic acid) test certificate (mandatory – submitted including the sample)

2. Documents to establish compliance in line 2 of Section 4. of the Preliminary Evaluation Criteria is amended and read as follows:

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 12 have been provided and are complete
Bidder accepts IOM General Conditions of Contract as specified in Section 6.	Section 6
Bid Validity	Form C Bid Submission
Bids are compliant to the deadline	Time and date stamp received
Technical and Financial Proposal Submitted	Separate submission

3. Section 5. Schedule of Requirements should read as follows:

“Estimated Quantity is 80,000pcs per year”

4. Section 7. Bidding Forms should read as follows:

“Section D: Bidder Information”

5. Attached is the Vendor Information Sheet (VIS) form as mentioned in Form D: Bidder Information.
6. Section 7 No. 6 of Form D: Bidder Information should read as: "UNGM vendor ID"

B. Inquiries from Bidders

I. Commercial Inquiries

Question	Answer
1. What is the required capacity of the compostable bags?	We do not have exact capacity of the bag. However, it will be used to carry documents.
2. What is it intended to be use for so that our manufacturing partner can take those into consideration.	IOM beneficiaries usually uses it to carry documents.
3. Kindly confirm on which address you want sample to be delivered.	Samples will be sent to IOM Washington and IOM Geneva. Contact person will be advised soon once the vendor passed the technical evaluation phase 1.
4. We refer to the above ITB, please advise were the samples are to be delivered to as we are located in Lusaka, Zambia. Kindly advise if South Sudan is included among the countries for receipt of the above-mentioned subject	Please refer to answer on no. 3. Yes, IOM South Sudan requested the compostable bags before.
5. Can you advise if there is a requirement for these bags in Yemen?	Yes, we have received request from IOM Yemen to ship the compostable bags.
6. Where will be the main delivery country?	All missions of IOM
7. Is warehouse location relevant?	No as this open to all vendors globally. Just indicate the country of origin or stock location on the price schedule.
8. Please share the IOM Logo	Please see attached.
9. What is the thickness?	Thickness is 100gsm; micron is not correlated with gsm and is used to measure a thread's diameter and since our compostable bags are not made of fabric, we will stick to gsm.

II. Technical Inquiries

1. Please help advise the criteria the PLA test is based on	PLA certificate is a proof that the bags are made of PLA material. Please see attached sample of PLA certificate
2. Please help explain what's the meaning of Impression: - I+1 (max print 30%	Impression in the printing is single printed image from a printing surface. It has something to do with printing proportion of the bag that can be printed.
3 Does Logo print: - Blue(Pantone 286C), "back to back" mean Logo print on both sides?	Yes, back to back printing
4. What is a PLA Test?	PLA certificate is a proof that the bags are made of PLA material. Please see attached sample of PLA certificate
5. Is it biodegradable?	It is Compostable
6. Is this canvas bag or Katya?	Material is Organic (blend of PLA and starch) can be compared to grocery bags.
7. Do you have a sample copy of PLA certificate?	Please see attached.

Noted by:



Ilyas MASIH (Dec 5, 2023 15:39 GMT+8)

Ilyas Masih

OIC- Head of Manila Supply Chain Unit

GR

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Dec 5, 2023