**RESPONSE TO QUESTIONS REGARDING TENDER 258-20/20**

Assignment Name: *Framework Contract for Supply of New Computers*

**Based on questions received, the information below is provided for clarification regarding**

**The tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:**

Will this be going through a UK Public Sector framework or is this a private tender?

**Response:**

This is a private tender (International IDEA) and will not go through the UK Public Sector framework.

1. **Question:**

Although it is hypothetically possible for you to pay the full PO in Euros and from one location, we believe it may be more economical to procure the laptops locally within those nominated regions (or a region close by where we have a presence). In this case, IDEA would need to pay for the devices by region and in different currencies, would this be acceptable to you? In such case, we can allow payment from Sweden but this would be split over several PO’s in various currencies.

**Response:**

Concerning the payment, yes. we can pay from our Citibank account in London in various currencies. Where it is not possible to pay in the local currency from London we can always pay from the local bank account. Please also do note, that International IDEA will only issue one Framework Agreement.

1. **Question:**

There are certain locations you have nominated where we may not necessarily have a courier partner working within country. Items would likely arrive in-port or via an airport, would a member of your staff be willing to collect the package from said location?

**Response**:

Please refer to Section 3 of the TOR. Where the vendor needs to work with IDEA for shipment and customs clearance it should be indicated on the proposal.

1. **Question:**

Do you have any form of UK entity, perhaps a sister charity etc as most vendors we work with require a UK listed entity in order to be able to trade?

We expect that most of the shipping and configuration will be done from the UK.

**Response**:

No, we do not have. Please also refer to Section 4 of the TOR for further information on deliverables and requirements.

1. **Question:**

Are IDEA tax exempted in all countries like other IGO’s?

**Response**:

No, please have your proposal include all applicable taxes from the vendor’s countries. The price offer should show price breakdown.

1. **Question:**

INCOTERM is DAP, but shall we include customs clearance in the price in the countries where possible?

**Response**:

The INCOTERM was not mentioned in the tender, but instruction in the TOR Section 3 indicates that vendors will mention in their proposal to work with IDEA for shipment and customs clearance. It was not clearly explained in TOR, so to provide clarification IDEA need a price offer in INCOTERM DDP.

1. **Question:**

Are there any special request for packaging?

* 1. Asset tags
  2. Labels
  3. Other

**Response**:

Items should have some sort of tracking, labels and, tags. It should be a sticker or tag that can be scanned later with the use of any available inventory device or program. The tag should indicate Serial Number, Model Number, and Inventory Number and this also helps the tracking later during the delivery on what inventory number or laptop number was delivered to each location. This should not be an additional cost to the bid, but rather an enhancement to your proposals. The Bidder should include this feature and provide a sample during the presentation.

1. **Question:**

Price. Will you accept that we offer a fixed price for the products for the entire lifetime of the products, and an individual freight price per destination?

Meaning, a price for the bundle of products for each destination.

**Response**:

This is under Framework Agreement and the price offer should be fixed price offer from the mother company/supplier and all the location listed in the TOR were already considered. This component (your offer) is also part of the evaluation, please refer Section 4 (framework for supply) of the Tender Notice.

1. **Question:**

Can you please confirm that we understand the tender correctly with the details below.

The total tender is concerning 167 users and Notebooks for them, plus minus?

The contract will be on 5 years, and your ambition is to have the pc’s in use for min 4 years?

**Response**:

Yes, 167+/-

Yes, Framework Contract is for 5 years and yes, a warranty of 4 years.

1. **Question:**

How come the tender has now been pushed back one month?

**Response**:

Considering the current situation, we are facing (COVID 19), we have challenges as we are not working in physical office right now and we think that this might be the same constraint that the potential bidders are encountering.

1. **Question:**

One option for the Tunisia supply of hardware is to ship from the UK, however Azerty keyboards are unable to be sourced from the UK for the manufacturer we are using.

Would you accept one of these alternative keyboards for the Tunisia office:

* #AB6 – Northwest Africa – French Arabic
* #BH4 – Africa-French
* #BH5 – Africa-English
* #ACQ (South Africa)

**Response**:

In the template Annex 1, IDEA’s requirements are specified, and the bidder can provide their offer in the next column (vendor specifications). If your offer is different you can state that you cannot provide the required specification(s) and provide your alternative offer. Please note of Section 4 of the Request for Proposals document.

1. **Question:**

May I ask which partner you have been using today and to which partners you’ve sent this tender to?

**Response**:

We do not have, and this is an open tender. Please refer to our requirements indicated in TOR, and Annex 1, Baseline Specifications.