



Addendum No. 02 to ITB No. LTA/2011/004

The following adjustments shall be incorporated in ITB No.LTA/2011/004 – For Long Term Agreement for Supply and Delivery of Office Furniture to UNDP and other UN Agencies in Afghanistan. Following are questions and clarifications requested by different firms during the pre-bid meeting as well as emails, the answers provided below indicated in bold.

- Please confirm whether furniture allowed to be shipped unassembled?
Furniture can be shipped unassembled and later on they can be assembled at site.
- If unassembled shipment allowed, please inform whether you would want the price to include assembling service once the furniture has arrived to the destination?
Please mention the per unit assembling cost with respect to each items in the Price Schedule.

PRICE SCHEDULE

Item No.	Description	Currency	Unit Price ¹ (DAP Basis)	Quantity	Total Price (DAP Basis)	Per unit Assembly Cost
1	Office Desk without Drawers (120x70 x75) cm			50		
2	Office Desk without Drawers (140x70x75) cm			100		

- P. 16-24, item 1-20, it is indicated that the product shall conform to international standard (such as ANSI/BIFMA). Please let us know if the Chinese GB standard is acceptable as you on page 12 of the tender documents write that “bidders are encouraged to offer products from Developing Countries”.

Chinese GB standards do look into environmental issues and testing of furniture. Hence it is acceptable as international standards.

- P. 18, item 5, Office Workstation (4 users): It is indicated that the work station should meet with eco-friendly standard. Please clarify what is meant by this and whether it will be sufficient that the manufacturer conforms to ISO 14001 and/ or ISO 14025.

It is preferable to have been certified with ISO14000. Other standards such as Chinese GB may also be acceptable by UNDP.

- P. 20, item 9, visitor chair. Please let us know whether +/- 5 cm will be acceptable for the dimensions.

Yes



6. P. 21, item 11 and item 12, Conference tables: Please let us know if +/- 10 cm for the dimensions are acceptable

Yes

7. P. 23, item 18, and p. 24, item 19, Coffee tables: It says tha the dimensions are indicative. Does this mean that slightly different dimensions will be accepted as well?

Yes

8. P. 22, item 14, please let us know whether +/- 10 cm to the dimensions will be acceptable.

Yes

9. P. 22 and 23, item 15 and 16, it is indicated that the key to the automatic locking system should be stainless steel. Please let us know whether a steel key with zinc coating will be accepted.

It is preferable to be stainless steel. However, provision of zinc coating key will not be the reason for rejection of offer provided all other technical requirements are met.

10. We kindly ask you to consider accepting a delivery time of 6-7 weeks (instead of 4-5 weeks as indicated on page 14 of the tender documents), as delivery from countries outside Afghanistan and over land to Kabul may take slightly longer time.

Yes

11. Would you Please provide us one sample image for the 2 user and one for 4 users office workstation for more clarification.

The below is a sample picture for 4 users workstation. But, the colours, materials, drawers etc. should be in accordance with the technical specification provided in the ITB. The same pattern is applicable for 2 users work station as well.



12. It's our pleasure to express of our interesting and prepare to participate in this tender. But there is not enough time for us. So, may we apply for the extension of the deadline?

Deadline for submission of bids is extended till 20th September 2011.

13. Will you please explain how to draw up a joint venture?



Please provide us with the proof for availability and contact details of local presence or partnership or agency or distribution center that can take care of assembly, warranty and after sales support.

14. How many desks, chairs and other kind of furniture required by UNDP?

the exact number of furniture is not clear now, an LTA/ non-binding agreement will be signed by both parties UNDP Afghanistan and winning firm later on the requirement will be communicated to the winning company through Purchase Order on need basis.

15. What kind of furniture do UNDP most prefer?

Best quality furniture as per the technical specifications stated in the ITB.

16. what are the selection criteria for best offer

The supplier will be selected based selection criteria stated in ITB document as well as a sample check and site visit will be conducted to see whether the supplier has all the necessary tools to provide after sales services, the supplier need to have a showroom and past experience, more information can be found in ITB page no. 14

17. how long the process takes to select the winning company

Minimum 3 months

Please complete and return the acknowledgment below to the following email address and also indicate your interest to bid:

lta.af@undp.org

Acknowledgement:

Addendum No. 02 to ITB No. LTA/2011/004 - Supply and Delivery of Office Furniture to UNDP and other UN Agencies in Afghanistan.

Amendment No. 02 for deadline extension has been received

Name of Bidder: _____

Date: _____

Signed for the Bidder by:

(Authorized Officer)