

Tender Questions & Answers

FROM:	DANISH REFUGEE COUNCIL
Tender No:	ITB-UKR-2025-005
Tender Title:	DRC Visibility Materials
Tender Issuing Date:	07-02-2025
Tender Closing Date:	03-03-2025

Danish Refugee Council Ukraine has in reference to above tender period received the following questions

to the Tender, and hereby provides responsive answers by best endeavour to all relevant Vendors & Suppliers.

#	Enquiries to the Tender		
	Date	Question	Answer
1	07-02-2025	Is it possible to participate in Lot 3 by individual items - offset printing, for example, items 3.1, 3.16-3.17, 3.28-3.52, or only the entire Lot?	According to the DRC procurement rules, the bid may not be submitted for all Lots, but for all items within the selected Lot, as the financial evaluation will be based on the total amount of each Lot.
2	08-02-2025	We are the Indian supplier. Can we participate in this tender, or else only nearby countries can participate in this tender?	The tender is open for any qualified supplier who can deliver goods described in Annex A.1 Technical Bid of this tender dossier.
3	08-02-2025	Is the sample cost to be bear by the supplier, or will DRC bear the sample courier cost?	Samples are a necessary condition for this tender. Samples stipulated in Annex G should be submitted with the bid before the deadline for bid submission at Bidders own expense. Address for samples submissions: 17/52 Bohdana Khmelnytskoho Street, Kyiv, 01054, Ukraine.
4	08-02-2025	Kindly mention how many quantities we will expect for each lot.	This ITB is launched for the purpose of establishing a Framework Agreement (FWA) with a duration of 12 months. A FWA is not binding DRC to place any Purchase Orders. DRC will place orders to the awarded supplier based on the agreement as per its requirement. The estimated annual consumption of goods for each Lot can be found in Annex A.1 Technical Bid.
5	08-02-2025	Will we hand over the goods in one place, or will we hand over the goods at various places?	DRC expects all supplies shall be delivered as per DDP Kyiv/ Dnipro/ Chernihiv/ Mykolaiv/ Sumy/ Kharkiv/ Kherson/ Zaporizhia/Sloviansk, Ukraine INCOTERMS 2020, if not requested/negotiated otherwise by contract authority in the contract. The bidders must provide a unique price valid for all possible deliveries to the DRC premises in the above-mentioned areas.
6	08-02-2025	How many days of delivery can we expect in DRC - from India to Ukraine – minimum 45 days - will DRC accept the delivery?	The delivery time of the supply shall be within 14 days of placing order. DRC may terminate the contract if supplier fails to deliver items within this period. In case of force majeure, when a large number of orders for different locations are simultaneously issued to one supplier and the supplier has notified DRC of the impossibility to fulfill the order on time, the delivery may be divided into parts and the expected delivery time may be increased upon prior confirmation from the DRC side.
7	08-02-2025	Is any partial lot accepted, or must the bidder participate in the full lot?	According to the DRC procurement rules, the bid may not be submitted for all Lots, but for all items within the selected Lot, as the financial evaluation will be based on the total amount of each Lot.

8	08-02-2025	What is the Incoterm applicable in this tender?	DDP Incoterms 2020 basis as stated in the Annex A.1.
9	10-02-2025	Is it possible for a bidder to provide prices for only one of the lots, for example, to provide bid for LOT 3 (printed materials with logos) only? Will such bid be considered valid and the bidder will not be disqualified?	The bid may not be submitted for all Lots, but for all items within the selected Lot, as the financial evaluation will be based on the total amount of each Lot.
10	11-02-2025	We are interested in LOT 1 and 6, unfortunately we did not notice information on the requirements for documentation for the fabric from which the items will be sewn. Namely, are fabric certificates required when submitting the tender documentation or perhaps test reports? What documentation for the products should we submit when delivering the goods?	DRC does not require any fabric documentation. Samples of products and fabrics according to the list in Annex G are required.
11	12-02-2025	For LOT 1, item 1.36-1.37, the fabric should be with a pile or with a loop on the back, which option do you prefer? item 1.10 -1.13, the product should be made of Kulir or Lacoste fabric, which is better?	For items 1.36 -1.37 DRC expects medium-warm fabric, at the discretion of the contractor which fabric. DRC staff will wear these products throughout the year, except for summer, so something less versatile is needed. For items 1.10-1.13 DRC expects the following: Lacoste is preferable because it is for polo, but we are also ready to consider other options.
12	13-02-2025	When samples have to be submitted? Until March, 3 2025?	Samples are a necessary condition for this tender. Samples stipulated in Annex G should be submitted with the bid before the deadline for bid submission at Bidders own expense. Please refer to Invitation letter for the details of Closing date and time for receipt of bids. Address for samples submissions: 17/52 Bohdana Khmelnytskoho Street, Kyiv, 01054, Ukraine.
13	13-02-2025	In Annex A.1.3. Detailed technical documentation for Lot 3: 3.16. Notebook The link to the back cover no longer exists. Please provide the layout. The page layout is not in curves. We were able to find the right font on the Internet. Clarification on technical parameters: Is the spring on the top or on the left side? Printing on the sheets of the indoor unit 4+0 or 4+4? 3.28 No link to the 200x200 mm layout. Please provide a layout. 3.31 There is no link to the Euro flyer layout. Please provide the layout. 3.33 No reference to the A5 layout. Can we print the A5 brochure cover from 3.37 for example? 3.47 Folder (item 3.45 in Annex 1.3) The reference to the folder in 3.44 no longer exists. There is no reference to the folder layout in clause 3.45. Please provide the layout.	The updated layouts are available below: 3.16 Back cover - https://drive.google.com/drive/folders/1FXawIVH66tTTno0hSueVu4Ib4SnFppgr Inner block - https://drive.google.com/file/d/1TlkvDLPhyTg3XeDdmzCYmQ-s0I9vR6LO/view 4+0 The spring - always on the left side 3.28 The layout can be any that fits indicated characteristics https://drive.google.com/file/d/1viavp8G5NKg57PsNXhR21d5_40xy5R5O/view?usp=sharing 3.31 https://drive.google.com/drive/folders/1tdA6aWpj_T8YZj6I24FT-V49dWs4Twt8?usp=sharing 3.33 https://drive.google.com/drive/folders/1sTvB1ZSgKxzdzrWpGc601IF2n9uXXnhG?usp=sharing 3.46 https://drive.google.com/file/d/17wN44zIfPG55HcfJIZCy2CxQUD5BT_as/view 3.47 https://drive.google.com/drive/folders/1I9Vr2TJAMj5I387PQ-_FAA_9kdUoxCZU?usp=sharing

14	13-02-2025	We have a question about warm baseball caps with an embroidered DRC logo, please tell us what kind of fabric should be used, 100% cotton but with a pile? We usually use Softshell fabric. Perhaps you have ordered winter caps before and can tell us what fabric to use?	DRC have not ordered winter baseball caps before, so we are ready to consider any bid which complies with the technical characteristics specified in our request.
15	18-02-2025	Is it possible to submit bids by lots?	The bid may not be submitted for all Lots, but for all items within the selected Lot, as the financial evaluation will be based on the total amount of each Lot.
16	18-02-2025	<p>1) I would like to ask for clarification regarding the filling of quantities in LOT 3, namely, what should be in the column "Proposed quantity":</p> <p>Item Required 1-499 pcs - what quantity should be offered if the estimated annual consumption is 20 pieces (item 3.10)?</p> <p>Item Required 500-999 pcs - what quantity should be offered if the estimated annual consumption is 20 pieces (item 3.10)?</p> <p>Item Required 1 000-9 999 pcs - what quantity should be offered if the estimated annual consumption is 20 pieces (item 3.10)?</p> <p>Item Required 10 000 and more pcs - what quantity should be offered if the estimated annual consumption is 20 pieces (item 3.10)?</p> <p>2) in the Financial Bid in LOT 3, items 3.43 and 3.44 are missing;</p> <p>3) in the Technical Bid in LOT 3, items 3.53 and 3.54 are missing.</p>	<p>1) According to the Annex A.1 Technical Bid the offered quantity shall correspond or exceed estimated annual consumption. Therefore, for item 3.10 the annual consumption requested from the DRC can be indicated for each breakdown line for this position, but the price indicated in the bid might be different in accordance with the provided quantity breakdown. Only the estimated annual consumption of goods are indicated in the Annex A.1 Technical Bid. This amount may change (increase/decrease) depending on the needs of the DRC.</p> <p>2,3) All necessary for DRC items are included in both the Technical and Financial bid forms. There are 52 items in total in Lot 3. But the Financial bid form is incorrectly numbered - numbers 3.43 and 3.44 (not items) are missing, which is why it seems that there are 2 more items in Financial bid form in total, but this is not the case.</p>
17	18-02-2025	<p>1. Clause 2 of the Invitation Letter to this tender reads "The average amount of single Purchase Order is UAH 25,000.00." It is not entirely clear what is meant by this. If, for example, we participate and win in LOT 2, there are 55 items, does it mean that each order will be for all 55 items for a total amount of only UAH 25,000? Or will each item be ordered for 25,000 UAH at a time (using the example of LOT 2: 55 items * 25,000 UAH = 1,375,000 UAH?)</p> <p>2. Based on the clause on VAT exemption in clause 2 of the Invitation Letter to this tender, would it be better for all participants in the process if sole proprietorships or VAT-free LLCs participated?</p> <p>3. We are a group of companies that includes several LLCs and sole proprietorships, can we submit financial statements for the last 2 years from one or two LLCs and enter the tender from a sole proprietorship or LLC that is less than a year old? Will such information and a letter of confirmation from us that we are a group of companies be enough to pass the financial assessment?</p> <p>4. What is the maximum post payment period that you usually practice?</p>	<p>1. According to the ITB-UKR-2025-005 Invitation Letter this ITB is launched for the purpose of establishing a Framework Agreement (FWA) with a duration of 12 months. A FWA is not binding DRC to place any Purchase Orders. DRC will place orders to the awarded supplier based on the agreement as per its requirement and it is indicated that the estimated average amount of each such purchase order will be UAH 25,000. These may be completely different goods that will make up this amount in total. However, this information is provided only for guidance. Of course, the amount of orders can be completely different, depending on the needs of the DRC.</p> <p>2. According to the DRC procurement policies and the ITB-UKR-2025-005 Invitation Letter, tender is open for any qualified supplier who can deliver goods described in Annex A.1 Technical Bid of this tender dossier and can accept the DRC requirements.</p> <p>3. According to the DRC procurement policies and the ITB-UKR-2025-005 Invitation Letter, tender is open for any qualified supplier who can deliver goods described in Annex A.1 Technical Bid of this tender dossier and meet the DRC requirements. Additionally you should provide any proof that your companies are legally related to each other and have the same owner, for example.</p> <p>4. DRC operates on a postpaid basis 30 days after delivery of goods.</p>

18	20-02-2025	<p>1. Do the specifications for LOT 1 and 2 (ENG+UKR) have to be printed and signed in two languages?</p> <p>2. Do the product samples need the DRC logos on it or is only the products itself are needed?</p>	<p>1. Yes, kindly ask you to follow the instructions for the requested documents and actions to be taken which indicated in the ITB-UKR-2025-005 Invitation Letter, Section 3, subsection A. Administrative Evaluation.</p> <p>2. Samples of each product category from the Annex G should have the DRC logo on them, for example, we asked for summer and winter baseball caps, and at least one of the caps should have the DRC logo on it.</p>
19	20-02-2025	<p>1. Do we understand correctly that according to clause VII, paragraph B of the Invitation Letter, we can submit the bid in foreign currency (US dollar, euro)?</p> <p>2. Regarding item 1.33 (Fleece jacket with DRC logo: men's, light gray) It features: DRC logo embroidery on the back and front and velcro patch on the sleeves. We would like to clarify on the application of the logo, the logo should be embroidered together with a white die on the fleece, or is it possible to have sewn-on chevrons with the embroidered logo on a white background?</p>	<p>1. According to the ITB-UKR-2025-005 Invitation Letter the currency of the Bid shall be in UAH, USD or EUR. No other currencies are acceptable. During the financial evaluation phase, any bids that have been submitted with the currency of USD or EUR shall be converted into UAH, utilizing the official exchange rate published by the National Bank of Ukraine on the closing date of the tender. The exchange rate can be viewed via link: https://bank.gov.ua/en/markets/exchangerates.</p> <p>2. Embroidery of the DRC logo on the back and front and velcro for a patch on the sleeves or the logo embroidered together with a white die on the fleece. Please leave the places for chevrons as in the ToR with purpose to change the chevrons.</p>
20	20-02-2025	There are no specifications for items 3.50 - 3.54 in the Annex A.1.3 Detailed technical specification LOT 3 - UKR.	According to the information from the Requestor, for items 3.48-3.52 (refer to the numbering in Annex A.1), a detailed ToR is not required, it can be any document. The main characteristics are listed in Annex A.1.

21	21-02-2025	<p>1. When preparing the Financial Proposal Annex A.2, if we do not participate in all lots, should we fill in only the prices for our lots, and leave the rest blank, or should we make a separate Annex for each lot with a note in the file name?</p> <p>2. Questions also on Annexes A.1.1-1.6: do we just print out the Annexes for the lots in which we participate, and sign and stamp them without any changes to confirm that we are familiar with the technical specifications and confirm that our offer meets the requirements?</p> <p>3. Paragraph 1.20 of Lot 1: as a preview in Annex A.1, paragraph 1.20 provides a photo of a gray polo with logos, although the name "T-shirt". Is this a mistake? Also in this item, logos for polo shirts (white short and long logos) are added. If we take the men's gray T-shirt as an example, then the women's gray T-shirt should have a logo + map and a logo on the back. Which logos should be counted?</p> <p>4. Will individual packaging and labeling be required for textile products?</p> <p>5. The item 1.43 of Lot 1: do you need the chevron in the "mother and father" format (the chevron itself and the backing on which it is attached) or only the embroidered part (the part on which the chevron is attached is already specified in the technical specifications for some textile products)?</p> <p>6. In addition to the donor logos, will the logos be changed during the term of the agreement?</p> <p>7. The item 2.14 of Lot 2: on the preview, the lanyard is made of strap fabric, and in the ToR it is made of smooth braid. Are we counting according to the specification?</p>	<p>1. It will be sufficient to fill in the price quotations only for the Lot for which you are applying, the rest can be left blank within a single Annex A.2.</p> <p>2. Yes, kindly ask you to follow the instructions for the requested documents and actions to be taken which indicated in the ITB-UKR-2025-005 Invitation Letter, Section 3, subsection A. Administrative Evaluation.</p> <p>3. The item 1.20 is a T-shirt with the DRC logo: gray, for women. Please, calculate the logos similarly to those specified in paragraphs 1.18, 1.19, 1.21.</p> <p>4. The textile products can be packed in 20-25-50 pieces per package.</p> <p>5. The chevron itself, please. The backing should already be sewn on vests, T-shirts, polos and other items according to the ToR.</p> <p>6. The logos of the organization are not, the logos of the donors are all different and will change constantly.</p> <p>7. Yes, count according to the specification, as follows, smooth braid.</p>
22	19-02-2025	<p>1. Is it possible to add the minimum possible quantity to the order for Lot 3? Because offset and digital printing are different technologies.</p> <p>2. What address should we send the samples to?</p>	<p>1. Since the tender has already been launched we cannot change the terms and conditions, at the moment the breakdown given in Annex A.2 Financial Bid is the only breakdown by quantity we can give. This breakdown does not mean the specific quantity of the DRC order, please note that DRC orders can be absolutely different, as 5 pcs, 500 pcs or 10,000 pcs.</p> <p>2. Address for samples submissions is indicated in the ITB-UKR-2025-005 Invitation Letter: 17/52 Bohdana Khmelnytskoho Street, Kyiv, 01054, Ukraine.</p>

23	19-02-2025	<p>1. According to your breakdown of Lot 3 in Annex A.2, you ask to provide the same prices for 5, 20, 100 pcs, but they are different in fact. Is it possible to add a different, more detailed breakdown of the quantities of products in Lot 3 in Annex A.2?</p> <p>2. Do we understand correctly that orders can be received simultaneously from different locations and with different product lists? In this case, what is the situation with delivery times? Is there a need to produce products in 2-3 days in some cases instead of 14 days as you requested?</p> <p>3. How do you work on layouts, if any changes or clarifications are needed?</p> <p>4. Do we understand correctly that packaging and delivery should be included in the price of the product?</p>	<p>1. Since the tender has already been launched we cannot change the terms and conditions, at the moment the breakdown given in Annex A.2 Financial Bid is the only breakdown by quantity we can give.</p> <p>2. Yes, orders can be sent simultaneously from the locations specified in the tender documentation and can be completely different in quantity and type. DRC expects the delivery time of the supply within 14 days of placing order. In case of force majeure, when a large number of orders for different locations are simultaneously issued to one supplier and the supplier has notified DRC of the impossibility to fulfill the order on time, the delivery may be divided into parts and the expected delivery time may be increased upon prior confirmation from the DRC side.</p> <p>3. The DRC has a full-time designer who creates, updates and adapts layouts. In the process of work, if the supplier sees any difficulties or errors in the layouts that prevent the correct production of products, they can contact the DRC designer, who will make the appropriate adjustments.</p> <p>4. Yes, the prices should include all costs, packaging and shipping, including.</p>
24	19-02-2025	Do the product samples need the DRC logos on it or is only the products itself are needed?	Samples of each product category from the Annex G should have the DRC logo on them, for example, we asked for summer and winter baseball caps, and at least one of the caps should have the DRC logo on it.
25	19-02-2025	<p>1. Regarding Lot 3, some items do not specify the type of paper, matte or glossy?</p> <p>2. Usually, liflets have a paper density of 130-150 g/m2, but in your ToR it is specified as 200 g/m2. Is it important?</p> <p>3. In item 3.37, 8-32 pages are indicated for the DRC brochure, how to count the price by 8 or 32 or 16 pages?</p>	<p>1. It is not specified, because it is not important for us, you can offer matte or glossy type of paper.</p> <p>2. Yes, please be guided by the technical specifications specified in the ToR.</p> <p>3. You can calculate the cost based on the maximum number of pages.</p>

On behalf of DRC

Yours sincerely,

Mariia Brahina

Digitally signed by Mariia Brahina
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21-02-2025