Subject: Supply of Food (Meats & Poultry) and (Grocery) for UNRWA Wadi Seer Training Center (WSTC) and Amman Training Center (ATC) – Jordan Field Office (JFO)

1. Answers to bidders’ queries
   With reference to the subject Invitation to Bid (ITB/PS/(ST)/33/22) please find attached to this cover letter the queries raised by bidders (in black) and the answers provided by UNRWA (in green).

2. Closing Date
   Bidders are hereby informed that the closing date of this ITB is on Wednesday 24 August 2022 at 13:00 noon (Amman Time) (the Closing Time).

3. Bid Submission
   Bids must be submitted with the attached Price schedule -Annex H and downloaded through In-Tend via UNGM (www.ungm.org). Under the ‘Tender Management’ page, please select the ‘ITB documents’ menu tab, scroll down until the section ‘Tender documents received’ and download all.

4. We look forward to your Bid and thank you in advance for your interest in UNRWA’s procurement opportunities.
**Question 1**

“Kindly refer to the Tender # ITB/PS/(ST)/33/22 for Supply of Food (Meats & Poultry) and (Grocery) for UNRWA WTC and ATC- Jordan Field Office.

We are a Singapore based company and not in Jordan. But in the draft contract, the supplier has to be in Jordan. So how can we proceed with this? Kindly advise.
We are ready, willing, and able to supply the following 11 items, based on their specifications and delivery times.”

**Answer 1:**

Please refer to section 4 (Evaluation criteria - 4.1.2 Mandatory Technical Criteria) – (Table 2- compliance Table - Criteria 7):

“The bidder should submit Certified Chamber of Commerce and/or Profession Practicing license as a proof that the bidder has a local representation in Jordan, and it is accredited or legally registered to provide the offered items as following:

1. For Meats and Poultry the bidder should have Certified Chamber of Commerce and/or Profession Practicing license in Meats and Poultry provision.

2. For grocery the bidder should have Certified Chamber of Commerce and/or Profession Practicing license for grocery provision.”

**Question 2**

“Hello, what is the recommended email to send our offer?”

مرحبا إذا تكرمتم ما هو الاميل المعتمد لارسال نسخة تسعيرة العطاء أعلاه ارجو إرساله لنا

**Answer 2:**

Please refer to section 3 (Data Sheet) – Article 26 (Instruction for bid submission) in ITB:

“Allowable manner of submitting proposals:
☒ E-tendering (In-Tend): 24 August 2022 – 1:00 PM Amman Local Time

**SUBMISSION BY E-TENDERING**

The bids shall be submitted via the UNRWA e-tendering system (In-Tend) which can be accessed through the United Nations Global Marketplace. This document contains general guidance on how to register with UNGM and make a submission. The UNGM website also contains a help section with further guidance.

**ATTENTION:** Bids which do not comply with these requirements may be rejected.”
Question 3

“We would like to explain our foreseen to the mentioned item as shown below:

We are fully prepared to present the commercial and technical offer for the Supply of Food and Grocery, according to the required quantities schedule in the Bill of Quantity, for a period of one year, with the extension for three years.

Note that we promise you to provide and submit the required letter of guarantee (Bid Bond) immediately after the referral (Contract assignment) and according to the instructions of your esteemed organization.”

Answer 3:

Please be informed that the contract duration in section 3 point (1-3) was amended to read (initial one year with the possibility of extension for up to 4 (1+1+1+1)) instead of (five years (3+1+1)), subject to the supplier’s satisfactory performance and competitiveness of prices. (Annex 01)

The Performance Bond will be requested from the recommended supplier for Award, and to be provided before signing the contact.
Date: 14 August 2022

INVITATION TO BID (ITB/PS/(ST)/33/22)

Amendment No.1

Subject: INVITATION TO BID (ITB/PS/(ST)/33/22) - Supply of Food (Meats & Poultry) and (Grocery) for UNRWA Wadi Seer Training Center (WSTC) and Amman Training Center (ATC) at Jordan Field Office

Dear Bidders,

Please be informed that the contract duration in section 3 point (1-3) was amended to read (initial one year with the possibility of extension for up to 4 (1+1+1+1)) instead of (five years (3+1+1)), subject to the supplier’s satisfactory performance and competitiveness of prices.

All other terms and conditions of the (ITB/PS/(ST)/33/22) are remaining the same.

Gemma Habib
Acting/Chief Central Support Services Division