**Answer to clarification questions**

**“Invitation to Bid FOR PRINTING, PACKING, AND DELIVERY OF PUPILS BOOKS And TEACHER GUIDES (ITB No. PLANE/2024)"**

Q1: Given the documents on the list at page 17 of ITB,

Which documents have to be submitted on the technical proposal and which in the financial proposal?

A1: the financial proposal must entail the documents b, g, h listed page 17. The remaining documents must be part of the technical proposal.

Q2: Letter i) the signed declaration of litigations and investigations Annex 5

Apparently we are missing this document (annex 5)

A2: the is an error, please read Annex 4

Q3: Do we have to quote a DPU Abuja warehouse? 1 point of delivery?

A3: No, 3 delivery points, Kano (approx. 20% of the volume), Kaduna (approx. 45% of the volume), Dutse (approx. 35% of the volume)

Q4: is there a standard conversion rate approved for this project or we use the prevailing rate in Nigeria?

A4: Nigerian bidders will be paid in Naira at the prevailing rate on the day of the transfer based on the GBP value

Q5: In Nigeria, there are two major taxes Withholding tax and Value Added Tax (VAT) and most of the internatioanl donor intitutions are Exlusive in VAT payment, is it same with this project?

A5: the import of books is exempted of VAT and duties in general, not only for international institutions. Nigerian bidders have the possibility to indicate the value of applicable taxes in their proposal Annex 1 and this will be considered during the evaluation.

Q6: Bank certificate - Can this be refer to as bank reference letter and financial capability letter since it is what our financial instituition would usually give to corporate companies

A6: yes

Q7: Reference to Iso certifications - What happens to the companies that does not have these certifications, though they will provide all the paper and gum certifications

A7: having the certifications is not mandatory but if 2 suppliers are scoring the same number of point during the evaluation, the supplier having these certifications will be favoured.

Q8: FSC or PEFC Certification: Is it mandatory for the tenderer/printer to hold FSC or PEFCcertification, or would it be sufficient if only the paper used is certified by FSC or PEFC?

A8: the paper certification is sufficient.

Q9: Preferred Printing Technique: Could you confirm the preferred printing method for this project?

Is Heatset web offset, Coldset web offset, or Sheetfed offset acceptable?

A9: any of these technologies is acceptable as long as the printing result meets international FOGRA, ISO quality norms.

Q10: Softproof/Blueprint Approval Deadline: Is it possible to extend the softproof/blueprint approval

deadline from 18/11/2024 to 22/11/2024?

A10: Yes, if you guarantee that the books will be ready by 20th December 2024.

Q11: Annex 5 – Declaration of Litigations and Investigations: Could you please provide Annex 5 for the declaration of litigations and investigations?

A11: please refer to A2

Q12: Eligibility for Turkish Companies: Are Turkish companies permitted to participate in this bid, or is it restricted to UK-registered companies? If the latter, can a UK-based company engage a Turkish subcontractor for printing facilities?

A12: Turkish companies are eligible

Q13: Document Translation Requirements: If submitting a proposal as a Turkish company, how should official documents such as the Certificate of Registration and Tax Payment Certificate be translated? Is it sufficient to use a general translation service, or is a certified translation required?

A13: certified translation is required

Q14: Bank Certificate: The proposal requires a bank certificate stating that the service provider has both funded and non-funded facilities up to £300,000, and that the account is in good standing.

Could you please clarify to whom this certificate should be addressed, and whether there is a specific template for it?

A14: There no specific template, a letter from your bank is sufficient

Q15: Milestone 2- which kind of guarantee will be required for the submission of advance payment?

A15: an advance payment guarantee issued by your bank

Q16: How many destinations do we have to deliver to ?

A16: 3 locations, see A3

Q17: Regarding to the distribution:

In the section packing, it’s mentioned a annex 6 as provisional list to help the tenderers to quote.

Apparently we are missing this document (annex 6)

A17: a sample distribution list is attached to this clarification document

Q18:Please provide the school wise distribution list required to arrange the assorted packing cost and distribution cost for delivery to warehouses in Kano, Kaduna and Jigawa?

A18: the final distribution list is not available yet. A sample distribution list is provided with this clarification document Annex 6

Q20: Please clarify whether we are allowed to use Recycle paper for inside text printing?

A20: Recycle paper is not allowed

Q21: Technical Specifications of book binding requires P5 & P6 grade books to be perfect bound with PO glue whereas all other books are section sewing and PO glue bound. Please confirm.

A21: confirmed

Q22: It is mentioned in Financial Proposal that we need to quote as DPU Abuja Warehouse whereas in technical document it is mentioned as DPU- Kano, Kaduna & Jigawa States. Kindly clarify.

A22: refer A3, the attached ITB is amended

Q23: It is understood that books are to be printed and then kept in our warehouse for 5-6 months. As you must be aware that sea freights are fluctuating very heavily due to regional issues/supply demand so will it be possible that we submit our bid specifying the sea freight considered at the time of bid so that any major fluctuation in sea freights during the dispatch of material can be paid by Buyer.

A23: Bidders are requested to quote prices for shipping in January and alternatively May 2025 on the amended Annex 1 attached

Q24: Payment Milestones: Please advise if Plane Nigeria would consider increasing the first payment milestone to 50% for international companies prior to printing?

A24: No

Q25: ISO Certificates: Please advise if it's sufficient to provide proof only for ISO 14001, 45001 and OHSAS 18001 and not ISO 536, ISO 2470, ISO271 as per excel sheet and the technical data sheets will have sufficient information?

A25: yes it’s sufficient

Q26: Cover Paper: Kindly advise if you would consider C2 cover stock (coated on both sides) also 250gsm, which is commonly used in book work for book cover stocks as an alternative offer?

A26: If the supplier wants to use C2S, he has to increase the gsm to 300g

Q27: Cover Paper: Kindly advise if you would consider using 70gsm bond paper, as opposed 80gsm bond, which is commonly used in Africa book work as an alternative offer?

A27: The books are printed B&W and previous prints were at the limits of acceptability regarding see-through, we therefore only accept 80g paper.

Q30 Delivery:  Page 6 of period of performance references delivery to 3 warehouses, however page 7, packing references final distribution list called annex 6, which is not provided on the website. Please advise if delivery will just be to the 3 warehouses or will there be other delivery places and if so what is the split between the 3 warehouses?

A30: refer A3

Q31: Binding Pull Test: Will the pull test be conducted on delivery? Alternatively, do we need to submit samples ahead of submission for the pull test?

A31: The pull test will be conducted on delivery

Q32: Samples: Do we need to submit dummy samples before submission?

A32: No

Q33: Storage and Printing timeline: As delivery will only take place in May 2025, please advise if should we be successful, if we cannot print closer to May 2025.

A33: No, the production must occur before 20th December 2024

Q24: In order to prepare calculation of the prices, may we have a copy of annex 6 with a provisional distribution/packing list labelled school-wise

A24: a smaple distribution list is attached to this calrification document