

Emergency ITB document



United Nations Population Fund (UNFPA)
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Date: 23 November 2016

Invitation to Bid (ITB) No. UNFPA/JOR/ITB/16/0001

Dear Sir/Madam,

We hereby solicit your Bid for the supply of One Mobile Maternity Unit as per the technical specifications detailed in *Annex 1* of this ITB.

If you are interested in submitting a bid for these items, kindly fill in the attached submission forms and submit it by email to the secure email address indicated below not later than 30 November 2016, 16:00 Amman local time.

Please ensure to mark your email with the ITB reference number No. UNFPA/JOR/ITB/16/0001.

Secure email address for bid submission: proposal@unfpa-jordan.org

Name and Email address of Contact Persons:

Mr. Himyar Abdulmoghni, abdulmoghni@unfpa.org

Dr. Faeza Abu Al Jalo, abual-jalo@unfpa.org

Note: Do not submit your bid/proposal to the contact person's email address!

Bidding shall be conducted through ONE email with two separate files; one technical, and one financial that shall be password protected.

Documents to be submitted with the bid:

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder's previous experience and clients

- d. Technical bid, including product catalogue/ brochure to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents
- e. Financial bid including the price schedule

Partial bids are not allowed under this ITB. Note: Partial bids mean that the bidder does not have to offer all requested commodity types in order to submit a complete bid. However, within each commodity type, full quantities must be offered.

INCOTERMS 2010:

- Price of goods FOB (*Free On Board*) *Aqaba-Jordan*

Validity of Bid:

The prices of the bid shall be valid for *90 days* after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

Delivery Time:

The maximum allowed delivery time is 8 weeks upon issuing of purchase order.

Evaluation of Bids:

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

Contract Award:

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Attachments:

- **Annex 1: Description of Goods and Technical Specifications**
- **Annex 2: Bid Submission Form**
- **Annex 3: Bidders Identification Form**
- **Annex 4: Technical specification and requirements of the product (Product Item Overview Form)**
- **Annex 5: Price Schedule Form**

Annex 1: Description of Goods and Technical Specifications

- **Architecture**

- ✓ A 40 ft. one Mobile Delivery unit based on truck (Hydraulic lift) should be counted as an autonomous medical unit and has a capacity to provide range of RH services like antenatal and postnatal care, for treatment and surgery (C-sections) for women who need assistance around the process of delivery.
- ✓ Mobile Delivery Room should have three rooms:
 - Recovery or treatment room
 - Sterilization/technical room
 - Examination & delivery room
 - Waiting area/ external area (with three foldable benches for outside use with three foldable cover)

- **Mobile Delivery Room should meet following requirements:**

Item No.	Description and minimum /mandatory specifications
1	Equipment for an independent operation
	An Independent power supply (generator)
	Water tank with potable water treatment system
	A/C and heating system
	Air filtering system
	Waste water tank
	Socket for inlet power supply with cable
2	Equipment for an operation department
	light, ceiling mounted
	Doctor/midwife stool
	Trolley
	Anesthesia machine
	Operation table
3	Furniture
	Cupboard
	Desk
	Chairs
	Fridge
	Sink + tap + tubes
	Toilet and shower
	Curtains

4	Medical equipment
	Bassinet
	Labour/delivery/treatment table
	Hospital bed
	Bedsheet, Blanket, Pillow and cover
	Delivery bed
	Fetal heart Doppler
	Infant warmer (lamp)
	Instrument trolley
	IV-stand
	Manual vacuum aspiration
	Midwifery-kits
	Resuscitator (adult and infant), hand operated
	Scale, adult 6 – 180 kg
	Scale, infant
	Examination light (floor and ceiling type)
	Hot air sterilizer
	Stool, revolving
	Thermometer, clinical, 35-42°C
	Portable ultrasound machine with two probes (convex and endovaginal)
	Vacuum extractor, manual
	Waste bucket
	Wheelchair, foldable
	Stretcher, foldable
	Sphygmomanometer
	Stethoscope
	Urine analyzer
	Blood analyzer
	Sterilizer
	autoclave tape, 19 mm x 50 m
	sterilization paper, 90 x 90 cm
	Hematology analyzer
	Probe Cleanser
	Incubator
	defibrillator monitor
	vacuum extractor
	Adult\ pediatric ventilator
	wheelchair, foldable
	Doppler
	Portable\ Rechargeable ECG and V\S monitor
	Vacuum aspiration kit
	surgical instruments, for examination cervical & vaginal kit
	surgical kit instruments, delivery

	surgical kit instruments, curettage
	surgical instruments, basic surgery kit
	surgical instruments, suture kit
	surgical instruments, dressing kit
	caesarean section instruments kit
	manual vacuum aspiration kit
	umbilical clamp
	vacuum extractor
	Ladder for disable

Annex 2: Bid Submission Form

Name of Bidder: _____
Contact Person: _____
Title: _____
Email Address: _____
Telephone Number: _____

Date of Bid: _____
Bid No: _____
Currency of Bid price: _____

Delivery time (*days from receipt of order till dispatch*): _____

(Note: maximum number of days is: 56 days)

Expiration of Validity of Bid/Proposal (*The bid shall be valid for a period of at least 3 months after the Closing date.*): _____

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

Name and title

Date and Place

Annex 3: Bidders Identification Form
UNFPA/JOR/ITB/16/0001

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

Annex 4: Product Item Overview Form

Item No.	Description and minimum /mandatory specifications <i>[Detailed description to be completed by UNFPA]</i>	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
	A 40 ft. one Mobile Delivery unit based on truck (Hydraulic lift) should be counted as an autonomous medical unit and has a capacity to provide range of RH services like antenatal and postnatal care, for treatment and surgery (C-sections) for women who need assistance around the process of delivery.		
	Mobile Delivery Room should have three rooms: <ul style="list-style-type: none"> - Recovery or treatment room - Sterilization/technical room - Examination & delivery room - Waiting area/ external area (with three foldable benches for outside use with three foldable cover) 		
1	Equipment for an independent operation		
	An Independent power supply (generator)		
	Water tank with potable water treatment system		
	A/C and heating system		
	Air filtering system		
	Waste water tank		
	Socket for inlet power supply with cable		

Item No.	Description and minimum /mandatory specifications <i>[Detailed description to be completed by UNFPA]</i>	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
2	Equipment for an operation department		
	light, ceiling mounted		
	Doctor/midwife stool		
	Trolley		
	Anesthesia machine		
	Operation table		
3	Furniture		
	Cupboard		
	Desk		
	Chairs		
	Fridge		
	Sink + tap + tubes		
	Toilet and shower		
	Curtains		
4	Medical equipment		
	Bassinet		
	Labour/delivery/treatment table		
	Hospital bed		
	Bedsheet, Blanket, Pillow and cover		
	Delivery bed		
	Fetal heart Doppler		
	Infant warmer (lamp)		

Item No.	Description and minimum /mandatory specifications <i>[Detailed description to be completed by UNFPA]</i>	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
	Instrument trolley		
	IV-stand		
	Manual vacuum aspiration		
	Midwifery-kits		
	Resuscitator (adult and infant), hand operated		
	Scale, adult 6 – 180 kg		
	Scale, infant		
	Examination light (floor and ceiling type)		
	Hot air sterilizer		
	Stool, revolving		
	Thermometer, clinical, 35-42°C		
	Portable ultrasound machine with two probes (convex and endovaginal)		
	Vacuum extractor, manual		
	Waste bucket		
	Wheelchair, foldable		
	Stretcher, foldable		
	Sphygmomanometer		
	Stethoscope		
	Urine analyzer		
	Blood analyzer		
	Sterilizer		
	autoclave tape, 19 mm x 50 m		

Item No.	Description and minimum /mandatory specifications <i>[Detailed description to be completed by UNFPA]</i>	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
	sterilization paper, 90 x 90 cm		
	Hematology analyzer		
	Probe Cleanser		
	Incubator		
	defibrillator monitor		
	vacuum extractor		
	Adult\ pediatric ventilator		
	wheelchair, foldable		
	Doppler		
	Portable\ Rechargeable ECG and V\ S monitor		
	Vacuum aspiration kit		
	surgical instruments, for examination cervical & vaginal kit		
	surgical kit instruments, delivery		
	surgical kit instruments, curettage		
	surgical instruments, basic surgery kit		
	surgical instruments, suture kit		
	surgical instruments, dressing kit		
	caesarean section instruments kit		
	manual vacuum aspiration kit		
	umbilical clamp		
	vacuum extractor		
	Ladder for disable		

Annex 5: Price Schedule Form

Name of Bidder: _____

Date of Bid: _____

Bid No: _____

Currency of Bid price: _____

Delivery time (*days from receipt of order till dispatch*): _____

(Note: maximum number of days is: 56 days)

Expiration of Validity of Bid/Proposal (*The bid shall be valid for a period of at least 3 months after the Closing date.*): _____

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for the specific case.

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total DAP (Delivered At Place) (Destination)	Delivery schedule (days upon order)

<i>Vendor's Comments:</i>

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Name and title	Date and Place
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