

# **Pre-Bid Meeting: ITB/2024/55070; Supply and Delivery of Biological Items for Nairobi, Kenya and Dar es Salaam, Tanzania.**

**Lot No 1: Supply and Delivery of Biological Items for Nairobi, Kenya.**

**Lot No 2: Supply and Delivery of Biological Items for Dar es Salaam, Tanzania**

**Wednesday 5 March 2025**

**At 11:00 AM- 12:00 PM**

## Pre-bid meeting Agenda:

- *Access to tender and tender documents*
- *Key Dates and useful information*
- *Evaluation Criteria*
- *Returnable documents*
- *Checklist of documents*
- *Common mistakes bidders make*
- *Q & A*
- *End of Meeting*

***Meeting will be recorded!***

This tender is conducted through the UNOPS Procurement Procedures. All communication shall be made through eSourcing. Bidder must submit their bid through eSourcing.

To participate on *tender*, bidder must fulfill the following:

- ❖ Be registered on [www.ungm.org](http://www.ungm.org) website as UNOPS vendor, by selecting UNOPS from the list of UN agencies.
- ❖ To access to the tender, login to UNGM first, the tender will be automatically under 'My tenders' on UNGM. Look for the tender(ITB/2024/55080) and click on 'View documents' which is a green button right in front of the tender title. Then the UNGM prompts them to the eSourcing platform where they must log in and work on the tender.
- ❖ The steps are clearly explained in the vendor guide: <https://esourcing.unops.org/#/Help/Guides>

# CONTENTS

## TENDER DOCUMENTS:

- [RFQ Particulars](#)
- [SECTION I: Instruction to Bidder](#)
- [SECTION II: Schedule of Requirements](#)
- [SECTION III: Returnable Bidding Forms](#)
- [Form C Price Schedule Form](#)
- [Form D Technical Sheet](#)
  
- [DRiVE Supplier Sustainability Questionnaire](#)

# USEFUL INFORMATION

<b>Bidding period</b>	<b>19th February 2025 - 18th March 2025</b> <i>Bidder can submit their bid earlier than 18th March 2025 but not later.</i>
<b>Bid Submission deadline</b>	<b>18th March 2025 at 12:00 noon, Kenya Time ( 09:00 UTC)</b>
<b>Bid Opening</b>	<b>18th March 2025.</b> <i>Public bid opening will not be held.</i>
<b>Pre-bid meeting (open but highly recommended)</b>	Date: <b>Wednesday, 05 March 2025.</b> Time: <b>11:00 am - 12:00 noon Kenya Time</b> Location: <b>Virtual via google meet</b> link: <b><a href="https://meet.google.com/rzt-gbv-vea?authuser=0">https://meet.google.com/rzt-gbv-vea?authuser=0</a></b>
<b>Bids submission</b>	Through eSourcing
<b>Clarifications</b>	<b>Requests for clarification from bidders will not be accepted later than 12:00 pm, Kenya Time (09:00 UTC) on 07 March 2025.</b>  Responses to requests for clarification will be communicated to the bidder directly through eSourcing.

## USEFUL INFORMATION

**Alternative offer**

Not accepted

**Partial Bid**

Bidders shall be allowed to quote prices for one or more lots identified in this tender. However, bidders must offer 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot.

**Bid currency(ies)**

USD (United States Dollar)

**Duties and taxes**

All quotations shall be submitted net of any direct taxes (customs duties and indirect taxes, such as sales taxes, VAT, taxes on commodities such as fuel.

**N.B:** *The consignee will manage the tax exemption process and furnish the supplier with the required exemption letter for the clearance of the equipment.*

*If the consignees of the goods are unable to obtain tax exemptions, UNOPS may require the awarded supplier to settle the applicable taxes on behalf of the consignee, including, but not limited to, import duties, excise duties, VAT, and other import-related fees and levies. To this end, UNOPS may, at the time of award, allocate funds to cover these costs, as well as other unforeseen charges, including storage, demurrage costs, to cater for any additional expenses arising from the payment of taxes.*

# USEFUL INFORMATION

**Bid security**

**Not required**

**Language of bids**

Official UNOPS language : English

**Contract to be signed with  
awarded bidder**

Purchase Order

In the event of an order, the following conditions of contract will apply:

- UNOPS General Conditions of Contract for the provision of Goods and Services

The conditions are available at:

<https://www.unops.org/business-opportunities/how-we-procure>

# USEFUL INFORMATION

## Performance security details

UNOPS reserves the right to request the successful supplier to provide a performance guarantee representing **5% of the contract value**, using the UNOPS template dedicated to this purpose, or issued via the certified check payable to UNOPS.

*1) To minimize Credit Risk, UNOPS will only accept Bank Guarantees from Banks or other Financial Institutions with:*

- a minimum Long Term Credit Rating of BBB - with Standard and Poor's,
- a minimum Long Term Credit Rating of Baa3 - with Moody Investor Services, or
- a minimum Long Term Credit Rating of BBB - with Fitch Ratings.

Any Bank Guarantee issued by a financial institution with a credit rating below the outlined credit ratings will require prior validation from UNOPS.

2) The Performance Guarantee shall be submitted through SWIFT.

# USEFUL INFORMATION

## Payment terms

Within 30 days after receipt of the goods/services and on submission of payment documentation.

## Advance payment

Not allowed

## Liquidated damages details /

Applicable

## Delay damages details

If the supplier fails to comply with the time for completion, as specified in the contract, the supplier shall pay delay damages to UNOPS for this default.

UNOPS will deduct from the Contract price, as liquidated damages, a sum equivalent to the percentage of **0.3%** of the Purchase Order (PO) amount for each day of delay until actual delivery or performance, up to a maximum deduction of **10%** of the PO. Once the maximum is reached, UNOPS may terminate the PO pursuant to the General Conditions of Contract.

## Expected contract award date

15<sup>th</sup> May 2025

# Evaluation Criteria:

- Preliminary screening Evaluation to determine compliance To advance to step II of the evaluation process, bids must meet all criteria under the eligibility, formal, and qualification criteria. The evaluation methodology for these criteria will be pass/fail.
- Technical Evaluation: To advance to step III of the evaluation processes, bids must comply with and pass all technical criteria described in Section II: Schedule of Requirements. Please refer to the technical sheet for the set criteria.
- Financial evaluation: Bids that have passed Step I 'Preliminary Evaluation' and Step II Technical Evaluation' will advance to Step III 'Financial evaluation and shall be on the basis of lowest priced.

# Evaluation Criteria cont':

## Stage: 1. Eligibility and formal criteria

Criteria	Category (Preliminary, Qual, Tech)	In case of JV, consortium who should meet the criteria
Bidder is eligible as defined in Instructions to Bidders, Article 4, including each member of the Joint Venture, consortium, or association and/or Subcontractor (as applicable)	Preliminary	In case of JV, Each joint venture, consortium members must meet).
Completeness of the Bid. All required Questionnaires (if any), and Returnable Bidding Forms and other documentation requested under the Document Checklist section have been provided and are complete	Preliminary	In case of JV, Each joint venture, consortium members must meet).
Bidder accepts UNOPS General Conditions of Contract	Preliminary	In case of JV, Each joint venture, consortium members must meet).

# Evaluation Criteria cont':

## Stage: 1. Eligibility and formal criteria

Criteria	Category (Preliminary, Qual, Tech)	In case of JV, consortium who should meet the criteria
The vendor does not have conflict of interest.	Preliminary	In case of JV, Each joint venture, consortium members must meet).
The vendor is not included in any of the identified ineligibility lists, namely: United Nations Ineligibility List (UNIL) including the UNOPS Ineligibility List; Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.	Preliminary	In case of JV, Each joint venture, consortium members must meet).
The vendor is not currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices under the mandate of the Vendor Review Committee	Preliminary	In case of JV, Each joint venture, consortium members must meet).

# Evaluation Criteria cont':

## Stage: 2. Qualification criteria

Criteria	Category (Preliminary, Qual, Tech)	In case of JV, consortium who should meet the criteria
<p>Bidder should be in continuous business of manufacturing / supplying the specific products as specified in Section II: Schedule of requirements during the last 5 (five) years Between 2019 - 2024 and similar products during the last 5 (five) years prior to bid opening. Bidders are required to submit Certificates of Incorporation or Business Registration, complete Form F: Performance Statement Form and submit proof of this in the form of POs/contracts.</p>	Qualification	In case of JV, Each joint venture, consortium members must meet).
<p>If a Bidder does not manufacture or produce the goods it offers to supply, he shall submit the Manufacturer's Authorization using the form included in Section III: Returnable Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the goods to supply these goods in the country of</p>	Qualification	In case of JV, Each joint venture, consortium members must meet).

# Evaluation Criteria cont':

## Stage: 3. Technical criteria

Criteria	Category (Preliminary, Qual, Tech)	In case of JV, consortium who should meet the criteria
Goods/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section II: Schedule of Requirements	Technical	In case of JV, Each joint venture, consortium members must meet).
The bid's Delivery Requirements (including Incoterms rule(s) requested) are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section II: Schedule of Requirements. Bidders shall propose their own firm delivery timeline for the goods. The proposed delivery timeline should be realistic and achievable, taking into account the complexity of the procurement and the specific requirements of the project. Bidders should clearly outline their delivery plan, including any potential challenges and mitigation strategies.	Technical	In case of JV, Each joint venture, consortium members must meet).

# Evaluation Criteria cont':

## Stage: 3. Technical criteria

Criteria	Category (Preliminary, Qual, Tech)	In case of JV, consortium who should meet the criteria
<p>Bidder must provide at least one of the following: A copy of a valid EMS (ISO 14001 or equivalent); A copy of the organization's sustainability policy; A copy of the organization's latest CSR report; A copy of the organization's most recent UN Global Compact Communication on Progress report; Reduced Packaging Plan; A signed statement from the CEO (or other executive officer) confirming the organization's commitment to sustainability.</p>	Technical	In case of JV, Each joint venture, consortium members must meet).
<p>The CONTRACTOR must include, as part of the offer price, a minimum of number of years warranty period specified in the technical sheets for all products, component and associated accessories.</p>	Technical	In case of JV, Each joint venture, consortium members must meet).

## Evaluation and Award Criteria (continued) :

### Returnable bidding forms

Bidder is reminded to ensure accuracy of information provided. Any information found to be false will automatically disqualify your bid, furthermore UNOPS is obliged to report the vendor to the Vendor Sanctions Committee for Fraud.

**Clarifications:** UNOPS may request clarification or further information in writing from Bidder, to rectify non-material non-conformities or omissions in the tender. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.

## IMPORTANT NOTE- Completeness of Bids

- UNOPS reserves the right to amend the solicitation documents at any time. Any amendments or clarifications will be posted on the e-sourcing platform.
- Please ensure that all the returnable bidding forms are **filled** in without fail, **signed** and **stamped** as required.
  - SECTION II: Schedule of Requirements
  - SECTION III: Returnable Bidding Forms
  - Form C\_ Price Schedule Form
  - Technical Sheet
- Bidder must submit a **complete financial proposal** of each lot
- Any modifications to the **financial proposal** after **bid closure** will be disqualified.

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## Checklist of documents to be submitted by vendors

Commitment to sustainability- Bidder must provide at least one of the options listed in the qualifications criteria.  
(Other - Document is mandatory ). Main Tender

Form A: Joint Venture Partner Information Form  
(Company profile - Document is optional )- Every Lot

Form B: Bid Submission Form  
(Bid submission form - Document is mandatory )\_Every Lot

Form C: Price Schedule Form  
(Price schedule/Financial proposal - Document is mandatory )\_  
Every Lot

Form D: Technical Bid Form  
(Technical proposal - Document is mandatory )\_Every Lot

Form E: Manufacturer's Authorization Form  
(Other - Document is mandatory )\_Every Lot

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## Checklist of documents to be submitted by vendors

Form F: Performance Statement Form  
(Other - Document is mandatory )\_Main Tender

Form G: Performance Security Form  
(Bid security - Document is mandatory )\_Every Lot

Form H: Self Disclosure Form  
(Other - Document is mandatory )\_Main Tender

Product Data and fact sheet/Catalogue/Brochure  
(Other - Document is mandatory )\_Every Lot

The bidder has to upload POs/Contracts of past projects  
and any other relevant document

(Other - Document is mandatory )\_Every Lot

## Commons Mistakes Bidders Make

- Failure to Read and Understand the Tender Documents
- Incomplete Returnable forms
- Not submitting/partial submission of the Returnable schedules
- Change of Returnable schedules/Bidders tend to use their own templates
- Errors in Pricing and Costing

## Commons Mistakes Bidders Make

- **Take note of the contract general terms and conditions. Read it carefully and understand.**
- Failure to Seek Clarifications
- Not paying attention to ***communications/revisions made by email and via UNGM***, including for bid amendments
- Waiting until the last minute to submit their bid
- Poor Quality Supporting Documents

A large, faint, light gray watermark of the United Nations emblem is centered on the page. It consists of a world map with latitude and longitude lines, flanked by two olive branches, all enclosed within a circular border.

# Q & A