

DATE: 07-AUG-2020

INVITATION TO BID: No SC/ITB/20/037

**FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF MEDICAL
EQUIPMENT
FOR HOSPITALS in KPK-PAKISTAN**

CLOSING DATE AND TIME: 21-AUG-2020 23:59 hrs. PST

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Pakistan, invites qualified suppliers, authorized dealers and manufacturers to make firm offers for the supply, delivery, commissioning / installation and on-the-spot (hospital) training of the medical equipment at the named location, referred to hereinafter as "Goods".

IMPORTANT:

Exact technical specifications of the items are detailed in Annex-C of this document.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

QUALITY CONTROL:

Suppliers and manufacturers are requested to ensure that the quality of dispatched equipment fully comply with UNHCR technical specifications and requirements.

Suppliers and Manufacturers shall provide a quality certificate for the equipment they are proposing e.g. FDA, CE, JIS, ISO 13485 or a quality certificate issued by a State Quality Certification Agency from the country of manufacture.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex E).

Note: this document is not construed in any way as an offer of contract to your firm.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A: Calendar of activities;
- Annex B: Bid Data Sheet (*To be completed and submitted in the technical offer*)
- Annex C: List and Technical Specifications of Medical Equipment (Part I & II)
- Annex D: Financial Offer Form (*To be completed and submitted in a financial offer*)
- Annex E: Vendor Registration Form (*To be completed and submitted by bidders who are neither registered with UNHCR nor on UNGM*)
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods – 2018 (*to be read and acknowledged*)
- Annex G: UN Suppliers' Code of conduct. (**To be read and acknowledged**)
- Annex H: Quantity Allocation and delivery locations

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to pakissc@unhcr.org:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, Chamber of Commerce, UNGM website, printed media etc.)

IMPORTANT:

Please note that submissions are not to be sent to the email address above.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any requests for clarification in respect of this ITB by e-mail to pakissc@unhcr.org:

The deadline for receipt of questions is 23:59 hrs. PST on 14-AUG-2020.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a question to all other invited bidders at once. On the closing date for receipt of questions, UNHCR shall compile FAQs and responses and post under the tender on unhcrpk.org and UNGM on 03-JUL-20.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in

disqualification of the offer. Please, send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

Technical details of the required products can be found in Annex-C attached to the ITB document. Please, clearly state if your goods conform to the UNHCR technical specifications and requirements in Annex B.

The following details which comprise part of the Eligibility and Qualification Criteria should be provided in the Technical Part of your Offer.

Registration of Firm: The bidder shall provide copies of registration documents in the country of operation like valid certificate of registration of the business, Certificate of Incorporation. The core business must be in the Manufacture/Supply of Medical Equipment.

Company Profile: The bidder shall provide complete company profile including description of the company and the company's qualifications (contract capacity): A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).

- i. Year founded and type of firm (e.g. Manufacture, Distributor, Reseller);
- ii. Number of years of experience in supply of similar products (biomedical equipment);
- iii. If multi location company, specify locations of presence in the Pakistan.
- iv. Number of institutions the company has supplied same goods to. Please, provide contact details of such institutions. UNHCR at its sole option may decide to conduct reference checks of the quality of the equipment and level of after sales services provided by the bidder.
- v. Authorization Certificate/s from the foreign manufacturers

Financial Soundness: Your offer should include the audited financial statements for the past 3 years showing an annual turnover of at least USD 100,000 or equivalent in local currency. If your statement is in any currency other than USD or Pakistan rupees, it shall be converted to USD using the UNHCR exchange rate at the time of bid evaluation.

Experience of Firm: The bidder shall show proof of a minimum of 3 years' experience in the manufacture/supply of similar medical equipment by submitting at least 3 contracts, work orders, POs or reference letters. All documents must be credible with letter heads and/or stamps of issuing organizations.

Earnest Money/Bid Security: Your technical offer should contain the sum of PKR 100,000 in the form of a DD / PO / CDR in favor of UNHCR Pakistan and must be issued by a bank with a minimum credit rating of "A".

UNHCR will only accept proposals that are submitted electronically, therefore the **scanned copy of the bid security should be attached in the technical proposal and original bid security should be sent at the following address;**

***Bid Security for Tender # SC/ITB/20/037
Procurement of Medical Equipment for KPK Hospitals
Supply Chain Unit
United Nations High Commissioner for Refugees (UNHCR)
Diplomatic Enclave-2, Sector G-4, Islamabad***

No pricing information or any other documents related to your proposal should be sent in this envelope.

The bid security must be valid for 180 days after the closing date of this ITB as stipulated in section 2.6 of this ITB.

Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible but no later than 30 days after the expiration of the period of offer validity as stipulated in section 2.4.2 of this ITB.

The successful bidder(s)' bid security (ies) will be discharged/returned upon the bidder(s) signing the contract or acknowledging the purchase Order.

The bid security may be forfeited:

- i. If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder in his offer; or,
- ii. In the case of a successful Bidder, if he fails to sign the Purchase Order upon in which case he would have refused the offer.

Incoterms 2010: Incoterms 2010 shall apply for this ITB and for any resulting purchase orders.

Packing and container utilization details: The technical offer shall clearly indicate the packing and transport method.

Delivery capacity: The bidder shall state the mobilization time, availability of ex-stocks outside or within Pakistan. **Preferrable delivery time is 60-90 days of issuance of the purchase order by UNHCR. The delivery lead time of 60-90 calendar days shall include the period for obtaining of exemption certificate (UNHCR shall take charge, if needed).**

Inspection: UNHCR shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

Country of Origin of the Supplier and place of Manufacture: **The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.**

Warranty: The technical bid shall include manufacturer's defects and liability period and terms of warranty as mentioned in Annex-C. The beneficiary hospital may decide to formalize the warranty and maintenance agreement with a zero value contract. Bidders should therefore factor in the required warranty period, quarterly maintenance schedule and all other risks in the price of their equipment.

Local Distribution Authorisation : Bidder must have an established presence with physical address in Pakistan. Please include your physical address in your company's profile. Credible and valid licence/franchise document should be provided that the bidder has been duly authorized by the goods' manufacturer or producer for the supply, training, installation and repair/maintenance services of their goods in Pakistan.

Quality Certification: Suppliers and Manufacturers shall provide a quality certificate for the equipment they are proposing e.g. FDA, CE, JIS, ISO 13485 or a quality certificate issued by a State Quality Certification Agency from the country of manufacture.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex E**). If your firm is registered in UNGM at level 1 or 2, please, provide only your exact registration number together with a declaration that the information available in UNGM is fully updated.

UNHCR General Conditions for Provision of Goods: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing **Annex F**.

Quantity Allocation and Delivery Location (Annex-H): Your technical offer should contain your acknowledgement of delivering items as per Annex-H, therefore, prices should include the delivery and transport factor of the equipment.

Alternative Products: If you have an alternative product(s) that fulfill has the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex-B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of acquiring those.

IMPORTANT:

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex-C**). Do not send only an offer for an alternative product, i.e. these should be send in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

2.4.2. Content of the FINANCIAL OFFER

Your **separate** Financial Offer is to be submitted as per the financial offer form (**Annex-D**). Bids that have a different price structure will be considered but will be converted to United States Dollars using the UN exchange rate at the time of financial evaluation.

The following details shall be provided for each item:

Unit costs: Your quote shall have:

- i. The unit price must be inclusive of all charges mentioned in the Annex-D including transportation up to the delivery addresses mentioned in Annex H, risk factors, warranty, insurance, installation, on the spot training of users and maintenance under warranty.
- ii. If upon UNHCR's calculation the total price of a product differs from the stated total price of any line item in Annex-D, the unit price shall prevail. If the sum of total prices of all line items differ from the overall total price stated by the bidder, the line item total prices shall prevail.

Please take careful note of the two (02) pricing models in the financial offer form i.e. DDP-Price & DAP-Price. Bidders should quote both pricing models. Since UNHCR is exempted from all direct taxes and customs duties, therefore UNHCR may opt for DAP-Price (Exclusive of duties and taxes).

You are requested to hold your offer valid for 180 calendar days from the deadline for submission. UNHCR will make its best effort to select a company within this period. In exceptional

circumstances, prior to the expiration of the Bid validity period, UNHCR may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in section 2.4.1 of this ITB should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

UNHCR's standard payment terms are within 30 days after satisfactory completion of deliveries, Installation, Commissioning and training, and upon submission of payment documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.5. BID EVALUATION:

2.5.1. Supplier Registration:

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- i. Copy of certificate of registration / incorporation and copy of certificate of; or
- ii. Proof of your firm's registered in UNGM.

However, if your bid is successful, prior to issuance of a Purchase Order you shall be expected to provide detailed information and relevant evidence of your bank account. This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Technical and Financial evaluation:

All bids will be evaluated based on:

- Technical evaluation and Compliance with the established UNHCR specifications;
- Unit costs;
- Delivery Time.

2.5.3 Formal and Technical Evaluation Criteria

Technical bids will be evaluated based on Pass/Fail criteria as shown below. To be technically qualified all criteria must be passed.

FORMAL (PRELIMINARY) CRITERIA	
Has the bidder provided a Business Registration document with core business in the manufacture and/or supply of medical equipment?	Yes / No
Bid Security of PKR 100,000 in the prescribed format submitted?	Yes / No
Is the bidder a manufacturer OR a Local distributorship license/ certificate on behalf of bidder submitted?	Yes / No
Does the bidder have a physical presence (agent/partner/franchisee) in Pakistan?	Yes / No
Financial standing; audited financial statements for the past 3 years with a minimum annual turnover amount of USD 100,000 or equivalent in local currency submitted?	Yes / No

UN general conditions for the provision of goods acknowledged (signed) submitted?	Yes / No
TECHNICAL CRITERIA	
Do the offered specifications conform with the specifications spelled out in Annex-C?	Yes / No
Valid Quality Certificate of products e.g. FDA, CE, JIS ISO 13485 or certificate issued by a State Quality Certification Agency from the country of manufacture on behalf of manufacturer submitted? (Only applicable for equipment mentioned in Annex-C, Part-II)	Yes / No
Defects and liability period and warranty terms provided?	Yes / No
Experience in the supply of similar products. Minimum 3 years, at least 3 credible contracts, work orders, PO or reference letters on the letterhead and/or stamp of the client submitted?	Yes / No
Technical Evaluation	Pass/Fail

Only Bidders who will qualify in the “Formal Criteria” will be evaluated further for “Technical Criteria.”

2.5.4 Financial Evaluation: Financial proposals will be opened for only bidders who meet all the above baseline criteria, and the evaluation will be done based on lowest price offered.

For evaluation purposes only, offers submitted in currency other than USD will be converted into USD using the UN exchange rate at the time of evaluation.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

Bids must be submitted by email ONLY to pakisitb@unhcr.org with technical and financial offers in separate emails. Please indicate in your email subject field as following;

- Tender # SC/ITB/20/037
- Technical of Financial offer (whichever you are sending)
- Number of Emails that are sent e.g. 1/3, 2/3 & 3/3

Upon submission of your bid via email, you should receive an auto reply confirming reception. If you do not receive the auto reply, please, contact us directly via pakissc@unhcr.org. Please, do not send your bid or disclose any information about it to this email.

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please, know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 Mb, so it is also necessary to send more than one e-mail.

IMPORTANT:

Technical offers and financial offers are to be sent in separate emails. Failure to do so may result in disqualification.

Any bid received after the submission deadline or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by advertising in the same newspapers and or UNGM.

Deadline: 21-AUG-2020, 23:59 hrs. PST.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.7 BID ACCEPTANCE:

Bidders are encouraged to quote prices for all items and for both pricing models. However, partial bids shall be accepted. UNHCR reserve the right to place order for whole or part of your bid.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying on unhcrpk.org or on [UNGM website](#). The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the selected offer. Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the General Conditions of Contracts (**Annex F**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.



**Mohamed Riyale
Senior Supply Officer
UNHCR -Islamabad, Pakistan**