

PSS 11/379

Date: 2 November 2020

**Cover Letter related to INVITATION TO BID NO [EM/RGO/DAF/LSP/P/0004963]
(Purchase of medical equipment for Syria)**

The World Health Organization Regional Office for the Eastern Mediterranean (WHO/EMRO) seeks offers for the **purchase of Medical, Hospital and Laboratory Equipment** for use by the Ministry of Health in Syria, **as per the attached specifications.**

QUERIES:

- A prospective bidder requiring any clarification on may submit his questions via UNGM “Correspondence” tab **no later than 11 November 2020, 23:00 hours, Cairo time.**

CLOSING DATE: Offers must be uploaded via UNGM, “Tender Documents” tab no later than [26 November 2020] at [23:00] hours, [Cairo] time

SUBMISSION OF OFFERS:

- Financial Offers must be submitted in the attached (Financial Segment, Annex 2) as an **excel sheet and in PDF format**. Technical offers and other details can be added as annexes.
- **Offers are accepted in all currencies except in USD.**
- Offers must comply with the requirements stated in the attached Invitation to Bid (ITB). All requirements should be completed as per the annexes.
- If interested, you are kindly requested to register through United Nations Global Marketplace (UNGM) by logging-in to this site: <https://www.ungm.org>. After having an active account, continue following the guidance, until you express your interest to this bid. Then, you will be transferred to WHO’s e-tendering system to be able to collect the bidding documents and access your tender opportunities.
- All **offers** should be submitted in UNGM website before the above-mentioned closing date and marked “**Invitation to Bid: [EM/RGO/DAF/LSP/P/0004963] Medical, Hospital and Laboratory Equipment for Syria**”.

IMPORTANT REMARK:

- Offers must comply with the requirements.
- Offers must be received and made in accordance with the instructions contained in the attached invitation to bid.
- Any order resulting from this invitation shall contain **WHO’s General Terms and Conditions** and any other specific terms or conditions detailed with the attached invitation to bid.

INCOTERMS 2020:

The preferred WHO incoterm is FCA nearest port/seaport to the supplier (to be specified). Other incoterms could be considered, especially CIF Lattakia or CIF Jdaidet Yabous

SELECTION/REJECTION CRITERIA

1. Offers not meeting the required specifications will not be considered.
2. Only complete offers that contain the detailed technical specifications, manufacturer, country of origin and the warranty provisions will be considered.

3. The offered should have at least one year warranty from the date of installation.
4. Offers with delivery more than **4 month may not be considered.**
5. The evaluation of items meeting the required specifications will depend on the price (80%) and the delivery period (20%).
6. Brands for which no local agents are available for installation, training and after sale services will not be considered.
7. Partial delivery could be accepted.
8. Suppliers are not obliged to submit offers for all the items or the whole quantity of each item.
9. The equipment might be inspected by a third Quality Assurance party before delivery.
10. Offered equipment should be registered at the Syrian Ministry of Health.

UN CODE OF CONDUCT:

Confirmation of acceptance that your esteemed company accepts the terms mentioned in the attached UN Code of Conduct, **must be received in the same letter containing your bid.** The UN Code of conduct is also available in the below link:

<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

ADDITIONAL INFORMATION:

Any information which the vendor may consider necessary to guarantee or clarify technical details or compliance with standards, etc. may be included, provided reference is made in the offer and clearly indicated.

Sady Elbilbassy
Procurement Officer
EMRO/WHO

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