

## Template Emergency ITB document



United Nations Population Fund (UNFPA)

Marmorvej 51, 2100 Copenhagen

Website: [www.unfpa.org](http://www.unfpa.org)

Date: 23.09.21

### **Invitation to Bid (ITB) No. UNFPA/DNK/ITB/21/014**

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following **items** with the following technical specifications:

#### **Item No. 1: Consultation - Delivery Maternity Unit**

Quantity: 1 unit

Type of structure: 20 feet steel container with 2 separations and without a truck.

This unit needs to serve as consultation and for normal delivery situations.

Your proposal should include your technical solution and drawings related to our needs.

Installation: the container should be delivered with water system storage, Fuel 220/110 V generator, and AC system:

Medical equipment: Equivalent or similar as stated under “Inventory Maternity”

#### **Item No. 2: Operation and Recovery Unit**

Quantity : 1

Type of structure: 1 x 20 ft steel container + 1 PVC coated tent, without trucks

The 20 feet container for surgery, and specially for the cesarean section with recovery area easy to be set up with fully adapted equipment and autonomous energy and water. This system should be easier to install and should be for field use.

The surgery unit will be completed with a recovery area for surgery and cesarean section, easy to transport, install, set up. This integrated unit doesn't need to be mobile with a trailer in it.

Your proposal should include your technical solution and drawings related to our needs.

Installation: should included Water system, AC system and fuel 110/220V Generator

Operating and Recovery Equipment: Equivalent or similar as stated under annex “Inventory Recovery” and “Inventory Operating room”

**Special Note:** These items **should be in Luxembourg Findel Airport, Luxembourg no later than 15th October 2021 under CPT Incoterm conditions.** A humanitarian charter flight to Haiti will be provided by the Government of Luxembourg.

No customs clearance needed as cargo will stay in the free zone if goods are shipped to Luxembourg.

If you quote from a country in the Americas, the incoterm should be CPT Port Au Prince, Haiti. in this case, UNFPA Country Office will be the consignee and do the customs clearance. The goods should arrive not later than **31 October 2021**

If you are interested in submitting a bid for these items, kindly fill in the attached submission form and submit it to the secure email address indicated below/ not later than Monday **27/09/2021, time (15:00 HRS , Copenhagen Time)**

Secure email address for this bid submission: **bidtender@unfpa.org**

Please ensure to mark your email with the ITB reference number **UNFPA/DNK/ITB/21/014** and the words “Sealed bid. Do not open before **27/09/2021, time (15:00 HRS, Copenhagen Time)**”.

Secure email address for bid submission: **bidtender@unfpa.org**

**Note: Do not submit your bid/proposal to the contact person’s email address as your offer will be disqualified!**

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

**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 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 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:**

- Freight cost **CPT Luxembourg Findel Airport, Luxembourg or CPT Port Au Prince, Haiti** if the goods will be shipped from a country in the Americas

**Validity of Bid:**

The prices of the bid shall be valid for 60 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 **1 - 2 weeks or before 15th October, 2021** upon issuing of purchase order.

Please indicate: i) Date of Dispatch and ii) Date of arrival

**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:**

In the event of a 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: if partial bids are allowed, the lowest evaluated bidder will be evaluated by commodity type.

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

**Attachments:**

- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**

## 1. 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: 1 - 2 weeks or before 15th October, 2021)

**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 60 days 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



**2. Bidders Identification Form**  
 Bid No. UNFPA/DNK/ITB/21/014

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> 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

### 3. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	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)
1	<p><b>Consultation - Delivery Maternity Unit</b></p> <p><u>Quantity</u>: 1 unit</p> <p><u>Type</u> _____ of <u>structure</u>: 20 feet steel container with 2 separations and without a truck.</p> <p>This unit needs to serve as consultation and for normal delivery situations.</p> <p>Your proposal should include your technical solution and drawings related to our needs.</p> <p><u>Installation</u>: the container should be delivered with water system storage, Fuel 220/110 V</p>		

	<p>generator, and AC system:</p> <p><u>Medical equipment</u>: Equivalent or similar as stated under “ Inventory Maternity”</p>		
2	<p><b>Operation - Recovery Unit</b></p> <p><u>Quantity</u> :1</p> <p>Type of structure: 1 x 20 ft steel container + 1 PVC coated tent, without trucks</p> <p>The 20 feet container for surgery, and specially for the cesarean section with recovery area easy to be set up with fully adapted equipment and autonomous energy and water. This system should be easier to install and should be for field use.</p> <p>The surgery unit will be completed with a recovery area for surgery and cesarean</p>		

	<p>section, easy to transport, install, set up. This integrated unit doesn't need to be mobile with a trailer in it.</p> <p>Your proposal should include your technical solution and drawings related to our needs.</p> <p><u>Installation:</u> should included Water system, AC system and fuel 110/220V Generator</p> <p><u>Operating and Recovery</u></p> <p><u>Equipment:</u> Equivalent or similar as stated under annex “Inventory Recovery” and “Inventory Operating room”</p>		
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**Equipment Inventories: refer them as equivalent or similar**

		Description of items offered and Bidder's statements on deviations	Compliant? (Y/N) to be complete
Inventory Recovery			

			(To be completed by the bidder)	ted by UNFPA
Quantity	Form	Description		
2	pcs.	trolley, patients, height & Trendelenburg adjust, side rails, IV pole, dim approx. 190x65x45/75 cm		
2	pcs.	mattress for patient stretcher, waterproof removable washable cover, dim approx. 185 (117+68) x 65 x 10 cm		
6	pcs.	pillow cover, 100% cotton, dim approx. 60 x 70 cm		
2	pcs.	pillow, 100 % polyester, synthetic filling, dim approx. 60 x 70 cm		
12	pcs.	bed sheet, 100 % cotton, white, 120 x 200 cm		
6	pcs.	blanket, 100 % cotton, 120 x 200 cm		
1	pce.	waste bin, stainless steel outer, plastic inner, 14 litres min, with foot lever raising lid		
1	pce.	sphygmomanometer, aneroid, 300 mm Hg, with adults cuff		
1	pce.	patient monitor, min 12" color display, 12-lead ECG/HR/SpO2/PR/NIBP/RESP/EtCO2, 220V/battery		
1	pce.	pump, aspirating, portable, 230V/50-60 Hz, capacity approx. 23 lt./min., max. vacuum 750 mm Hg, 2 litres bottle		
1	pce.	slide sheet, silicone coated, 90 x 110 cm		

			Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant ? (Y/N) to be completed by UNFPA
Inventory Maternity				
Quantity	Form	Description		
1	pce.	bed, labor/delivery, with 3-pce mattress, foldable leg section, with knee crutches, overall length min 180 cm		

1	pce.	trolley, patients, height & Trendelenburg adjust, side rails, IV pole		
1	pce.	mattress for patient stretcher, waterproof removable washable cover		
1	pce.	light, examination, on castors, 230/240V		
1	pce.	bassinet (baby's cot), with TR/RTR positions, plexiglass crib, epoxy coated steel tube on castors		
1	pce.	mattress, for baby crib, removable flame retardant cover by zip		
1	pce.	cushion, baby changing, appr. 45 x 67 cm, washable		
2	pcs.	stool, revolving, height adjustable, on castor wheels		
1	pce.	wheelchair, foldable, fixed armrests, foldable footplates		
1	pce.	stretcher, folding, aluminum, approximate dimensions (unfolded) 205 x 53 x 13 cm		
1	pce.	instrument stand, with tray, height adjustable, stainless steel		
1	pce.	I.V. stand, 4 hooks (stainless steel), with castors (plastic), height adjustable, stainless steel		
1	pce.	chart, anatomical, full color, pregnancy and childbirth		
1	pce.	wall clock, with seconds indicator		
1	pce.	waste bin, stainless steel outer, plastic inner, 14 litres min, with lid		
1	pce.	Chair		
2	pce.	Trolley		
		Equipment		
1	pce.	Portable Ultrasound including convex and vaginal transducers		
1	pce.	stethoscope, binaural, standard, dual head		
1	pce.	sphygmomanometer, aneroid, 300 mm Hg, with adults cuff, large dial (150 mm), wall mounting		
10	pcs.	thermometer electronic digital display		
1	pce.	diagnostic set (otoscope/3 ear specula/2 laryngeal mirrors/throat lamp/nasal speculum)		
1	pce.	urinal, female, min 900 ml, stainless steel		
1	pce.	timer, 60 minutes, mechanical, with alarm		

8	pcs.	hot water bottle, 1 litre		
8	pcs.	pouch, for 1 litre hot water bottle		
6	pcs.	pillow cover		
2	pcs.	pillow, foam filling		
6	pcs.	bed sheet		
3	pcs.	blanket		
		UNICEF kits		
1	pce.	kit, Midwifery, 2-equipment, UNICEF (9902218) Kit contents: 2 x Forceps,dressing,Cheron,250mm 2 x Jar,forceps,pp,180mm,w/o cover 2 xJar,thermometer,pp,11cm,w/o cover 2 x Stethoscope, foetal, Pinard 1 x Pen, ball-point, blue, BOX-10 2 x Brush, hand, scrubbing, plastic 2 x Tape measure, tailor's, fibreglass,1.5m 2 x Tourniquet, latex free,50cm 5 x Sling for use w/0145555,0557000,0557100 5 x Apron, protection, plastic, reusable 5 x Thermometer, clinical, digital, no Li 3 x Stethoscope, binaural, complete 1 x Scale,infant,spring type,5kg x 25g 2 x Basin, kidney, stainless steel,825ml 2 x Bowl, stainless steel,600ml 2 x Draw Sheet,plastic,90x180cm 4 x Tray,instr,ss,225x125x50mm,w/cover 2 x Tray,dressing,ss,300x200x30mm 2 x Bowl,round,polypropylene,6 - 8L 2 x Bowl, round, stainless steel,4L 1 x Book,exercise,A5,ruled-8mm,48 pgs/PAC-20 1 x Sphygmomanometer,(adult),aneroid 2 x Surg.inst.,delivery /SET: Set contents: 2 x Forceps,artery,Kocher,140mm,str 1 x Scissors,Mayo,140mm,cvd,b/b 1 xScissors,gyneco,200mm,cvd,b/b 2 x S9910004 - Surg.inst.,suture /SET: Set contents: 1 x Forceps,artery,Kocher,140mm,str 1 x Forceps,tissue,standard,145mm,str 1 x Needle holder,Mayo-Hegar,180mm,str 1 x Scalpel handle,no.4		

Inventory Operating Room			Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant ? (Y/N) to be completed by UNFPA
Quantity	Form	Description		
		Operating Room		
1	pce.	table, operating, hydr. adjustable		
1	pce.	Led Operating Light		
1	pce.	Anaesthesia System		
1	pce.	patient monitor, min 12" color display, 220V/battery		
1	pce.	pump, aspirating, 230 V/50 Hz, capacity approx 70 lt./min., 2 x 2 liter bottles		
1	pce.	doppler apparatus, pocket type, LCD display, FHR display, interchangeable 2 Mhz probe		
1	pce.	Electrosurgical unit, 220V, mono/bipolar, with reusable handpiece & accessories		
6	pcs.	forceps, bipolar, straight , for electrosurgical unit		
2	pcs.	forceps, bipolar, angled , for electrosurgical unit		
8	pcs.	diathermy/electrosurgery active cable, bipolar, for electrosurgical unit		
1	pce.	adaptor, for bipolar cable for electrosurgical cable		

1	pce.	Defibrillator with external paddles		
1	pce.	instrument stand, with tray, height adjustable		
1	pce.	kick bucket, stainless steel, on castors		
1	pce.	waste bin, stainless steel outer, plastic inner, min 14 litres, with lid		
1	pce.	container, polypropylene, min 100 litres, with lid		
1	pce.	I.V. stand, 4 hooks, height adjustable		
3	pcs.	trolley, instruments, with shelves, on castors, stainless steel		
1	Pce.	Class B steam sterilizer		
6	Pce	Tray, dim approx 40 x 20 cm		
6	Pce	Tray cassette		
1	Pce	Water distiller approx. 0,6 liter demi water per hour		
		UNICEF Kits		
1	pcs.	kit, surgical instruments containing: 1x Scissors, Mayo, 140mm, cvd, b/b; 1x Scissors, gyneco, 200mm, cvd, b/b; 2x Forceps, artery, Kocher, 140mm, str		
1	pcs.	kit, surgical instruments, curettage, containing: 1 x Dilators, uter, Hegar, d-e, 3-4 to 17-18mm 1 x Forceps, dressing, Cheron, 250mm 1 x Forceps, uterine, Museux, 240mm, cvd 1 x Retractor, vaginal, Doyen, 45x85mm 1 x Retractor, vaginal, Auvard, 38x80mm 1 x Scoop, uterine, Simon, 12mm, sharp 1 x Curette, uterine, Sims, 8mm, blunt 1 x Curette, uterine, Sims, 7mm, sharp 1 x Curette, uterine, Sims, 9mm, sharp 1 x Curette, uterine, Sims, 12mm, sharp 1 x Sound, uterine, Martin, 320mm 1 x Speculum, vaginal, Graves, 95x35mm 1 x Bowl, stainless steel, 180ml		
1	pcs.	kit, surgical instruments, basic surgery, containing: kit, surgical instruments, basic surgery, containing: 4 x Clamp, towel, Backhaus, 130mm 2 x Forceps, tissue, Allis, 150mm 6 x Forceps, artery, Halst-Mosq, 125mm, cvd 1 x Forceps, artery, Kocher, 140mm, str 1 x Forceps, dressing, standard, 155mm, str 1 x Forceps, tissue, Collin, 160mm 1 x Forceps, tissue, standard, 145mm, str 1 x Forceps, dressing, Cheron, 250mm		



		1 x Needle holder,Mayo-Hegar,180mm,str 1 xProbe,double-ended,145mm 1 x Retractor,Farabeuf,d-e,120mm,pair 1 x Scalpel handle,no.4 1 x Scissors,Metzembaum,140mm,cvd,b/b 1 x Scissors,Mayo,140mm,cvd,b/b 1 x Bowl,stainless steel,180ml		
	1 pcs.	kit, surgical instruments, suture,containing kit, surgical instruments, suture,1 x Scissors,Deaver,140mm,cvd,s/b 1 x Needle holder,Mayo-Hegar,180mm,str 1 x Forceps,artery,Kocher,140mm,str 1 x Scalpel handle,no.4 1 x Forceps,tissue,standard,145mm,str 1 x Probe,double-ended,145mm		

**PLEASE PROVIDE CARGO DETAILS FOR EACH ITEM:**

Number of batches	
Volume (m3)	
Weight (kg). gross chargeable weight (incl. pallets)	
Number of shipping of cartons	
Is cargo stackable (YES/NO)?	
Dimensions per Transport Unit	
Number and type of containers (20' / 40' / HC)	

**4. 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: 1 - 2 weeks or before 15th October, 2021)**

**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 2 months after the Closing date.*): \_\_\_\_\_

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

*Vendor's Comments:*

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**