

Informative Session I Minute - ITB/2021/34626 Medical Supplies and Devices.

Date: December 8th, 2021

The content, and objectives of the meeting are read:

- Explanation of the use of the eSourcing system
- Inform about the process of requesting clarifications
- Recommendations for the preparation of bids
- UNGM Registration
- Questions from the suppliers

1. Topic: Use of the eSourcing platform for bid preparation.

- The following is taught: how to express interest and view the bidding documents.
- Suppliers are requested to register in UNGM.
 - It is mentioned that more than one (1) registered mail (alternate contact) can be used in UNGM so that more than one (1) person can prepare the offer.
- General navigation tips and use of eSourcing is taught.
 - How to review the ad information and the fields contained in the Tender Information is shown.
 - Texts contained in the eSourcing system are in English and Spanish.
 - The UTC time is duly explained, and caution is given to be aware of the need to review these schedules.
 - The system has a counter at the top to help you count over the clarifications deadline and submission deadline.
- In Tender Particulars:
 - Information on the Clarifications/pre-bid meetings, the language of of bids and the subsequent meeting on December 14 to clarify the most frequently asked questions is included.
 - The currencies of the bid are detailed: Mexican Pesos and U.S. Dollars.
 - Bid security details, its variations in amounts, and the type of document to be submitted according to the condition of prequalified bidder, or not is explained. Types of documents and how to submit them to UNOPS.
 - Language of bids: Spanish and English, it is explained that in case of discrepancy between both presentations, the Spanish version prevails.
 - The bid opening date is detailed and it is indicated that the link to the public bid opening will be published later through an amendment.

- The evaluation method and evaluation method details are explained, as well as the payment terms, liquidated damages clauses and applicable discounts.
- Emphasis is placed on UNOPS commitment to the accomplishment of the SDGs, specifically SDG 12 Responsible Production and Consumption, and what initiatives are being carried out to this end.
- The acceptance of digital or digitized signatures in the submission of bids was indicated.
- Evaluation Criteria
 - It was explained how to get to them, and the documents that are part of the evaluation.
 - The guide that the system has to prepare the offer is detailed (English and Spanish) as well as the meaning of the acronyms: EN (English) ES (Spanish).
 - The nomenclatures and versions of the documents are clarified as well as how to handle them in order to be working in the latest version. Emphasis was made on the same in order to avoid submitting bids in outdated formats.

2. Subject: eSourcing Bidding Documents - Section I: Instructions to Bidders.

- The importance of this section, which establishes the provisions that govern the bidding process was mentioned, and some relevant clauses of the section were explained.
- A brief summary and specific points of the most relevant clauses of Section I are shared.

3. Subject: eSourcing Bidding Documents - Section II: Evaluation Criteria.

- The sections of the document and the content of the document are generally mentioned.
- A brief summary and specific points for each topic, which are also detailed in the bidding documents are shared.
- The Evaluation and Selection Method is explained
 - It is indicated that the criteria will be evaluated according to the condition of compliant or non-compliant.
- The general evaluation criteria to be used is explained → Lowest priced substantially compliant offer.
- The process, the evaluation content and what will be specifically evaluated at all stages are generally explained.
 - Eligibility and formal criteria
 - Evaluation of Prequalification Criteria
 - Technical Evaluation
 - Financial Evaluation
- The Financial Capacity analysis that UNOPS performs on bidders is explained.

4. Subject: eSourcing Bidding Documents - Section III - List of Requirements.

- The content of the document is generally explained, as well as general requirements.
- It is communicated that there is NO detailed delivery plan at this point in time.
- It's informed that the list of products required in the current invitation to bid is available in an Excel document in the Documents tab of the eSourcing system

5. Subject: eSourcing Bidding Documents - Section IV - Attachments to the Bid.

- The content and documentation to be uploaded to the eSourcing system at the time of submitting the bid is detailed.
- The amounts applicable to the Bid Security, the format, acceptable institutions, presentation of the security, etc., are explained again.
 - It is indicated that the information is detailed in the bidding documents.
- Form C: joint venture: it is not mandatory, it is only for reference, and contains what is necessary to establish a Joint Venture Agreement.
- Form D: Authorization of the Holder registered in the Sanitary Registration. If the bidder is not the Holder or who will be registered as Holder, this authorization must be submitted.
- Form E: Declaration of Eligibility
- Form F: Manufacturer's Authorization. Applies only for products that do not require Sanitary Registration.

6. Subject: Bidding Documents in eSourcing - Section V - Contract Model.

- The contract model (Purchase Order - PO) and the long-term agreement (LTA) are discussed.
- Expectations about the use of an LTA and the scope are explained.
- The PO, or POs are part of the LTA and will respect what was agreed to in the LTA (price, delivery lead time, and product).
- UNOPS has no obligation to purchase a minimum or maximum quantity in an LTA.
 - The purchasing commitment is the PO(s).
- For this bidding process the quantities are stated in the list of requirements of Section III.
- The quantities on the requirements list are going to be purchased from the awarded contractors through an initial PO and additional demands for Supplies will be made through purchase orders linked to an LTA.
- The LTA has a duration of 1 year with the possibility of extension to 2 years depending on supplier performance, reasonable pricing and availability of funds.

- The payment model and its conditions are explained.
- Additional details about the General Conditions are provided.
 - General Conditions are the clauses of conditions that will govern the contract and what the parties must comply with. It is reported that some clauses are adjusted or new ones are included, such adjustments are made through the Special Conditions that are an integral part of the contract.
- It is mentioned that UNOPS prior to award may exercise the right to vary quantities by 20% (upward or downward). This will not affect the price. The PO (Purchase Order) is the binding contractual document that the parties must comply with according to the obligations and responsibilities of each party.
- POs linked and unlinked to an LTA are explained.
 - First PO will be for the awarded quantities, based on the List of Requirements. This will be the independent PO or NOT tied to an LTA, this is held in order to secure the first contracting according to the quantities defined in the award.
- By signing the first PO, it is expected to sign in parallel the LTA which is the instrument to be used for future purchases. To this effect and within the framework of the LTA, UNOPS may issue new POs to acquire new requirements, these POs are called POs relative to an LTA.
- Performance Guarantee Form: it is indicated that this form contains the conditions to be met by the Guarantees / Bonds, and which must be complied with by the contractor.

7. Subject: Bidding Documents in eSourcing - Section VI - Contract Management.

- Topics in reference to the Contractual Management, the contractual process, conclusion of the LTA, conclusion of the PO contract, process of the first PO, issuance of PO from the LTA and documents to be submitted for the subscription of the PO are mentioned. Delivery plan, receipt of goods, receipt and replacement of goods.
- It's informed that Contractual Management covers from contract formalization, and includes the delivery plan, receipt of goods and payment.
- It's informed that the type of LTA of a single supplier will be used. That is, each LTA will be unique to each supplier in this bid and each LTA may contain one or more Lots.
- LTA Pricing - Priced in the currency of the offer, price adjustments may be considered, which are applicable on an annual basis.
- Prior to issuing the PO relative to the LTA, the supplier will be asked to confirm product availability and compliance with delivery lead times. If there is an agreement, the PO will be issued. Everything will be previously agreed between both parties.
- LTA unit prices are fixed for the first year of the agreement.

- If at the time of issuance of the PO relative to an LTA there is a market price reduction, such reductions will be applied to the UNOPS price.
- POs will be emailed to the supplier.
- The Delivery Schedule may not be modified without prior agreement with UNOPS.
- First delivery in July 2022.
- UNOPS may request the contractor to move deliveries forward, but this shall be previously agreed between both parties.
- Performance evaluation: the elements that will be evaluated at the time of evaluating suppliers are generally explained.
- Distribution points: 11 distribution points in Mexico City, which may be modified with prior notice, but will always be located in Mexico City and the State of Mexico (urban area).

8. Subject: Request for Clarifications

- Tender Information tab, Request a Clarification tab:
 - Clarifications are requested there only about the bidding documents.
 - In this tab, the category is displayed, and it should be properly selected because this facilitates the response by UNOPS and the location by the supplier at the time the response is published.
 - There is no limit to the number of requests for clarification per supplier.
 - It is required to separate them by topic and not to include several topics in the same request for clarification.
- Revisions tab:
 - The Amendments and Clarifications are shown: However, it is reported that in the documents tab when an Amendment is published, an excel file(s) with the requested clarifications will be published. Also in the UNGM in revisions appears the number of amendments and clarifications. If you expressed interest you will receive an email when there are amendments and clarifications.

9. Topic: Bid Preparation, Vendor Submission Tab.

- Lots tab: **it is important in this tab to select the lots to be offered**. These will be placed in green and the forms for these lots will be opened, the lots that are not selected in this tab will not appear in their respective price and Lot specific forms.
- Questionnaires tab: Includes UN Supplier Code of Conduct link to read it and requires to confirm that it has been read.
- Supplier forms tab: forms A,B,C,D,E,F that are referenced in the criteria section, here is where they are completed.

- Form B is the code of conduct form, you must read and confirm the statement.
- Form C: applies if a bidder were prequalified, this is where the bidder must attach the prequalification notification, and document updates, if any. If you were not prequalified, you do not need to complete it. If you did not receive the Prequalification Notification letter via eSourcing in the previous process, it means that you are not prequalified.
- 20 MB is the maximum to be uploaded per field.
- Form D of joint venture: only those who will submit a joint proposal. The members of the joint venture must be detailed, as many lines as there are participants (up to 5 as an option).
- In the subcontractors section, all subcontractors must be added, what the subcontract is about and to which lots it applies.
- In the documents section, the joint venture form, duly signed by the parties, and the required documentation of the consortium must be added.
- Form E1: is the information of the individual bidder or the lead member of the joint venture: If it is a joint venture, the UNGM number of the lead member must be included and they must create a UNGM of the Venture. In addition each member must have its own UNGM Number. The joint offer must be submitted through the UNGM number of the joint operation. And the individual offer with the UNGM of each supplier.
 - SECTION: INFORMACIÓN LEGAL: Constitución y reformas: A line must be added for each document to be declared, the first one must be the incorporation of the company and fill in all the required fields. If in the reforms there are changes in the name of the company, the new name and the dates in which this change took place must be indicated.
 - SECTION: INFORMACIÓN DEL PERSONAL: Complete with the full names of the persons representing the positions indicated therein, as for members, only the information of persons that are ALIVE should be included.
 - SECTION: VÍNCULOS COMERCIALES Y/O CONFLICTOS DE INTERÉS: declare links or potential conflicts with UNOPS, INSABI (preparation, execution, supervision of contracts) **information should not be withheld** as conflicts are presumed and should be analyzed as to whether they are real or only potential. It is requested to declare any business relationship or potential conflict of interest with other competitor(s), regardless of whether they bid for the same lot or for different lots. Commercial ties or potential conflicts of interest may

include, among others, but not limited to: i) Ownership and/or management in common with other competitor(s). ii) Other personnel in common with other competitor(s). iii) Facilities (offices or warehouses) in common with other competitor(s). For each statement, it is requested to inform if there is any commercial strategy to determine among the companies related to which lots they are bidding for. **Please be reminded that failure to declare this information could be considered a fraudulent practice punishable under the UNOPS Procurement Manual.**

- SECTION: AGENTES: Indicate if agents have been used to prepare your bid, although UNOPS does not recommend using any Agent and the bid should be prepared by each bidder.
 - SECTION: INFORMACIÓN FINANCIERA: current assets, current liabilities, undiscounted sales volume for fiscal years 2019 and 2020. To calculate liquidity ratio and financial capacity.
 - SECTION: SUBCONTRATISTAS: all subcontractors must be added, what the subcontract is about and to which lots it applies.
 - SECTION: DOCUMENTOS: This is where the bid documents must be uploaded: Bid Submission Form, Declaration of Eligibility, Bid Security or Bid Securing Declaration, Power of Attorney granted to the signatory of the bid, Financial Statements, Certified Public Accountant's Certification (or equivalent), Supplier's Commitment to Sustainability, Evaluation result using the WEP tool.
- Forms E2 to E5 are the same as E1 and apply only to the other members of the joint venture.
 - Form F: you must upload all the documents of your experience, object of the contract, dates, currencies, amounts, etc. One row for each experience to be added. It is not necessary to upload all the company's experience. Only upload the experience that meets the criteria. The amount to consider will be the amount received. In the Tender Particulars tab is the link to the United Nations exchange rates if you want to consult them.
- Tender Forms tab: where you can find the DRiVE program questionnaires, with the objective of ensuring that UNOPS suppliers operate responsibly and according to high integrity standards, with special attention to areas related to human rights, labor rights, ethical conduct, sexual exploitation and environmental responsibility. While responses to the above forms are mandatory, responses will not affect the chances of success of a

particular bid, and all information provided will be treated confidentially and will not be disclosed without prior consent of the bidder / contractor. UNOPS reserves the right to make inspection and verification visits of the information provided during the execution of the contract.

- Lot Specific Forms tab: only the forms for the lots previously selected in the Lots tab will be enabled here. You can go back and enable or disable the lots you want to add or delete.
- Financial Offer tab: The selected lots are loaded and all the requested fields must be filled in. The price to be evaluated will be: *A. Unit price (DDP excluding VAT) for volumes less than or equal to 100% of the quantity required in the bid [Base Unit Price].*
- The system recognizes the decimal point "." as the decimal separator.
- You must not enter a thousand separators.
- The fields that mark percentages must indicate the number. For example, if it indicates 16, it will be interpreted as 16%.

10. Topic: General Recommendations.

- Once completed, the bid may be submitted. The bid may be modified, withdrawn for modification and resubmitted, provided this is done before the Bid Submission Deadline indicated in the Tender Information, General Information tab. The bid cannot be withdrawn after the expiration of the submission date and withdrawal within this time may result in the execution of the bid security.
- UNOPS does not endorse the use of consulting firms by bidders in the preparation of their bids, as all information on how to work with UNOPS is in the public domain at <https://www.unops.org/business-opportunities>.
- The use of such consulting firms is the responsibility of the bidding companies. According to UNOPS policy, suppliers who engage in prohibited practices, such as collusive or fraudulent practices, may be sanctioned by UNOPS. (<https://www.unops.org/business-opportunities/vendor-sanctions>)
- Interested suppliers are encouraged to complete the How to become a UNOPS supplier? course, available FREE of charge at: <https://www.unops.org/business-opportunities/doing-business-with-unops>

11. Topic: Questions from Suppliers

Attached are the questions asked through SLIDO by suppliers in the file: IM_0900ES_v00 Nota Aclaratoria No. 00 Preguntas Reunión de Aclaración Previa I.xlsx available in the Documents tab. There will be no Clarification Notes document in English.

12. Topic :Registration at UNGM

- Access www.ungm.org and follow the instructions.
- After this you must ACTIVATE the account, through the link you will receive in the email used to open the registration.
- With the email and password you must log in, and the registration begins.
- UNSPSC, describes the categorized goods, and you must select the codes that your principal sells.
- Within contacts (4) is the main contact who created the account and we can add guest contacts, which are those who may have access to work the offer in eSourcing.
- In *My Submissions Statuses*, UNOPS must be selected as the agency and other agencies can be selected as well.
- If when creating an account it is indicated that you are already registered you should go to the top right corner on the button with a question mark, you will be redirected to <https://help.ungm.org/>, on this page you will find help information on other topics about registration on the portal. You should go to UNGM Help Center > For potential suppliers > Set up an account on UNGM. There you can review the Article *Upon account creation, UNGM informs that a company with the same name or an account with similar information already exists. What does it mean?* and follow the instructions there.
- UNOPS requires only the basic registration to participate in ITBs.
- UNGM offers Subscribing to the Tender Alert Service (TAS) which enables suppliers to receive alerts of relevant procurement opportunities via email. This service notifies suppliers of new and revised procurement opportunities published on UNGM corresponding to the suppliers' products and/or services. This has a cost but it is not obligatory to be subscribed. For UNOPS tenders you only need to complete the Registration at Basic Level, and it is totally free of charge.

Finally, you are requested to upload your questions to the eSourcing system in order to answer them at the December 14, 2021 meeting.