

DATE: 10/02/2022

REQUEST FOR QUOTATION: No. ITB/HCR/MW/05/2021

FOR THE SUPPLY OF HOSPITAL EQUIPMENT

CLOSING DATE AND TIME: 18/02/2022 – 23.59 HRS MALAWI TIME

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 six 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), Lilongwe, invites qualified suppliers to make a firm offer for the supply of Hospital Equipment.

IMPORTANT:

Exact technical specifications of the items are detailed below and in Annex A of this document.

The requirements are as follows

	ITEM	SPECIFICATION	QUANTITY
1	Hospital Beds	<ul style="list-style-type: none"> Multi-function ICU Beds Height Adjustment Collapsible side rails Wheels with brakes for easy movement 	43
2	Hospital Beds	<ul style="list-style-type: none"> Strong and steady structure Single crank with stainless steel heads 	20
3	Hospital Mattresses	<ul style="list-style-type: none"> At least 150mm thickness Sleeping surface of approximately 900 x 2000 mm enclosed by a removable waterproof cover 	63
4	Pillows	<ul style="list-style-type: none"> Made of antibacterial. Anti- static, toxic free, high density foam core Removable cotton protection cover branded with UNHCR Logo 	63
5	Drip Stands	<ul style="list-style-type: none"> Stable and strong stainless-steel structure Height adjustable (approx. 140 -200cm) Large base of 5 feet steel (approx. 60cm diameter) Swivel castors. 2 with Brakes 	63

		<ul style="list-style-type: none"> Complete with quadruple hook for infusion bags 	
6	Maternity Gynecology Labor Delivery Mattresses	<ul style="list-style-type: none"> At least 150mm thickness Sleeping surface of approximately 900 x 2000 mm enclosed by a removable waterproof cover 	4
7	Medical Instrument Trolleys	<ul style="list-style-type: none"> Stainless steel Three shelves Mounted on 4 castors 	3
8	Medical Dressing Trolley	<ul style="list-style-type: none"> Stainless steel Two shelves Mounted on 4 castors 	1
9	Laundry Trolleys (on Castors)	<ul style="list-style-type: none"> Trolley made of stainless steel. 3 S.S. shelves with guard rails. Supplied with 1 bag for dirty linen. 100mm Swivel castor, 2 with brake 	2
10	Drug Trolley	<ul style="list-style-type: none"> Framework made of stainless steel Stainless steel rails covering sides of the shelves 2 shelves mounted on four swivel castors (2 with brakes) 	1
11	Patient Trolley	<ul style="list-style-type: none"> Aluminum alloy material. Four universal swivel wheels. Bed surface of the stretcher is made of foamed cushion, waterproof. adjustable back rest. With straps for binding patients Max. Angle of the Back:70° 	1
12	Examination Couch	<ul style="list-style-type: none"> Maximal load: 150kg. Frame: Stainless steel tubes, Ø 30mm. Upholstery: simulated leather, X-ray transparent. Mattress, fixed, without seams, 40mm thick. Headrest: adjustable automatic locking system. Equipped with paper roll holder 	1
13	Stand Bowl (kickabout on Castors)	<ul style="list-style-type: none"> Double Bowl Holding Stainless Steel tubular pipe construction mounted on heavy polypropylene base with castors. Supplied complete with 2 Stainless Steel basins of 35 cm. diameter. 	2
14	Surgeon's Stool (Adjustable Height)	<ul style="list-style-type: none"> Chrome base Adjustable height swivel Cushion diameter 35cm Antistatic imitation leather 	3
15	Instrument Cabinet	<ul style="list-style-type: none"> Stainless Steel Construction Full-Height Storage Cabinet Shatter-Proof Safety Glass in Doors Full-View Doors for Complete Visual Inspection Adjustable Shelves Locking Latch 	1
16	Drugs Cupboard (Lockable)	<ul style="list-style-type: none"> Medicine storage cabinet, double door Mounted on 4 sturdy supports, all finished with height adjustable feet Plain side panels and doors, block view on cabinet content 	1

		<ul style="list-style-type: none"> • Inside reinforced fixtures facilitate height adjustment of the 4 shelves • Doors are triple hinged, and lockable with key • All doors have recessed finger grip-hold along their entirely length, leaving front flat • Clearance underneath the cabinet allows for easy cleaning 	
17	Dangerous Drugs Cupboard (Lockable)	<ul style="list-style-type: none"> • Height adjustable internal shelves. • Single point locking, one lock supplied with three keys. 	1
18	Drug Box (Lockable)	<ul style="list-style-type: none"> • With different storage units to classify and store medicines. • Durable use, not easily to break in. • Double safety lock 	1
19	Drug Refrigerator	<ul style="list-style-type: none"> • Lockable • Audible and visual high and low temperature alarms. • Open door alarm • Front lockable roller castors. • Stainless steel shelves • Temperature Monitoring Software. • Power Failure Alarm 	2
20	Examination Lights	<ul style="list-style-type: none"> • Adjustable • Angle Poise • LED 	4
21	Bed Sheets	<ul style="list-style-type: none"> • Cotton Material • 150cm x 240 cm • Branded with UNHCR Logo 	500
22	Bed Covers	<ul style="list-style-type: none"> • 100% Cotton • Woven type • 195cm x 220cm • Branded with UNHCR Logo 	500
23	Operating Table	<ul style="list-style-type: none"> • Side controlled • Divided leg plate • Ministry prize • Stainless steel bottom cover 	1
24	Theatre Lights	<ul style="list-style-type: none"> • Light Source Type: Halogen. • Number Of Domes: 3, 2. • Movement: Angular. • Life Span Of Leds: 50,000 hrs. • Color Temperature: 4300 K. • Focus Diameter: 15-25 cm. • Light Intensity: 150,000 Lux. 	1
25	Kangaroo Care Room Heater	<ul style="list-style-type: none"> • Articulate irradiant reflector with observation light • four wheels with brake • A very stable system with complete all-round access during critical situation • Barriers for infant protection • bed tilt of 12 degrees on either side • IV pole and infusion pump can be clamped • central utility tray 	16

IMPORTANT:

The initiation of conciliation or arbitral proceedings in accordance with **article 19** “settlement of disputes” of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

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 THROUGHOUT THE FRAME AGREEMENT:

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier’s quality default, in addition to the good’s PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

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

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

2. BIDDING INFORMATION:**2.1. RFQ DOCUMENTS**

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

Annex A: Technical Specifications
Annex B: Financial Offer Form
Annex C: UNHCR General Conditions of Contracts for the Provision of Goods – 2018

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to the Supply Unit at mlwlisupplyfunc@unhcr.org. **The deadline for receipt of questions is 23:59 hrs Malawi Time on 16/02/2022.**

UNHCR will reply to the questions received as soon as possible by email to all interested bidders.

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 be not 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 and only 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.

The technical details of the products requested by UNHCR can be found in **Annex A**. Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

Incoterms: The International Chamber of Commerce Incoterms 2010 **DAP (Delivered at Place)** shall apply for this ITB and for any resulting purchase orders(s).

The following details shall also be provided in the Technical Offer.

Company Profile: The bidder shall provide a complete company profile containing copies of the registration documents with government authorities like Tax Certificates, Company Registration Certificate, Certificate of incorporation, General Sales Tax Certificates, previous years audit reports, experience certificates and POs of the relevant nature with references.

Catalogue of Items offered: The bidder shall provide a detailed catalogue of the items being offered which shall include pictures and specifications of the items where necessary.

Sample of Goods: Potential Vendors who qualify technically will be required to provide samples of the goods free of cost which will be an integral part of the selection process of the potential vendors.

Delivery Capacity: The bidder shall state the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time.

Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

Inspection: Inspection and laboratory testing of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier.

Delivery Time and Place: Within 14 Days on receipt of Purchase Order at UNHCR Warehouse, Kanengo Warehouse

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 D**).

Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Goods and Services.

IMPORTANT:

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex A**). Do not send only an offer for an alternative product, i.e., these should be sent 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** must contain an overall offer in **Malawi Kwacha** or **United States Dollars**

The financial offer should be submitted using the financial offer form template, (**Annex C**) drawn on the company's letter head.

The following details shall be provided for each item:

Unit Costs: The bidder shall quote the unit price DAP naming the locations respectively having transportation costs already included. The unit cost shall be provided for the supply of the product in bulk as well as palletized. Any quantity or other discounts (e.g., volume discounts) shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for **60** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of 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:

- Company Profile and organization,
- Company Certifications (licenses)
- Core business,
- Financial Standing
- Track record,
- Contract capacity.

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.
- Lead time for delivery

2.5.2 Technical evaluation:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL on the following points.**

- **Valid company registration certificates (or certificate of incorporation) and tax compliance certificate**
- **Proof of experience in the supply and delivery of similar items. (Copies of Completed Purchase Orders or References from Organizations)**
- **A catalogue of items being offered.**
- **An outline of proposed delivery timelines**

2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR technical specifications,
- Qualification and acceptance of product samples
- Unit cost DAP, (non-palletized/palletized),
- Delivery capacity

For evaluation purposes only, the offers submitted in currency other than Malawi Kwacha will be converted into Malawi Kwacha using the United Nations rate of exchange in effect on the date the submissions are due.

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be clearly separated.

Bid must be sent by e-mail ONLY to: mlwlisupplyfunc@unhcr.org

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Deadline for submission of Bids: 18/02/2022, 23:59 hrs Malawi Time.

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- RFQ - ITB/HCR/MW/05/2021
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: ITB/HCR/MW/05/2021 Company ABC (email 1 of 3)

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient 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:

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

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 all prospective suppliers in writing. 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 **Malawi Kwacha**. 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 AND SERVICES

Please note that the General Conditions of Contracts (**Annex B**) 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.

Name: Frank Ngoma
Associate Supply Officer
UNHCR Lilongwe, Malawi