

Bid Clarification Meeting Minutes

ITB Ref.No - ITB/2022/40430

ITB Description - Supply, delivery and installation or assembly of the medical hardware in various hospitals across Myanmar

Location: Virtually through google meet

Date: 24 February 2022, 2 pm - 3 pm Myanmar time (GMT+6:30)

Participants from UNOPS

No	Name	Title
1	Davronbek Akhmadbekov	Senior Procurement and Supply Change Management Advisor
2	Claudio Marco Zaugg	Project Manager
3	Dave Kumar	Contracts Assistant
4	Khin Cho Aung	Procurement Officer
5	Saw Ler Lah	Supply Chain Management Senior Assistant

Participants from Supplier

No.	Name	Company Name
1	YeThiha	Meditech Co., Ltd
2	Dr. Pyae Phyo Lin	Gold Lite Myanmar Co.,Ltd
3	Twinson	Qingdoa LEEF International Trading Co.,Ltd

No.	Agenda Item	Information/Discussion
1	Introduction	UNOPS started the meeting by welcoming the bidders and also thanked them for taking the time to attend the meeting. Sr.PSCM Advisor briefed on project scope and general information of this tender including bid closing deadline, clarifications deadline and how the bidder shall submit the bid.
2	Presentation	In the meeting, the following topics were presented by Sr.PSCM Advisor and Project Manager also gave briefing on the Technical requirements and requested certificates, specification documents and other supporting documents. 1. Summary of the requirements - That includes the types of the equipment with the total required quantity, the locations where the equipment will be distributed and assembled and also the delivery

		<p>requirements and Incoterms that apply in this ITB, and the payment terms and payment schedule that will apply in this ITB.</p> <p>2. Tender Particulars - That includes the explanation on the partial bid submission, bid validity days, site inspection which are not applicable but the bidder can go with their own arrangement if they wish to go, about the alternative offer which are not accepted in this ITB, language of bid, currency of the quote price, the bid opening which will not be held in public and the evaluation method which that will be applied in this ITB.</p> <p>3. Evaluation method - That includes the explanation of how the evaluation process conducted step by step and the importance of the compliance to each step because if the bidders failed in one step, their offer will not be evaluated in the next steps of the evaluation process. For example, if the bidder failed in the qualification criteria, their technical offer will not be evaluated even if their offered products would be 100% compliant with the technical requirements.</p> <p>4. Evaluation Criteria - The Sr. PSCM Advisor explained that all the evaluation criteria were posted in the Criteria tap in eSourcing system and the bidder can check there. He explained the criteria and provided some examples to some of the criteria. He also reminded that the bidder needs to ensure not to have a conflict of interest because according to the past experience, the local supplier whose name was indicated as a subcontractor in the offer of the international bidder proposed the offer in the same tender together with the international bidder. The bidders shall be considered to have a conflict of interest, if there is such a case found in the bidding process and both offers will be disqualified.</p> <p>The project manager also provided a briefing for the technical requirements that how the technical quotation form shall be filled up, for example if the offer product meet or deviate positively or negatively from the minimum requirements, the bidder shall not reply "Yes" or "No" but shall provide the details of the technical solution offered and refer to the document and page number where it can be verify in the last column of the technical quotation form. He also explained about the requested certificates such as ISO certificates. ISO certificates shall be issued by an ISO recognized body and its name shall be mentioned on the certificates, the number of the ISO, issue date, expiry date, registration number and signatures shall be included also. In case a CE certificate is required, a CE certificate must be issued by the Notified Body which is</p>
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		<p>recognized by the European Union and its name and ID number shall be printed on the certificates. The project manager also explained that there are changes in the EC directive. The Medical Devices Directive (Directive 93/42/EEC) has been repealed and replaced by the 2017 EU Medical Device Regulation (EU 2017/745), effective on 26 May 2021. Directive 93/42/EEC certificates issued after that date are no longer valid. The bidder needs to ensure that their product has the EC certificate which is still valid.</p> <p>5. Questionnaires - The Sr. PSCM Advisor explained that there are two questionnaires under the questionnaire tab that the bidders have to answer which are the bidder information form and the DRiVE supplier sustainability questionnaire. He explained more about the DRiVE supplier sustainability questionnaire and said that the bidders need to answer the questionnaires honestly and shall disclose if they do not have specific policy in place in their firm/organisation because it is intended for the capacity building to the suppliers regarding the sustainability.</p> <p>6. Content of Bidding Documents - The Sr. PSCM Advisor explained about the content of the bidding documents and suggested that the bidders should read the Section I: Instructions to bidder carefully at least once because most of the bidder did not read that part in the bidding documents. And the bidders are requested to submit both signed documents and electronic copy of the Form C which is the price schedule form and Form D which is the Technical Bid Form in their submission which UNOPS can copy and paste to facilitate the evaluation process to be faster.</p> <p>7. Document Checklist - The Sr. PSCM Advisor explained that there is a document checklist where the bidding documents and all the requested documents shall be uploaded. Some of the documents shall be uploaded under the main tender and some documents shall be uploaded under every lot where the bidders intended to quote.</p>
3	Question and Suggestion	<p>The following questions were raised by the bidders and answers were provided by UNOPS.</p> <p>Question: Bidder asked that the requirement of the ISO 13485 is from the bidder or from the manufacturer.</p> <p>Answer: The ISO 13485 is required for the manufacturer.</p>

		<p>Question: Bidder asked if they need to offer the inland transportation services to the final destinations.</p> <p>Answer: Inland transportation services to final destinations are optional. If the bidder has the capacity to perform these services, they can offer the price. UNOPS may want to use their services if their offer was favourable or UNOPS reserve the right to use its own arrangement for this inland transportation services.</p> <p>Question: Bidder raised the question that they need to submit the product demo for the technical evaluation for this tender.</p> <p>Answer: UNOPS answer that only need to submit the required documents as per schedule of requirement such as requested certificate, user manual and additional requirement as specified in technical requirement.</p> <p>Question: Bidder asked that is the requirement CE (Medical Devices Regulation) and Myanmar NRA for IV Stand mandatory because in China IV Stand is not necessary to register as a medical device as it is not considered a medical device.</p> <p>Answer: In European legislation and US legislation IV Stand is a medical device and therefore, the norms and standards are required as per schedule of requirements. For the Myanmar NRA registration, please refer to the answers of the clarifications.</p>
4	Closing of meeting	The Sr. PSCM Advisor thanked all the participants for attending the meeting and said that the meeting minutes will be uploaded on eSourcing.