

## **RFQ-2022-42301 Pre-bid meeting Minutes**

Tender: Supply and delivery of medical equipment for multi health facilities in Yemen

Date: 20 June 2022

Time: 11:00AM to 12:00AM (Yemen Local Time)

Location: Online (google meet)

Attendance:-

### **UNOPS:**

Rinan Abu Hamdeh/ Procurement Official- UNOPS

Hana'a Al-Yarimi/Project Member- UNOPS,

Hamzeh/ Medical Specialist-UNOPS

### **Interested Bidders**

No. of Suppliers= 35

### **Minutes of Meeting:**

Below is a brief for the points that were discussed in this pre-bid meeting:-

<b>SN</b>	<b>Topic / Bidder Question or RFC</b>	<b>UNOPS Clarification</b>
1-	Introduction	Attendees from UNOPS were introduced to the bidders.
2-	Project & RFQ brief	UNOPS provided a brief description about the project and RFQ tendering package.  UNOPS advised all the bidders to read carefully all RFQ documents, which describes in detail the complete instructions to bidders.
3-	RFQ General Information	UNOPS confirmed tender closing date (29 June 2022) and deadline for clarifications (27 June 2022)
4-	RFQ Particulars	UNOPS explained that this RFQ consists of 6 lots, No nationalities are excluded from submitting a bid. However, the bidder should have a local representative in Yemen for installation/distribution/ training and all after-sales services.  Quotation currency is USD, and bidders shall be allowed to quote prices for one or more lots identified in this tender. However, bidders must offer 100% of the items specified for each lot and 100% of the quantities specified for each item of a lot. Evaluation will be done per lot.  Important note: As a result of this tender, UNOPS will establish a shortlist of all bidders who provide compliant bids. Shortlisted bidders will be considered in the upcoming procurement for medical equipment under this

		project. Therefore, please submit your documents in accordance with the RFQ instructions, and please make sure to fill FORM K (MANUFACTURER'S INFORMATION FILE).
5-	RFQ Criteria	UNOPS explained each criteria related to this RFQ, and how can bidders fulfill them in order to pass
6-	RFQ Documents	UNOPS highlighted the importance of reading carefully and filling the forms of all Returnable Bid Forms listed in the RFQ, and providing the relevant required supporting documents with the bid submission, as it will be the basis for evaluation. In addition, all returnable bid forms must be duly filled, signed and stamped by the bidder.  UNOPS explained the requirements of all the returnable bid forms.
7-	What are the requirements of the local representative in Yemen?	UNOPS confirmed that a local representative in Yemen should be a distributor for the quoted brand in order to perform after-sales services and training. Bidder should submit a distribution letter and qualified list of engineers located in Yemen on the related product
8-	Is it mandatory to stamp all documents, or is electronic signature enough?	Both signature & stamp are requested on each returnable bid form.  electronic signature is accepted.
9-	Is it mandatory for the bidder to be specialist in importing medical equipment	Bidder who fulfill tender conditions is eligible to participate
10-	If we are only wanting to submit for shortlisting purposes, can I clarify that the submission shall be as follows please: 1. Manufacturing Form K 2. Brochures & Catalogs 3. Manufacturing authorisation (is this required for manufacturers?)	Bidders can submit for shortlisting only; however this should be mentioned clearly within the submission.  Yes, you can submit the mentioned documents along with any necessary supporting documents.
11-	for tender rewarding, will lots be awarded as one batch or will it be divided b/n 2 or more companies	Each lot will be awarded for one bidder as a one batch

12-	Are there any technical specifications that we should meet for the equipment listed on Form K	No, bidder should only specify the area of specialty and enclose the supporting documents
13-	Is the Authorization letter from the manufacturer enough to supply the devices ?	Authorization letter can be submitted along with Form G: Manufacturer's authorization form Form G: Manufacturer's authorization form, is mandatory to be submitted.
<b>Other discussions &amp; actions to be taken</b>		
14-	<p><b>Lot 4 Item 5 Table, Surgical, Major, General, w/access. The below amendment will be done:</b></p> <ol style="list-style-type: none"> <li>1. Delete spec 5.1 Traction Parts</li> <li>2. Add anesthesia screen with attachment clamp</li> <li>3. Add attachment clamp to all requested accessories requested in the tender</li> </ol> <p>Please see this reflected in the RFQ documents (through amendment #1)</p>	
15-	<p><b>Lot 4 Item 6 Table, Surgical, Major, Orthopedic, w/access. The below amendment will be done:</b></p> <ol style="list-style-type: none"> <li>1. Add anesthesia screen with attachment clamp1</li> <li>2. Delete 4.6.1 Stainless steel removable basin</li> <li>3. Add attachment clamp to all requested accessories requested in the tender</li> <li>4. Add Orthopedic Traction System for lower limbs. Lateral positional support. Pediatric &amp; Adult foot traction boots, Pelvis support for adult &amp; child. Knee support.</li> </ol> <p>Please see this reflected in the RFQ documents (through amendment #1)</p>	
16-	<p><b>Lot 2, Item 2, Laparoscopy System. The below amendment will be done:</b></p> <p><b>Add the Below</b></p> <p>High frequency electrosurgical generator</p> <ol style="list-style-type: none"> <li>i. Controls to include mono-polar and bipolar modes, pure cut, blend cut, coagulate, and spray coagulation.</li> <li>ii. Bipolar Resection mode compatible with the bipolar resectoscope</li> </ol>	

	<p>iii. Automatic Stable output control to maintain selected power level into a wide range of different tissue types</p> <p>iv. Neutral patient plate monitoring system</p> <p>v. Maximum CUT output power: 300-400 watt</p> <p>vi. Digital display of power level and error codes</p> <p>vii. The following accessories must be quoted separately:</p> <p>a- Patient plate, adult, reusable Qty. (1)</p> <p>b- Patient plate, paediatric, reusable Qty. (1)</p> <p>c- Reusable patient plate cable</p> <p>d- Bipolar and monopolar cables</p> <p>e- Footswitch, twin type, spill proof</p> <p>viii. All types of cutting and coagulating handles, tips and forceps for mono-polar and bipolar modes for endoscopic surgeries must be quoted separately.</p> <p>ix. Handle tips, forceps, cables and handles must be autoclavable</p> <p>x. Audible and visual alarm with self-test capability</p> <p>xi. Safety type: CF defibrillation proof</p> <p>Please see this reflected in the RFQ documents (through amendment #1)</p>
	<p><b>For Ultrasounds where it is requested probes to cover the neonatal pediatric Adult?</b></p> <p>The probes should be dedicated for each Patient category with the corresponding frequency</p> <p>Meaning, they need to be more than one probe covering all the categories.</p>

