United Nations Population Fund
304 Kim Ma Street, Ba Dinh District
Ha Noi – Viet Nam
Fax: 84-24-37265520
Telephone: 84-24-38500100
Website: http://vietnam.unfpa.org

7 October 2022
21 October 2022 (1st revision)

INVITATION TO BID
ITB No. UNFPA/VNM/ITB/22/01

SUPPLY OF 30 FETAL/OBSTETRIC MONITORS AND 700 DOPPLER FETAL HEARTRATE DETECTORS AND RELATED SERVICES

INTRODUCTORY LETTER

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of **30 Fetal/Obstetric Monitors and 700 Doppler Fetal Heartrate Detectors** for its programme in Viet Nam.

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

3. The Bidder shall *not be* required to quote for all items. However, Bidders are encouraged to quote for as many items as possible.

4. To enable you to submit a bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bidding Forms

5. The bid shall reach UNFPA's secure email inbox of **vbidtender@unfpa.org** no later than **28 October 2022, at 10:00 AM Ha Noi time** [1].

6. The bid shall be opened on *28 October 2022, at 16:00 Ha Noi time at UNFPA Viet Nam Office, 304 Kim Ma Street, Ba Dinh District, Ha Noi, Viet Nam via online meeting.* Bidders or their authorized representatives may attend the bid opening. Kindly confirm by e-mail by *24 October 2022* whether your company shall be represented at the bid opening.

7. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids submitted to any other email address than **vbidtender@unfpa.org** shall be rejected.

8. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation document by email to *Nguyen Minh Ha* mnguyen@unfpa.org no later than ***24 October 2022*** and to indicate whether or not a bid shall

[1] *Reference: www.timeanddate.com/worldclock*

be submitted. The acknowledgement shall provide company name, telephone number, fax number and the name of a contact person. If you are declining to bid, please confirm this via e-mail to UNFPA and please state the reasons for UNFPA to improve its effectiveness in future invitations.

9. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel no later than *21 October 2022 at 17:00 Ha Noi time*.

   - *Nguyen Minh Ha, Admin/Finance Associate;* email: *mnguyen@unfpa.org* for questions relating to the bidding exercise and technical requirements.

   Do not submit your bid to these contacts, or your bid will be disqualified.

10. This letter is not to be construed in any way as an offer to contract with your firm.

11. UNFPA strongly encourages all Bidders to register on the United Nations Global Marketplace (http://www.ungm.org). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via e-mail of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf .

Yours sincerely,

Do Thi Thu Ha
Operations Manager
UNFPA Viet Nam

UNITED NATIONS POPULATION FUND

INVITATION TO BID

ITB NO.: UNFPA/VNM/ITB/22/01

Bid document for the supply of
30 fetal/obstetric monitors and 700 doppler fetal heartrate detectors
and related services

19 October 2022

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SECTION I: Instructions to Bidders

A. Introduction

1. Scope

1.1. The goods and related services to be procured are ***30 fetal/obstetric monitors and 700 Doppler fetal heartrate detectors*** for UNFPA's Programme located in **Viet Nam**.

2. Eligible Bidders

2.1. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services under these bidding documents.

2.2. Bidders shall not be eligible to submit a bid if at the time of bid submission:

a. The Bidder is listed as suspended on United Nations Global Marketplace (http://www.ungm.org) as a result of having committed fraudulent activities,
b. The Bidder's name is mentioned in the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
c. The Bidder is debarred by the World Bank Group.

Fraud and Corruption

3.1 UNFPA's policy regarding fraud and corruption is available at http://www.unfpa.org/about-procurement#FraudCorruption and applies fully to this Invitation to Bid. The submission of any offer implies that the Bidder is aware of this policy.

B. Solicitation Documents

4 UNFPA Solicitation document

4.1. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the bids, or may result in the rejection of the bid.

4.2. Bidders are cautioned to read the specifications carefully (see Section II Technical Specifications and Schedule of Requirements), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNFPA if they disagree.

4.3. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry.

Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

5 Clarifications of solicitation document

5.1 A prospective Bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within *two (2) weeks* from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the bid solicitation documents. A copy of UNFPA's answer shall also be posted on the UN Global Marketplace, http://www.ungm.org/ through email to all prospective bidders.

6 Amendments to UNFPA bid solicitation document

6.1. At any time prior to the deadline for submission of bids, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

6.2. All prospective Bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective Bidders reasonable time to take the amendments into account in preparing their bids UNFPA may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of Bids

7 Documents to be submitted with the bid

7.1. **Documents Establishing the Eligibility of the Bidder**
To establish their eligibility, Bidders shall:

a. Complete the Bid Submission Form, Section V, 2.
b. Complete Bidders Identification Form, Section V, 3.

7.2. **Documents Establishing the Qualifications of the Bidder**
To establish its qualifications, the Bidder shall submit to UNFPA's satisfaction the following documents:

a. Evidence that the Bidder is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
b. Post qualification documentation outlined in Instructions to Bidders, Sub-Clause 27

Failure to furnish all the information required for submission shall be at the Bidder's risk as it may then be determined that the bid does not substantially respond to the UNFPA bid document in every respect. This may result in a rejection of the bid.

7.3. **Documents Establishing the Eligibility and Conformity of the Goods and Related Services**
Bidders shall submit:

a. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.
b. Completed Product Item Overview Form, Section V, 4.

c. Product catalogues containing pictures of the product(s)
d. Manufacturer's technical product specifications or datasheets
e. Results of any testing carried out on the products
f. Copies of current certificates such as GMP/quality, FSC/CPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc., as stated in the Technical Specifications and Schedule of Requirements Section II
g. The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during *at least 02 (two) years* following commencement of the use of the goods by UNFPA. Bidders must complete and submit with their bid the Excel table containing the individual item details, as per Form in Section V.4. Bidding Forms.
h. Completed UNFPA Questionnaire for Medical Devices

NOTE: The information and documented evidence shall be submitted in English for UNFPA evaluation. Certificates in other languages shall be accompanied with certified translations.

8 Bid Currency and Prices

8.1. All prices shall be quoted in any convertible currency to **US Dollars (USD).**

8.2. Bidders are requested to quote the following based on INCOTERMS 2020 (The terms FCA, CPT, DAP and other similar terms shall be governed by the rules prescribed in the INCOTERMS 2020, published by the International Chamber of Commerce):
- Price of goods **DAP (Delivered At Place)** at points (*6 ethnic minority provinces in Viet Nam)*

8.3. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include an itemized list of the prices for those services.

9 Validity of Bid

9.1. The prices of the bid shall be valid for *90 days* after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.

9.2. In exceptional circumstances, UNFPA may solicit the Bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

D. Submission of Bids and Bid Opening

10 Partial Bids

10.1. Partial bids are allowed under this tender. UNFPA reserves the right to select and accept a part or parts of any bid.

11 Alternative Bids

11.1. Alternative bids will not be accepted. In the event of a supplier submitting more than one bid, the following shall apply:

a. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
b. All bids will be rejected if no indication is provided as to which bids are alternative bids.

12 Bids

12.1. Bids shall be submitted in one envelope or transmitted in an email to a secure email address designated by UNFPA.

12.2. Bids shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications and shall include the requested documentation as per Instructions to Bidders Clause 7, and in in accordance with the Price Schedule Form in Section V, 5 of the bid forms.

12.3. Bids shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

13 Sealing and Marking of Bids (hard copies)

Hardcopy bids are not allowed in this process.

14 Electronic Submissions

14.1. Bids may be submitted electronically. Please note the following guidelines for electronic submissions:

14.2. Bidders shall make clear reference to the specific bid in the subject field as instructed, otherwise bids may be rejected. Clearly specify the following text in the subject line:
ITB No. UNFPA/VNM/ITB/22/01, Bidder's Name.

14.3. The bid shall be submitted to **vbidtender@unfpa.org**. Bids received at the **vbidtender@unfpa.org** mailbox are kept undisclosed and shall not be opened before the scheduled opening date. Sending to any other email address will violate confidentiality and invalidate the bid.

14.4. E-mail submission shall not exceed 10 MB, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder's name in the subject line of each email.

14.5. It shall be the Bidder's responsibility to ensure that bids sent by e-mail are received by the deadline. All Bidders shall receive an auto-reply acknowledging the receipt of their email. Bidders shall not receive responses to questions sent to vbidtender@unfpa.org since it is a secure mailbox.

14.6. In order to avoid last minute internet congestion it is recommended to send your bid as early as possible before the deadline.

15 Bid Submission Deadline/Late Bids

15.1. Bids must be delivered to the office on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the bid should be submitted please refer to www.timeanddate.com/worldclock, or contact the bid focal point.

15.2. UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified in UNGM before the expiration of the original period.

15.3. Any bid received by UNFPA after the bid submission deadline shall be rejected and returned unopened to the Bidder. UNFPA shall not be legally responsible for bids that arrived late due to the Bidder's problems with transmission of bid submissions via email and/or with the courier company.

16 Storage of Bids

16.1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

17 Bid Opening

17.1. UNFPA shall conduct the public bid opening via online mode at the following address, date and time.

Address:
United Nations Population Fund (UNFPA)
UNFPA Viet Nam
304 Kim Ma Street, Ba Dinh District
Ha Noi, Viet Nam
Date: 28 October 2022
Time: 16:00 Ha Noi time (GMT +7) *(reference: www.timeanddate.com/worldclock).*

17.2. Bids received electronically by the required deadline will be printed and a copy of the bids will be put in a sealed envelope that will be opened at the time and date specified in the bid document. Only the last received bid will be opened if multiple bids are sent by a same Bidder.

17.3. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.

17.4. Only those who have submitted bids or their authorized agent or representative may attend the bid opening.

17.5. The report shall be available for viewing by Bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to Bidders.

17.6. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

17.7. Due to the Covid-19 pandemic situation, UNFPA will conduct the Bid Opening electronically. Bidders or bidders' representatives who are willing to attend the bid opening, must convey their interest. UNFPA will communicate with bidders and share necessary link for the online meeting of bid opening.

E. Evaluation and Comparison of Bids

18. Confidentiality

18.1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the contract award is published.

18.2. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

19. Clarification of Bids

19.1. To assist in the examination, evaluation and comparison of bids, UNFPA may ask Bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the bid shall be sought, offered or permitted.

20. Responsiveness of bids

20.1. UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.

20.2. 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.

21. Nonconformities, Errors, and Omissions

21.1. Provided that a bid is substantially responsive:

a. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
b. UNFPA may request that the Bidder submit the necessary information or documentation within a reasonable period of time to rectify non material non conformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any

aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.

c. UNFPA shall correct arithmetical errors on the following basis:
   - If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern and the unit price shall be corrected;
   - if there is a discrepancy between words and figures, the amount in words shall prevail;
   - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

22. Preliminary examination of Bids

22.1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 7 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

23. Examination of Terms and Conditions and Technical Evaluation

23.1. UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section II Technical Specifications and Schedule of Requirements, Section III UNFPA General Conditions of Contract and Section IV UNFPA Special Conditions for Contracts.

23.2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 21, the bid shall be rejected.

24. Conversion to Single Currency

24.1. To facilitate evaluation and comparison, UNFPA will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to US dollars at the official UN exchange rate on the last day for submission of bids.

25. Evaluation of Bids

25.1. UNFPA shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

26. Comparison of Price Bids

26.1. UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid

26.2. Bid comparison will be made on the total cost, delivered to final destination. UNFPA reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event that Bidder's freight prices are

found to be less competitive than the rates offered by freight forwarders, UNFPA may issue a contract on FCA basis to the Vendor instead of CPT/CFR, and issue a separate contract for freight to a freight forwarder if deemed in the best financial interest of UNFPA.

27. Post-qualification of the Bidder

27.1. UNFPA shall determine to its satisfaction whether the Bidder with the lowest priced, substantially responsive bid is qualified to perform the contract satisfactorily.

27.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted in the bid.

27.3. To evaluate a Bid, UNFPA shall consider the following:

- Copy of last year audited company Balance and Financial Statements
- Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods to the country of destination
- Copy of an import license granted by the Ministry of Health (for imported goods) or a product circulation registration certificate granted by the Ministry of Health (for home-made goods). Or the standard announcement for the Class A medical equipment issued by the Ministry of Health.

    - Financial Capability:
        a. Liquidity ratio: Current ratio (Current Assets/ Current liabilities) > 1.
        b. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.
    - Experience and Technical Capacity:
        a. Details of experience and past performance of the Bidder on equipments offered and on those of similar nature within the past five years
        b. The Bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years. Such adverse actions may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions, this must be clearly indicated in the Bidder's bid.

For non manufacturer Bidders:

a. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered; and
b. The Bidder, as authorized by the manufacturers, has supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and the goods must be in satisfactory operation.

27.4. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the contract satisfactorily before deciding on award.

27.5. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

28. UNFPA's Right to Accept Any Bid and to Reject Any or All Bids

28.1. A bid that is rejected by UNFPA may not be made responsive by the Bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA's bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid against the UNFPA solicitation documents.

28.2. UNFPA reserves the right to reject any bid if a Bidder has previously failed to perform properly or complete on time in accordance with contracts or the Bidder who in UNFPA's perspective is not in a position to perform the contract.

28.3. The Bidders waive all rights to appeal against the decision made by UNFPA.

29. UNFPA's Right to Annul a Bidding Process

29.1. UNFPA reserves the right to annul the bidding process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNFPA's action.

F. Award of Contract

30. Award Criteria

30.1. 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.

30.2. Pre-shipment/pre-delivery inspection will be conducted as part of evaluation process. If required, the Bidder shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products. The Bidder shall also provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary. UNFPA may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.

30.3. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest, second lowest, third lowest, etc., bid which meets the requirements.

31. Right to Vary Requirements at Time of Award

31.2. UNFPA reserves the right at the time of award of contract to increase or decrease by up to **20%** the quantity of goods specified in this bid without any change in unit price or other terms and conditions.

32. Signing of the contract

32.1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful Bidder the Contract, which constitute the notification of award. The successful Bidder shall sign, date the contract and return it to UNFPA within 10 days of receipt of the contract. After receipt of the contract, the successful Bidder shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its bid in conjunction with UNFPA terms and conditions.

33. Publication of Contract Award

33.1. UNFPA shall publish the contract award on United Nations Global Marketplace http://www.ungm.org, with the information of the awarded Bidder company name, contract amount or LTA and the date of the contract.

33.2 Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Office at kitahara@unfpa.org. The UNFPA Head of Office will then make an assessment of the complaint and provide a reply to the supplier within a week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief, Procurement Services Branch at procurement@unfpa.org, who will reply to the supplier within a week and advise the Supplier on further recourse if required.

SECTION II: Technical Specifications and Schedule of Requirements

2.1.Technical Specifications

Item No.	Description and minimum/mandatory specifications
1	Product Name: **Fetal/obstetric monitor** **(30 units)** **The intended purpose of use** - Tabletop unit includes normal and twin fetal heart rate (FHR) and Uterine contraction (UC) detection is used to monitor fetal heartbeat and uterine contractions during pregnancy and labour. **General requirement** - 100% new equipment. - Meet ISO 13485 quality standards or equivalent - Power supply: 220 V; 50 Hz. **Technical requirements** **3.1 General features:** - The machine measure/monitor: uterine contractions; fetal heart rate, maternal pulse. - Can monitor fetal movements. - There is a feature to warn the fetal heart rate by both sound and signal if these parameters exceed the limit set by the user. - Ability to automatically detect the probe - Can enter information and data of the patient from the keyboard displayed right on the monitor screen. - Ability to backup data: ≥ 7 hours - Ability to restore data. - Unit includes batter backup for 4-6 hours continuous operation - Automatic self-test on power up - System reports with status and alarms - Ability to cross-check channel to detect the overlap between fetal heart rate and maternal pulse. **3.2 Tracking parameters:** - Fetal heart rate measurement range: ≤ 50 ~ ≥ 240 beats / minute (at least measure between 50 ~ 240 beats/minute); Display resolution: ≤ 1 beat/minute. - Maternity pulse measurement range: ≤ 40 ~ ≥ 240 beats / minute (at least 40 ~ 240 beats/minute); Resolution: ≤ 1 beat/minute. **3.3 Fetal echocardiography probe:** - Waterproof probe - Ultrasonic frequency: ranges from 0.9 to 1.1 MHz. - Can monitor twins (i.e., has two transducers). - Output intensity: ≤ 3 mW / cm2 - Average output power ≥ 7 mW

Item No.	Description and minimum/mandatory specifications
	3.4 Uterine contraction probe: - Method of measurement: use sensor to measure the strain - Signal range: From 0 to 130 units - Uterine contraction measurement range: ≥ 400 units, (1 unit = 2.5g) - Resolution and accuracy: With at least 1 unit resolution and 1 unit accuracy - Setting the base level: ≥ 20 units - Automatic correction of the base level: ≤ 3 seconds **3.5 Heart rate alarm function** - Sound alarm and on screen notifications - Touch screen, size ≥ 6.5 inches, color TFT. - Ability to set the fetal heart alarm threshold: + Low level alarm threshold: ≤ 60 ~ ≥ 200 beats / minute (at least in the range 60 ~ 200 beats / minute); + High level alarm threshold: ≤ 70 ~ ≥ 210 beats / minute (at least in the range 70 ~ 210 beats / minute); **3.6 Printer** - Integrated printer in the machine. - Thermal printing. - Select print speed, minimum: 1, 2 or 3 cm / minute. - Ethenet connection port and RS-232 port. **3.7 List of accessories** - Instructions for assembly, use and maintenance in English and Vietnamese (01 set). - 1 x Plastic protective dustcover. - 1 x UC transducer. - 2 x FHR ultrasound transducers. - 1 x Remote switch event marker with cable. - 3 x Adjustable transducer belts for ultrasound (2 FHRs) and toco (UC). - 2 x Box of thermal recording paper, total 100 z-folded sheets. - 2 x Bottle of ultrasound gel, approximately 250ml. **3.8 Quality management system** - Manufacturer is certified for ISO 13485 Medical devices--Quality management systems--Requirements for regulatory purposes **3.9 Classification** - Class IIb device (EU) - Regulatory conformity requirements: EU MDD 93/42/ECC, or under EU MDR 2017/745 CE mark with NB number OR US FDA approved or approved for marketing by the country regulatory authority

Item No.	Description and minimum/mandatory specifications
	3.10 Safety & product standards - IEC 60601-1:2005 + A1:2012(E) Medical electrical equipment - Part 1: General requirements for basic safety and essential performance. - IEC 60601-1-2:2014 Medical electrical equipment - Part 1-2: General requirements for basic safety and essential performance - Collateral standard: Electromagnetic compatibility - Requirements and tests. - IEC 60601-2-37:2007+AMD1:2015 CSV Particular requirements for the basic safety and essential performance of ultrasonic medical diagnostic and monitoring equipment. **Other requirements:** - Supply schedule: ≤ 03 months from the date this contract takes effect. - Commitment to training for professional staff. - Commitment to installation, operation manual at the request of the investor. - Commit to supply consumables within 09 years after the warranty. - Product warranty at least 12 months. - Delivery commitment provides the following documents: + Certificate of origin, quality of goods or legal equivalent (CO, CQ). + Sales licence or authorization letter of the manufacturer or certificate of partnership. + Certificate of goods assessment issued by an organization with legal inspection function. + Instruction Document in Vietnamese, English: 01 set. + Having an import licence granted by the Ministry of Health (for imported goods) or a product circulation registration certificate granted by the Ministry of Health (for home-made goods). Or the standard announcement for the Class A medical equipment issued by the Department of Health. + Having a certificate of full capacity and warranty conditions issued by the owner of the medical equipment. - Packing: Equipment is packed according to the manufacturer's standards.
2	Product Name: **Doppler fetal heartrate detector** **(700 units)** **1. The intended purpose of use** - An electronic fetal heart rate monitor, also known as a fetal Doppler is used to check fetal heartbeat during woman's pregnancy. **2. General requirement** - The machines must be from manufacturers who are legally registered to manufacture the particular device by their national regulatory authority and have valid manufacturing licences. - It should have an EC certificate (referencing the name/number of the notifying body), and/or 510k FDA clearance, and/or approval letter or certificate from a National Regulatory Body. Only devices that have a CE mark and/or FDA 510K clearance and that are actually marketed in Europe are eligible for bidding.

Item No.	Description and minimum/mandatory specifications
	- It should have a signed and dated DoC according to ISO 17050 stating compliance to critical ISO standards (e.g. for sterilization, ISO 13485 QMS) and directives, and which has reference to the offered product. Note: If a sterilization activity is subcontracted to a third party, ISO 13485 QMS compliance is also required from the subcontracting company. - It should have photo(s) of the product and packaging (at various angles if necessary, preferably in a format where the dimensions and features can be visually verified from the photos). - Meet ISO 9001-Quality Management - Meet ISO 13485 - Medical devices: Quality Management System - Encouraging to satisfy ISO 14001- Environmental Standard Certification and ISO 50001- Ennergy Standard Certification - Power supply: 220 V; 50 Hz. **3. Technical requirements** **3.1- Product description** - Doppler, fetal heart rate (FHR) detector, with accessories - To be used in basic health infrastructures for routine examination of foetal life, from about 10-12 weeks gestation through to delivery. It notes that this product is not "At home Dopplers" that are also available in the market and not advised for diagnostic purposes. - Transducer frequency, approximately 2MHz; Range: 50-210 bpm with 1 bpm resolution and 2 bpm accuracy - The probe is interchangeable and probes with other frequencies are available: 3MHz, 4 MHz, 5 MHz and 8 MHz. - Self-test is performed each time the device is switched - Large LCD shows, foetal heart rate in beats per minute (bpm), pulse indicator and sound volume level - Built-in loudspeaker with volume adjustment - System reports, with audio-visual alert: operational status, malfunctions and low battery - Advanced noise/disturbance suppression system assures quality diagnostic sound - Regular size, approx: 18 to 20 cm. - Light weight, battery powered, handheld, easy to operate and carry (pocket size) - Battery life adequate for 10-hour continuous use or rechargeable battery as alternative. **3.2- Supplied with:** - 1 x Soft carry bag easy to clean - 1 x Instructions manual (instructions for assembly, use and maintenance in English and Vietnamese) **3.3- Instructions for use:** - To be used in basic health infrastructures for routine examination of foetal life, from about 10-12 weeks gestation through to delivery. - Doppler fetal heart rate detector should be operated by an adequately trained person only. - Clean and disinfect the device after each use.

Item No.	Description and minimum/mandatory specifications
	- Doppler fetal heart detector must be used and maintained according manufacturer's instructions. **3.4 Accessories/ spare parts/consumables:** - Ultrasound gel - Batteries (battery life adequate for 10-hour continuous use or rechargeable battery as alternative). **3.5 Packaging & Labelling** - Unit presentation: 1 (one) Doppler, FHR detector, with accessories and Instructions for use (in English and Vietnamese) - Symbols used according ISO 15223 - CE with notified body number **3.6 Regulation & conformity requirements:** - CE mark conforming to Medical Device Directive (MDD) 93/42/EEC - CE certificate (for Class IIa, with Notified Body Number) **3.7 Operating and storage conditions:** - Operating conditions: 5ºC-40ºC/25%-80% RH - Storage conditions: 20ºC-40ºC/25%-93% RH - 1-2 year warranty **3.8 Classification:** Class IIa (MDD 93/42/EEC) **3.9 Safety & product Standards:** Must comply with following standards IEC 60601-1:1988 + A1:1991 + A2:1995 (mandatory) IS0 13485: 2003 IEC 60601-1:2005; IEC 60601-1-1:2000 IEC 60601-1-2:2007; IEC 62366:2007 IEC 61266:1994 **3.10 Quality Management System.** - Manufacturer is certified for ISO 13485 Medical devices - Quality management systems - Requirements for regulatory purposes **3.11 Environmental requirements:** - Restriction of hazardous substances directive (ROHS) compliance - Led

Item No.	Description and minimum/mandatory specifications
	4 Other requirements: - Supply schedule: ≤ 4 weeks from the date this contract takes effect. - Provide training for professional staff (in Vietnamese) in the Centers of Disease Control (CDC) of 12 target provinces (see the Annex for Distribution Plan) - Provide installation and operation manual at the request of the local health authorities in 12 target provinces and providing maintaining services periodically during the warranty period - Product warranty at least 12 months. - Delivery requirement: providing the following documents for each set of purchased products: + Certificate of origin, quality of goods or legal equivalent (CO, CQ). + Valid business licence issued by appropriate authorities in Vietnam + Valid import licence for the offered Doppler issued by the Vietnam Ministry of Health + Certificate of goods assessment issued by an organisation with legal inspection function. + Authorization letter of the manufacturer or certificate of partnership. + User Manual in Vietnamese and English: 01 set. + Certificate of at least 12-month warranty issued by supplier or manufacturer.

2.2 Schedule of Requirements

The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during at least 02 (two) years following commencement of the use of the goods by UNFPA.

1. List of Goods, Locations and Delivery Schedule

No	Recipients	Address	Quantity (Set)		Delivery Schedule from date of Contract *[Insert number of working/calendar days]*
			Fetal Monitor	Fetal Doppler	
1	**CDC Sơn La**	Address: Đường Bản Cọ, Phường Chiềng An, TP.Sơn La Tel: 0212.3852.247-Fax: 02123751.798 Email: ttksbt@sonla.gov.vn	**7**	**193**	
2	**CDC Lai Châu**	Address: Phường Đông Phong, TP Lai Châu, tỉnh Lai Châu, Tel: 0213 3876 698 Email: gdsklc@gmail.com	**6**	**222**	
3	**CDC Bắc Kạn**	Address: Số nhà 96, Tổ 10, phường Nguyễn Thị Minh Khai, Bắc Kạn Tel: (0209) 3870943 Email: ttksbt@backan.gov.vn	**5**	**84**	

4	**CDC Kon Tum**	Address: Số 405, Bà Triệu, TP Kon Tum Tel: 02603.505.900; Fax: 02603.862.535 Email: cdckontum@gmail.com	**5**	**49**	
5	**CDC Dak Nong**	Address: Đường Trần Hưng Đạo, phường Nghĩa Trung, thị xã Gia Nghĩa, tỉnh Đăk Nông Tel: 02613544692	**2**	**45**	
6	**CDC Gia Lai**	Address: 98 Phan Đình Phùng - Tây Sơn - Pleiku - Gia Lai Tel: (0269)3500762 Email: cdc@gialai.gov.vn	**5**	**107**	
TOTAL			**30**	**700**	

2. Consignee Address and Consignee-wise Quantity Distribution

	Line Item	Consignee Address	Contact person	Quantity	Unit of measure
	1	***United Nations Population Fund*** ***UNFPA Viet Nam*** ***304 Kim Ma Street*** ***Ba Dinh District*** ***Ha Noi, Viet Nam*** ***Tel: +84-24-38500 328***	***Nguyen Minh Ha*** *Admin/Finance Associate* *Email: mnguyen@unfpa.org* *Tel: +84-24-38500328* *Cellphone: +84-989063740*	*All items as per Purchase Order (PO)*	*Set*

3. List of Related Services and Completion Schedule

[This table shall be filled in by UNFPA. The required completion dates should be realistic, and consistent with the required goods delivery dates (as per INCOTERMS)]

No.	Description of Service	Quantity (if applicable)	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1	**Training for end users and maintenance personnel** *(Supplier to provide details)*	*As specified in the list of goods and delivery schedule*	*As per technical specifications*	*As specified in the list of goods and delivery schedule*	Training to be completed immediately after installation
2	**Warranty service** *(Supplier to provide details)*	*As specified in the list of goods and delivery schedule*	*As per technical specifications*	*As specified in the list of goods and delivery schedule*	*[Insert required Completion Date(s)]*
3	**After-sale services** *(Supplier to provide details)*	*As specified in the list of goods and delivery schedule*	*As per technical specifications*	*As specified in the list of goods and delivery schedule*	*[Insert required Completion Date(s)]*

SECTION III: UNFPA General Conditions of Contract

The General Conditions of Contract can be found at:
http://www.unfpa.org/resources/unfpa-general-conditions-contract

SECTION IV: UNFPA Special Conditions for Contracts

WARRANTY	The warranty period shall be at least 12 (twelve) months. Details on Warranty Services required are included in Section II: Technical Specifications and Schedule of Requirements.
GOODS AND SERVICES DEFINED	Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products which the Supplier is required to supply under the Purchase Order. Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the Purchase Order.
AFTER SALES SERVICES	The after sales service period shall be at least 12 (Twelve) Months. Details on Warranty Services required are included in Section II: Technical Specifications and Schedule of Requirements.
TRANSPORTATION AND FREIGHT	Responsibility for transportation of the Goods shall be as specified in the INCOTERMS. Partial shipment *is not* allowed.
SHIPPING AND PAYMENT INSTRUCTIONS	Access the following link for shipping and payment instructions: Shipping Instructions
LIQUATED DAMAGES	In the event of a Contract being issued and in case the Vendor fails to deliver all the goods by the date or dates of delivery specified in the Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 1% of the value of the goods pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Long Term Agreement or Purchase Order.

SECTION V: Bidding Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the Bidder's internal reference and does not need to be submitted with the bid.

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
Have you noted the bid closing deadline?	Cover letter, #5		
Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents?	Section I		
Have you reviewed and agreed to the UNFPA General Conditions of Contract?	Section III		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	Section IV		
Have you completed the Bid Confirmation Form?	Section V, 1		
Have you completed the Bid Submission Form?	Section V, 2		
Have you completed the Bidder's Identification Form?	Section V, 3		
Have you completed the Product Item Overview Form?	Section V, 4		
Have you completed and signed the Price Schedule Form?	Section V, 5		
Have you reviewed all of the relevant contract form(s)?	Section VI		
Have you provided evidence that your firm is established as a company and legally incorporated in the country where it resides?	Section I, Sub-Clause 7.2, a		
Have you prepared a copy of your valid manufacturing license from the country of manufacturing?	Section I, Sub-Clause 7.2, b.		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	Section I, Sub-Clause 2.4		
Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements?	Section I, Sub-Clause 7.3, a.		
Have you prepared product catalogues containing pictures of the product(s)?	Section I, Sub-Clause 7.3, c.		
Have you prepared the manufacturer's technical product specifications or data sheets?	Section I, Sub-Clause 7.3, d.		
Have you provided the results of any testing carried out on the products?	Section I, Sub-Clause 7.3, a.		
Have you provided any copies of current certificates such as GMP/Quality,	Section I, Sub-Clause 7.3, f.		

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
FSC/CPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA510k, Japan QS standard, etc. as stated in the Technical Specifications and Schedule of Requirements, in Section II?			
Have you provided a copy of the valid authorization letter issued by the manufacturer for each product, if you are not the manufacturer?	Section I, Sub-Clause 7.3, g.		
Have you furnished a list of full particulars, regarding the available sources and current prices of space parts, special tools, etc., necessary for the proper and continuing functions of the goods within the Product Item Overview Form, Section V, 5?	Section I, Sub-Clause7.3, h.		
Have you sealed and marked the bids according to Instructions to Bidders Clause 13 (hard copy bids) or Clause 14 (electronic bids)?	Section I, Sub-Clause 13 & 14		
If submitted electronically, is the file size of the bid less than 10MB? (If the file size is above 10MB, refer to Instructions to Bidders Sub-Clause 14.4)	Section I, Sub-Clause 14.4		
Have you prepared a copy of the previous year's audited company Balance and Financial Statements?	Section I, Sub-Clause 27.3		
For non-manufacturer Bidders: Have you provided a legally enforceable authorization from the manufacturer, assuring full guarantee and warranty obligations as per the tender conditions for the goods offered?	Section I, Sub-Clause 27.3, a.		
Have you provided evidence that you, as authorized by the manufacturers, have supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and that the goods are in satisfactory operation?	Section I, Sub-Clause 27.3, b.		

1. Bid Confirmation Form

[Complete this page and return it prior to bid opening]

Date:

To: UNFPA Viet Nam
Ms. Nguyen Minh Ha

Email: *mnguyen@unfpa.org*

From: *[Company name]*
[Contact person]
[Telephone]
[Email address]
[Postal address]

Subject: ITB No.: UNFPA*/VNM/ITB/22/01*

YES, we intend to submit an bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

( ) The requested products and services are not within our range of supply
( ) We are unable to submit a competitive bid for the requested products at the moment
( ) The requested products are not available at the moment
( ) We cannot meet the requested specifications
( ) We cannot offer the requested type of packing
( ) We can only offer FCA prices
( ) The information provided for quotation purposes is insufficient
( ) Your ITB is too complicated
( ) Insufficient time is allowed to prepare a quotation
( ) We cannot meet the delivery requirements
( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)
( ) We do not export
( ) Our production capacity is currently full
( ) We are closed during the holiday season
( ) We had to give priority to other clients' requests
( ) We do not sell directly, but through distributors
( ) We have no after-sales service available in the recipient country
( ) The person handling bid is away from the office
( ) Other (please specify)

Please confirm one of the following two options:

( ) We would like to receive future ITBs for this type of goods
( ) We don't want to receive ITBs for this type of goods

If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms._____, phone/email _____, who will be able to assist.

2. Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*
ITB No.: UNFPA/VNM/ITB/22/01

To: UNFPA Viet Nam

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/VNM/ITB/22/01 and amendments We hereby offer to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services _____ which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

We agree to abide by this bid for a period of *90 days* from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We, including any subcontractors or suppliers for any part of the contract, have nationality from countries_____ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier; otherwise buyer should delete this text if non-applicable*]

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated on .....day of .....[*year*].

Signature:	…… [*insert signature of person whose name and capacity are shown]*
In the capacity of:	…… *[insert legal capacity of person signing the Bid Submission Form]*
Name:	…… *[insert complete name of person signing the Bid Submission Form]*
Company:	…… *[insert name of company]*

3. Bidders Identification Form

Bid No. UNFPA/VNM/ITB/22/01

1. Organization

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

4. Product Item Overview Form

Please refer to the attached Excel sheet (Product Item Overview form)

Item No.	**Description and minimum /mandatory specifications** *[Detailed description to be completed by UNFPA]*	**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	**[...]**		
2	**[...]**		
3	**[...]**		
...			

5. Price Schedule Form

Please refer to the attached Excel sheet (Price schedule form)