

**Emergency ITB document**

United Nations Population Fund (UNFPA)

Marmorvej 51, 2100 Copenhagen

Website: [www.unfpa.org](http://www.unfpa.org)**Date: 31/05/2023****Invitation to Bid (ITB) No. UNFPA/DNK/ITB/23/012**

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following **items, structured in two different lots**, with the following technical specifications:

**LOT 1: Ukraine****Item No. 1: Mobile Maternity Unit**

**Quantity:** **TWO (x2)** Mobile Maternity Unit to be delivered to Kyiv, Ukraine

**Type of structure:** This mobile maternity unit should consist of a **20ft container sized unit**, placed on a truck flat bed or similar (the truck is to be included on the offer), and designed to facilitate health services for essential maternal care, including normal deliveries.

All necessary technical installations should be delivered with each of the units including the following minimum mandatory requirements:

- Design: Gynecological examination room, recovery/neonate area, and shower area.
- internal autonomous water purification system
- water storage tank for clean water
- water storage tank for waste water
- AC Outlet Power – 220V 50Hz or matching
- AC Plug/Socket Type – Type C (Dedicated sockets for specialized equipment may have their compatible sockets)
- Energy supply through a generator **Diesel 6 KVA**. The generator should be integrated in the unit.
- Air condition (supplier to determine capacity)
- Solution to connect the unit to the public electrical network (Ukraine electricity standard EN 50160:2014 - 230V / 50Hz)
- Work desk
- Swivel stool (Qty .2)
- Dedicated cabinets for medicines, supplies and equipment.
- Spare wheel, Hydraulic Jack and matching wheel Brace
- Outdoor Sun Canopy integrated with the unit (installed on one side of the unit)

The 20ft container should have a recovery area easy to set up. This system should be easy to install and should be for field use. It is recommended that the entrance to the mobile maternity unit be situated at the rear rather than the side, as this would facilitate the smooth and efficient maneuvering of the stretcher during patient transfers.

### Specific requirements for Vehicle: (Lot 1- Ukraine )

- **Emission Standard - EURO 5**

This unit needs to serve as space to conduct deliveries not requiring surgery (clinical delivery at BEmONC level).

Your proposal should include your technical solution and drawings related to our needs.

Availability: The Two (x2) units must be ready in (45) days after issuance of the PO to be shipped to Kyiv, Ukraine.

Inventory: Basic equipment and furniture should be supplied together with the unit, and to be quoted separately as per below:

**Item No. 1a: Bed, labor/delivery** Quantity: 1- per Mobile Maternity Unit. See description and specifications in Annex 1

**Item No. 1b: Bassinet** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 2

**Item No.1c: Sphygmomanometer:** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 3

**Item No. 1d: Resuscitator:** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 4

**Item No. 1e: Manual vacuum extractor** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 5

**Item No. 1f: Doppler apparatus, pocket type** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 6

**Item No. 1g: Examination Table.** Quantity: 1 Mobile Maternity Unit. See description and specifications in Annex 7

**Item No. 1h: Refrigerator.** Quantity: 1 Mobile Maternity Unit. See description and specifications in Annex 8

Please refer to Annexes 1, 2, 3, 4, 5, 6, 7,8

**LOT 2: Sri Lanka****Item No. 1: Mobile Maternity Unit**

**Quantity:** **Three (x3)** Mobile Maternity Unit to be delivered to Colombo, Sri Lanka.

**Type of structure:** This mobile maternity unit should consist of a **20ft container sized unit**, placed on a truck flat bed or similar (the truck is to be included on the offer), and designed to facilitate health services for essential maternal care, including normal deliveries.

All necessary technical installations should be delivered with each of the units including the following minimum mandatory requirements:

- Design: Gynecological examination room, recovery/neonate area, and **WC lavatory**
- internal autonomous water purification system
- water storage tank for clean water
- water storage tank for waste water
- AC Outlet Power – 230V 50Hz or matching
- AC Plug/Socket Type – Type G (Dedicated sockets for specialized equipment may have their compatible sockets)
- Energy supply through a generator **Diesel (4) KVA**. The generator should be integrated in the unit.
- Air condition (supplier to determine capacity)
- Work desk
- Swivel stool (Qty .2)
- Dedicated cabinets for medicines, supplies and equipment.
- PV Solar Panel System mounted flat on the roof with battery backup, to be used amidst the fuel shortage:
  - Capacity: 2 kW Hybrid Rooftop Solar Power System
  - Solar PV panels: mono PERC panels of 500 W or higher capacity for a total capacity of 2.5 kW + or -10%
  - Inverter: 2 kW, 230 V, 50 Hz hybrid inverter with an efficiency higher than 95%
  - Battery: 4 kWh capacity @24V gel type
  - Surge protective devices for AC and DC systems
  - Manual Transfer Switch
  - AC and DC cables, and other accessories in required capacities as necessary
- Spare wheel, Hydraulic Jack and matching wheel Brace
- Outdoor Sun Canopy integrated with the unit (installed on one side of the unit)

The 20ft container should have a recovery area easy to set up. This system should be easy to install and should be for field use. It is recommended that the entrance to the mobile maternity unit be situated at the rear rather than the side, as this would facilitate the smooth and efficient maneuvering of the stretcher during patient transfers.

**Specific requirements for Vehicle: (Lot 2- Sri Lanka only)**

- Drive – Right Hand Drive
- Fuel Type – diesel
- Emission Standard - EURO 4. Contractor to refer to these Government Regulations.
  - o Gazette 1 – Attached
  - o Gazette 2 - Attached
- Specific Pre-Clearance Requirements – contractors must provide a pro-forma invoice together with full detailed technical specifications of the vehicles upon receipt of the PO, to obtain mandatory pre-clearances from the Government of Sri Lanka.

This unit needs to serve as space to conduct deliveries not requiring surgery (clinical delivery at BEmONC level).

Your proposal should include your technical solution and drawings related to our needs.

Availability: the three (x3) units must be ready in (45) days after issuance of the PO to be shipped to Colombo, Sri Lanka.

Inventory: Basic equipment and furniture should be supplied together with the unit, as per below items:

**Item No. 1a: Bed, labor/delivery** Quantity: 1- per Mobile Maternity Unit. See description and specifications in Annex 1

**Item No. 1b: Bassinet** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 2

**Item No.1c: Sphygmomanometer:** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 3

**Item No. 1d: Resuscitator:** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 4

**Item No. 1e: Manual vacuum extractor** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 5

**Item No. 1f: Doppler apparatus, pocket type** Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 6

**Item No. 1g: Examination Table.** Quantity: 1 Mobile Maternity Unit. See description and specifications in Annex 7

Please refer to Annexes 1, 2, 3, 4, 5 ,6, 7

Please provide a **binding** total landed cost SEA/LAND freight quotations (as per CPT INCOTERMS 2020 and whichever is the most cost-effective transportation mode), and a goods quotation valid until the date of your estimated time of departure, for each one of the two Lots.

We expect to issue a PO within 30 days for both lots to be shipped to **CPT Kyiv, Ukraine**, and to **CPT Colombo, Sri Lanka**.

**Special Note:** These items are needed for urgent deployment in their destinations as per the above. Please provide your fastest possible delivery dates under CPT Incoterm conditions.

**Clarifications of solicitation document:**

A prospective Bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing before 5<sup>th</sup> of June 2023. UNFPA shall respond in writing to any request for clarification received and a copy of UNFPA's answer will be posted on the UN Global Marketplace.

Deadline for questions: **05/06/2023**

Questions should be submitted to:

Aos Zeidan- [zeidan@unfpa.org](mailto:zeidan@unfpa.org) for Ukraine

Melisa Gunduz- [gunduz@unfpa.org](mailto:gunduz@unfpa.org) for Sri-lanka

If you are interested in submitting a bid for these items, kindly fill in the attached submission form and submit it to the secure email address indicated below/ not later than **Tuesday, 13<sup>th</sup> of June, 2023 at 10:00 AM Copenhagen time.**

Please ensure to mark your email with the ITB reference number **UNFPA/DNK/ITB/23/012** and the words "Sealed bid. Do not open before (**Tuesday, 13<sup>th</sup> of June, 2023 at 10:00 AM Copenhagen time**!").

**Secure email address for bid submission: [bidtender@unfpa.org](mailto:bidtender@unfpa.org)**

Email address of Contact Person: Aos Zeidan – [zeidan@unfpa.org](mailto:zeidan@unfpa.org)

Melisa Gunduz- [gunduz@unfpa.org](mailto:gunduz@unfpa.org)

**Note: Do not submit your bid/proposal to the contact person's email address. This is in order to ensure that UNFPA is able to guarantee transparent handling of offers.**

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

**Documents to be submitted with the bid:**

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder's previous experience and clients
- d. Technical bid, including drawings and product catalogue to demonstrate that specification and quality of the products (Quality certifications) are in line with the requirements listed in the bidding documents.
- e. Financial bid including the price schedule

**Partial bids:**

Partial bid is allowed Per lot. Bidders may quote per lot or combination of both lots.

**INCOTERMS 2020:**

- Price of goods FCA Point of Departure
- Freight cost CPT as follows:

2 mobile units for: CPT Kyiv, Ukraine

3 mobile units for: CPT Colombo, Sri Lanka

**Validity of Bid:**

The prices of the bid shall be valid for 90 days after the closing date of bid submission as specified by UNFPA.

**Delivery Time:**

Items are requested for soonest delivery. Please provide your fastest possible delivery dates under CPT Incoterm conditions.

**Evaluation of Bids:**

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

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.

**Contract Award:**

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.

Note: as partial bids are allowed, the lowest evaluated bidder will be evaluated by each lot.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Right to Vary Requirements at Time of Award:**

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.

**Attachments:**

- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**

**1. Bid Submission Form**

**Name of Bidder:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_  
**Bid No:** \_\_\_\_\_  
**Currency of Bid price:** \_\_\_\_\_  
**Delivery time** (*days from receipt of order till dispatch*): \_\_\_\_\_  
**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 90 days after the Closing date.*): \_\_\_\_\_

**I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.**

**We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.**

**We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.**

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**

Bidders Identification Form  
Bid No. UNFPA/DNK/ITB/23/012

1. **Organization**

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

## 2. Product Item Overview Form

## LOT 1: UKRAINE

UNFPA/DNK/ITB/23/012

Item No.	Description and minimum /mandatory specifications	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	<p><b>Mobile Maternity Unit</b></p> <p><u>Quantity</u> 2</p> <p><u>Type of structure:</u> This mobile maternity unit should consist of a <b>20ft container sized unit</b>, placed on a truck flat bed or similar (the truck is to be included on the offer), and designed to facilitate health services for essential maternal care, including normal deliveries.</p> <p>All necessary technical installations should be delivered with each of the units including the following minimum mandatory requirements:</p> <ul style="list-style-type: none"> <li>- Design: Gynecological examination room, recovery/neonate area, and shower area.</li> <li>- internal autonomous water purification system</li> <li>- water storage tank for clean water</li> <li>- water storage tank for waste water</li> <li>- AC Outlet Power – <b>220V</b> 50Hz or matching</li> <li>- AC Plug/Socket Type – <b>Type C</b> (Dedicated sockets for specialized equipment may have their compatible sockets)</li> <li>- Energy supply through a generator Diesel 6 KVA. The generator should be integrated in the unit.</li> <li>- Air condition (supplier to determine capacity)</li> <li>- Solution to connect the unit to the public electrical network.</li> <li>- Work desk</li> <li>- Swivel stool (Qty .2)</li> </ul>		

	<ul style="list-style-type: none"> <li>- Dedicated cabinets for medicines, supplies and equipment.</li> <li>- Spare wheel, Hydraulic Jack and matching wheel Brace</li> <li>- Outdoor Sun Canopy integrated with the unit (installed on one side of the unit)</li> </ul> <p><u>Inventory:</u> Basic equipment and furniture are required to be supplied together with the unit and quoted separately, as per below:</p>		
<b>1.a</b>	<b>Bed, labor/delivery</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 1		
<b>1.b</b>	<b>Bassinet</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 2		
<b>1.c</b>	<b>Sphygmomanometer:</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 3		
<b>1.d</b>	<b>Resuscitator:</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 4		
<b>1.e</b>	<b>Manual vacuum extractor</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 5		
<b>1.f</b>	<b>Doppler apparatus, pocket type</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 6		
<b>1.g</b>	<b>Examination Table. Quantity: 1</b> Mobile Maternity Unit. See description and specifications in Annex 7		
<b>1.h</b>	<b>Refrigerator. Quantity: 1</b> Mobile Maternity Unit. See description and specifications in Annex 8		

**LOT 2: SRI LANKA**

UNFPA/DNK/ITB/23/012

Item No.	Description and minimum /mandatory specifications	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	<p><b>Mobile Maternity Unit</b> <u>Quantity</u> 3</p> <p><u>Type of structure:</u> This mobile maternity unit should consist of a <b>20ft container sized unit</b>, placed on a truck flat bed or similar (the truck is to be included on the offer), and designed to facilitate health services for essential maternal care, including normal deliveries.</p> <p>All necessary technical installations should be delivered with each of the units including the following minimum mandatory requirements:</p> <ul style="list-style-type: none"> <li>- Design: Gynecological examination room, recovery/neonate area, and <b>WC lavatory</b></li> <li>- internal autonomous water purification system</li> <li>- water storage tank for clean water</li> <li>- water storage tank for waste water</li> <li>- AC Outlet Power – <b>230V</b> 50Hz or matching</li> <li>- AC Plug/Socket Type – <b>Type G</b> (Dedicated sockets for specialized equipment may have their compatible sockets)</li> <li>- Energy supply through a <b>generator Diesel 4 KVA</b>. The generator should be integrated in the unit.</li> <li>- Air condition (supplier to determine capacity)</li> <li>- Work desk</li> <li>- Swivel stool (Qty .2)</li> <li>- Dedicated cabinets for medicines, supplies and equipment.</li> </ul>		

	<ul style="list-style-type: none"> <li>- PV Solar Panel System mounted flat on the roof with battery backup, to be used amidst the fuel shortage.</li> <li>- Spare wheel, Hydraulic Jack and matching wheel Brace</li> <li>- Outdoor Sun Canopy integrated with the unit (installed on one side of the unit)</li> </ul> <p><b>Specific requirements for Vehicle: (Lot 2- Sri Lanka only)</b></p> <ul style="list-style-type: none"> <li>- Drive – Right Hand Drive</li> <li>- Fuel Type – diesel</li> <li>- Emission Standard - EURO 4. Contractor to refer to these Government Regulations. <ul style="list-style-type: none"> <li>o Gazette 1 – Attached</li> <li>o Gazette 2 - Attached</li> </ul> </li> <li>- Specific Pre-Clearance Requirements – contractors must provide a pro-forma invoice together with full detailed technical specifications of the vehicles upon receipt of the PO, to obtain mandatory pre-clearances from the Government of Sri Lanka.</li> </ul> <p><u>Inventory:</u> Basic equipment and furniture are required to be supplied together with the unit and quoted separately, as per below:</p>		
<b>1.a</b>	<b>Bed, labor/delivery</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 1		
<b>1.b</b>	<b>Bassinet</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 2		
<b>1.c</b>	<b>Sphygmomanometer:</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 3		
<b>1.d</b>	<b>Resuscitator:</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 4		
<b>1.e</b>	<b>Manual vacuum extractor</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 5		

<b>1.f</b>	<b>Doppler apparatus, pocket type</b> Quantity: 1 per Mobile Maternity Unit. See description and specifications in Annex 6		
<b>1.g</b>	<b>Examination Table. Quantity: 1</b> Mobile Maternity Unit. See description and specifications in Annex 7		

**PLEASE PROVIDE CARGO DETAILS FOR EACH ITEM:**

Number of batches	
Volume (m3)	
Weight (kg). gross chargeable weight (incl. pallets)	
Number of shipping of cartons	
Is cargo stackable (YES/NO)?	
Dimensions per Transport Unit	
Number and type of containers (20' / 40' / HC)	

### 3. Price Schedule Form

**Name of Bidder:** \_\_\_\_\_  
**Date of Bid:** \_\_\_\_\_  
**Bid No:** \_\_\_\_\_  
**Currency of Bid price:** \_\_\_\_\_  
**Delivery time** (*days from receipt of order till dispatch*): \_\_\_\_\_  
**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of 90 days after the Closing date.*): \_\_\_\_\_

#### LOT 1: Ukraine

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total CPT (Destination)	Delivery schedule (days upon order)

#### LOT 2: Sri Lanka

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total CPT (Destination)	Delivery schedule (days upon order)

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**