

<b>ITB/2023/47784 - Invitation to Bid for the supply of biomedical equipment for the National Blood Transfusion Center in Tanzania ( 6 lots) for the Ministry of Health in 7 locations</b>	
Date: Wednesday, August 16, 2023 from 9.00 am EAT	
Venue: Online via Google Meet <a href="https://meet.google.com/xmd-kqfo-ygj">https://meet.google.com/xmd-kqfo-ygj</a>	Minutes taken by: Nathalie Flament – Procurement Officer - UNOPS
Attendees: UNOPS KEMC <ul style="list-style-type: none"><li>• Nathalie Flament - UNOPS</li><li>• Tegist Mekonnen - UNOPS</li><li>• Sheila Chirchir - UNOPS</li><li>• Samson Odiwor Odiembo</li><li>• Brian Ofwa OTIENO</li></ul>	Attendees: NON-UN  One (1) participant from 1 company
Agenda: The Pre-bid meeting presentation: <ul style="list-style-type: none"><li>• Introduction</li><li>• Access to tender and tender documents</li><li>• Key Dates and useful information</li><li>• Overview of the schedules of requirement</li><li>• Evaluation Criteria</li><li>• Returnable Documents.</li><li>• Important Notification</li><li>• Checklist of documents</li><li>• Q &amp; A</li><li>• End of Meeting</li></ul>	

#	Topic	Action / Output
1	Introduction and Purpose of the pre-bid-meeting	The meeting started at 9.10 am EAT time with Nathalie Flament welcoming all the bidders and requesting them to register their attendance in the chat. The meeting has been recorded
2	Access to tender and tender documents	<p><b>Page 3 and 4 of the presentation.</b></p> <p>A reminder on how the tender can be accessed and the list of documents of the tender has been presented</p>
2	Key Dates and useful information	<p><b>Page 5 - 6 - 7 of the presentation</b></p> <ul style="list-style-type: none"> <li>• Bidding period : 9 August 2023 to 28 August 2023</li> <li>• Bid Submission deadline: 28 August 2023 at 14h00 EAT ( 11h UTC)</li> <li>• Bid Opening will be held on 28 August 2023 - Public bid opening will not be held</li> <li>• Pre-bid meeting (not mandatory): rescheduled from 14 August until 16 August 2023 (virtual) at 9.00 am EAT</li> <li>• Deadline for suppliers submitting clarification questions - 21 August 2023 at 10.00pm EAT. Responses to requests for clarification will be communicated to all bidders directly through eSourcing.</li> <li>• Bid Validity: 90 Days from deadline of bid submission.</li> <li>• Alternative offer : Not accepted</li> <li>• Bid currency(ies): USD (United States Dollars) - TZS ( Tanzanian Shilling)</li> <li>• Duties and taxes : All bids shall be submitted net of any direct taxes (customs duties and indirect taxes, such as sales taxes, VAT, taxes on commodities such as fuel).</li> <li>• The MoH will provide duty-exemption documents to the supplier(s) for Customs clearance. Any costs which are associated with Customs clearance will be on account of the MoH.</li> <li>• Bid security Not required</li> <li>• Language of bids : Official UNOPS language : English</li> <li>• Contract to be signed with awarded bidder(s) : Purchase Order ( template attached in the tender)</li> <li>• Performance security details : Required - 5% of contract amount.</li> </ul>

		<ul style="list-style-type: none"> <li>Payment terms : Within 30 days after successful completion of delivery at each of the destinations and UNOPS inspection.</li> <li>Advance payment: Not allowed</li> <li>Liquidated damages details / Delay damages details : Applicable - UNOPS will deduct from the Contract price, as liquidated damages, a sum equivalent to the percentage of 0.3% of the original total Contract price for each day of delay until actual delivery or performance, up to a maximum deduction of 10%. Once the maximum is reached, UNOPS may terminate the Contract pursuant to the General Conditions of Contract.</li> <li>Expected contract award date : 2023-09-30</li> </ul>																								
3	Overview: Schedule of Requirements	<p><b>Page 8 -11 of the presentation</b></p> <p>Scope of the assignment:</p> <p>This ITB refers to the provision of bio medical equipment for the Tanzania Blood Transfusion Service For the Ministry of Health and to be used by the National Blood Transfusion Services (NBTS) in 7 zonal blood transfusion centers in Tanzania - comprise 6 lots</p> <ul style="list-style-type: none"> <li>Lot 1: Refrigerated Centrifuge machine- 7 units</li> <li>Lot 2: Automated Plasma Extractor -14 units</li> <li>Lot 3: Bench Top Tube Sealer - 21 units</li> <li>Lot 4: Platelet Concentrates Agitator Machine - 7 units</li> <li>Lot 5 : Electronic digital weighing scale - 7 units</li> <li>Lot 6 :Bench top Centrifuge - 14 units</li> </ul> <p>A picture with the localisation of the center is available on page 9 of the presentation and detailed localisation on page 10 . The addresses will be updated in the tender through an amendment.</p> <table border="1"> <thead> <tr> <th>No</th><th>Location</th><th>Consignee Address</th></tr> </thead> <tbody> <tr> <td>1</td><td>LZBTC- Lake Zone - Mwanza,</td><td>Mwanza-Nyamagana Opposite Bugando Medical Centre</td></tr> <tr> <td>2</td><td>NZBTC-Northern Zone - Moshi,</td><td>Moshi, Opposite KCMC Hospital</td></tr> <tr> <td>3</td><td>SHZBTC-Southern Highland Mbeya</td><td>Within Meta Maternity Hospital</td></tr> <tr> <td>4</td><td>WZBTC-Western Zone - Tabora</td><td>Besides Tabora Regional Referral Hospital (Kitete)</td></tr> <tr> <td>5</td><td>EZBTC - Eastern Zone - Dar es Salaam</td><td>Dar es Salaam Ilala, Max Mbwana Street</td></tr> <tr> <td>6</td><td>SZBTC-Southern Zone - Mtwara</td><td>Within Ligula Hospital</td></tr> <tr> <td>7</td><td>TPDF- Lugalo Dar es Salaam)</td><td>Within Lugalo Military Hospital</td></tr> </tbody> </table>	No	Location	Consignee Address	1	LZBTC- Lake Zone - Mwanza,	Mwanza-Nyamagana Opposite Bugando Medical Centre	2	NZBTC-Northern Zone - Moshi,	Moshi, Opposite KCMC Hospital	3	SHZBTC-Southern Highland Mbeya	Within Meta Maternity Hospital	4	WZBTC-Western Zone - Tabora	Besides Tabora Regional Referral Hospital (Kitete)	5	EZBTC - Eastern Zone - Dar es Salaam	Dar es Salaam Ilala, Max Mbwana Street	6	SZBTC-Southern Zone - Mtwara	Within Ligula Hospital	7	TPDF- Lugalo Dar es Salaam)	Within Lugalo Military Hospital
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		<p>It has been mentioned that the waste management disposal is handled by NBTS.</p> <p>During the presentation we went through the schedule of requirements, the FORM C pricing sheet , and the returnable schedules to show how it needs to be filled in.</p> <p><b>It has been emphasized to meet the certification requirement as specified in Section_II_Schedule of Requirements.</b></p> <p>Particular information:</p> <ul style="list-style-type: none"> <li>● The MoH will handle the Installation, testing and commissioning under the guidance of the supplier's / manufacturer's authorized local agent(s).</li> <li>● Equipment will be inspected by UNOPS , at the facilities, in the 7 locations</li> <li>● In the event of one bidder being awarded contracts for more than one lot, please indicate the volume discount, in percentage. Discounts must be included in the Form B - Bid submission form of the returnable schedules</li> <li>● UNOPS reserves the right to arrange its own freight and insurance, however, bidders are required to quote for freight, insurance, custom clearance and unloading as indicated on the price schedule - form C - pricing sheet. Bidders are required to estimate the weight and volume of the consignments for UNOPS to consider arranging our own freight and insurance.</li> </ul>
4	Evaluation and Award Criteria:	<p><b>Page 12-14 of the presentation</b></p> <ul style="list-style-type: none"> <li>● Quotations shall be evaluated to determine the lowest price substantially complaint offer.</li> <li>● An Eligibility &amp; Formal evaluation criteria together with the Qualification criteria of the proposals shall be undertaken using a "Pass / Fail" criterion to determine compliance with the requirements set out in the ITB.</li> <li>● Thereafter, a Technical Evaluation is conducted using "Pass / Fail" criterion &amp; "Check &amp; Clarify"</li> <li>● Those bids that fail one "pass /fail" criteria listed, will be disqualified and will be subject to no further evaluation</li> </ul> <p>Preliminary Criteria:</p>

		<ul style="list-style-type: none"> <li>• Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 4 - Pass/Fail</li> <li>• Completeness of the Bid. All required Questionnaires (if any), and Returnable Bidding Forms and other documentation requested under the Document Checklist section have been provided and are complete Pass/Fail</li> <li>• Bidder accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms Pass/Fail</li> </ul> <p>Qualification criteria</p> <ul style="list-style-type: none"> <li>• Financial capability. Bidders must include in their Bid audited balance sheets covering 3 years (between 2018-2022) - To be checked by UNOPS and clarified if necessary. Pass/Fail</li> <li>• Financial capability. Bidders should have annual sales turnover of minimum USD 100,000 - apply on the three years account supporting documents (2018-2022) - To be checked by UNOPS and clarified if necessary. Pass/Fail</li> <li>• Previous experience : Bidder should be in continuous business of manufacturing / supplying the specific products as specified in Section II: Schedule of requirements during the last 3 (three) years and similar products during the last 3 (three) years prior to bid opening ( 2018- 2022) - attach the company legal registration . This should be evidenced in the Performance statement form - To be checked by UNOPS and clarified if necessary. Pass/Fail</li> <li>• If a Bidder does not manufacture or produce the goods it offers to supply, he shall submit the Manufacturer's Authorization using the form included in Section III: Returnable Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the goods to supply these goods in the country of destination Pass/Fail.</li> <li>• Bidder or manufacturer has locally established partnership with an entity that is authorised to provide after-sales (installation, calibration, user training, technical assistance) service in the Eastern Africa region. Bidder will be required to provide the details of its partner, with the name, address, and contact information - To be checked by UNOPS and clarified if necessary. Pass/Fail.</li> <li>• Bidder should have a policy or internal guidelines to ensure women's empowerment throughout their operations. A supporting document and/or a commitment letter to women's empowerment signed by the executive of the bidder must be submitted - To be</li> </ul>
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		<p>checked by UNOPS and clarified if necessary. Pass/Fail.</p> <p>Technical criteria</p> <ul style="list-style-type: none"> <li>• Goods/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section II: Schedule of Requirements - To be checked by UNOPS and clarified if necessary. Pass/Fail</li> <li>• The bid's Delivery Requirements (including Incoterms rule(s) requested) are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section II: Schedule of Requirements - To be checked by UNOPS and clarified if necessary. Pass/Fail</li> <li>• The goods offered in the listing comply with CE/FDA and/or ISO standards as requested in the specification and manufacturer authorization has been provided where applicable - VALID CERTIFICATE TO BE PROVIDED - For certificates that have expired over the last 6 (six) months, UNOPS will accept documentary evidence that the suppliers/manufacturers have applied for their renewal prior to the bid closing date of this ITB-2023-47784. The same documentary evidence will be accepted for certificates that will be expiring. To be checked by UNOPS and clarified if necessary. Pass/Fail</li> </ul>
5	<p>IMPORTANT NOTE- Completeness of Bids</p>	<p><b>Page 16 of the presentation</b></p> <ul style="list-style-type: none"> <li>• Please ensure that all the returnable bidding forms are filled in without fail, signed and stamped as required.</li> <li>• All equipment must meet the certification requirement mentioned in the detailed technical requirements ( valid certificate to be submitted with the offer) and equipment must come in the original manufacturer's packaging</li> <li>• The Financial (Price schedule) Form C is attached as a Excel sheet, There is one sheet / lot IN THE SAME FILE - ensure it is fully completed and duly signed.</li> <li>• If bidding for more than one lot, please ensure that the</li> </ul>

		<p>requirements are submitted for each lot.</p> <ul style="list-style-type: none"> <li>• Bidders must submit a complete financial proposal (100% of items and to the 7 locations) per lot submitted to be considered. Any modifications to the financial quotation after submission will be disqualified.</li> <li>• Please ensure providing the technical specification sheet, the valid certificate required, the manufacturer authorization</li> <li>• For certificates that have expired over the last 6 (six) months, UNOPS will accept documentary evidence that the suppliers/manufacturers have applied for their renewal prior to the bid closing date of this ITB-2023-47784. The same documentary evidence will be accepted for certificates that will be expiring.</li> </ul>
6	Checklist of documents to be submitted by vendors	<p><b>Page 17 of the presentation</b></p> <ul style="list-style-type: none"> <li>• Form A: Joint Venture Partner Information Form (Optional - Where applicable)</li> <li>• Form B: Bid Submission Form (Bid submission form - Document is mandatory)</li> <li>• Form C: Price Schedule Form EXL SHEET t (Price schedule/Financial proposal - Document is mandatory per Lot)</li> <li>• Form D: Technical Bid Form (Technical proposal - Document is mandatory per Lot)</li> <li>• Form G: Performance statement form(Other - Document is mandatory)</li> <li>• Iso certificate - CE/FDA certificate - Manufacturer authorization (Other - Document is mandatory)</li> <li>• Valid Company Registration Certificate (Company profile - Document is mandatory)</li> <li>• Commitment letter to women's empowerment (Others - Documents are mandatory )</li> <li>• Financial statement (Financial statements - Document is mandatory )</li> <li>• Technical specification / Catalog (Product/service catalogue - Document is mandatory )</li> </ul>

8	Questions and Answers	No questions and answers
Closing Remarks		<p>Bidders were informed to ensure that they submit all their clarification queries through the eSourcing platform so that a response is provided in writing.</p> <p>The meeting closed at 10:00 am EAT time.</p>

**Footnote:**

1. As no Q&A were raised during this pre-bid meeting minutes, please refer to e-sourcing for additional questions raised and UNOPS' responses.
2. In accordance with the terms and conditions of the above referenced tender, this document will form an integral part of the tender and the resultant contract documents.