



**Pre-bid Meeting ITB/2023/47784 - Supply of
biomedical equipment for the National Blood
Transfusion Center in Tanzania (6 lots) for the
Ministry of Health in 7 locations**

16th August 2023

Pre-bid meeting Agenda:

- Access to tender and tender documents
- Key Dates and useful information
- Overview of the schedules of requirement
- Evaluation Criteria
- Returnable Documents.
- Important Notification
- Checklist of documents
- Q & A
- End of Meeting



This tender is conducted through the UNOPS Procurement Procedures. All communication shall be made through eSourcing. Also, bidders must submit their bid through eSourcing.

To participate on *tender* bidders must fulfill the following:

- Be registered on www.unqm.org website as UNOPS vendor, by selecting UNOPS from the list of UN agencies.
- To access to the tender, login to UNGM first, the tender will be automatically under 'My tenders' on UNGM. Look for the tender(ITB/2023/47784) and click on 'View documents' which is a green button right in front of the tender title. Then the UNGM prompts them to the eSourcing platform where they have to log in and work on the tender.
- The steps are clearly explained in the vendor guide: <https://esourcing.unops.org/#/Help/Guides>

CONTENTS

TENDER DOCUMENTS:

- ITB Particulars
 - SECTION I: Instruction to Bidders
 - SECTION II: Schedule of Requirements:
 - SECTION III: Returnable Bidding Forms: + FORM C Pricing sheet
 - Section IV : Contract forms
-
- DRiVE Forms - 5 Supplier Sustainability Questionnaires
 - The general conditions : <https://www.unops.org/business-opportunities/how-we-procure>

USEFUL INFORMATION

Bidding period 9 August 2023 to 28 August 2023

Bid Submission deadline 28 August 2023 at 14h00 EAT (11h UTC)

Bid Opening 28 August 2023 - Public bid opening will not be held

**Pre-bid meeting
(not mandatory)** 16 August 2023 (virtual) at 9.00 am (EAT)

Bids submission Through eSourcing

Clarifications Requests for clarification from bidders will not be accepted later than **10h00 EAT (7h UTC) on 21 August 2023.**

Responses to requests for clarification will be communicated to all bidders directly through eSourcing.

Bid Validity 90 Days

USEFUL INFORMATION

Alternative offer	Not accepted
Bid currency(ies)	USD (United States Dollars) TZS (Tanzanian Shilling)
Duties and taxes	<p>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).</p> <p>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.</p>
Bid security	Not required
Language of bids	Official UNOPS language : English
Contract to be signed with awarded bidder	Purchase Order (template attached in the tender)

USEFUL INFORMATION

Performance security details	Required - 5% of contract amount.
Payment terms	Within 30 days after successful completion of delivery at each of the destinations and UNOPS inspection.
Advance payment	Not allowed
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.
Expected contract award date	2023-09-30

Invitation to Bid for the Supply of biomedical equipment for the National Blood Transfusion Center in Tanzania in 7 locations

Scope of the assignment:

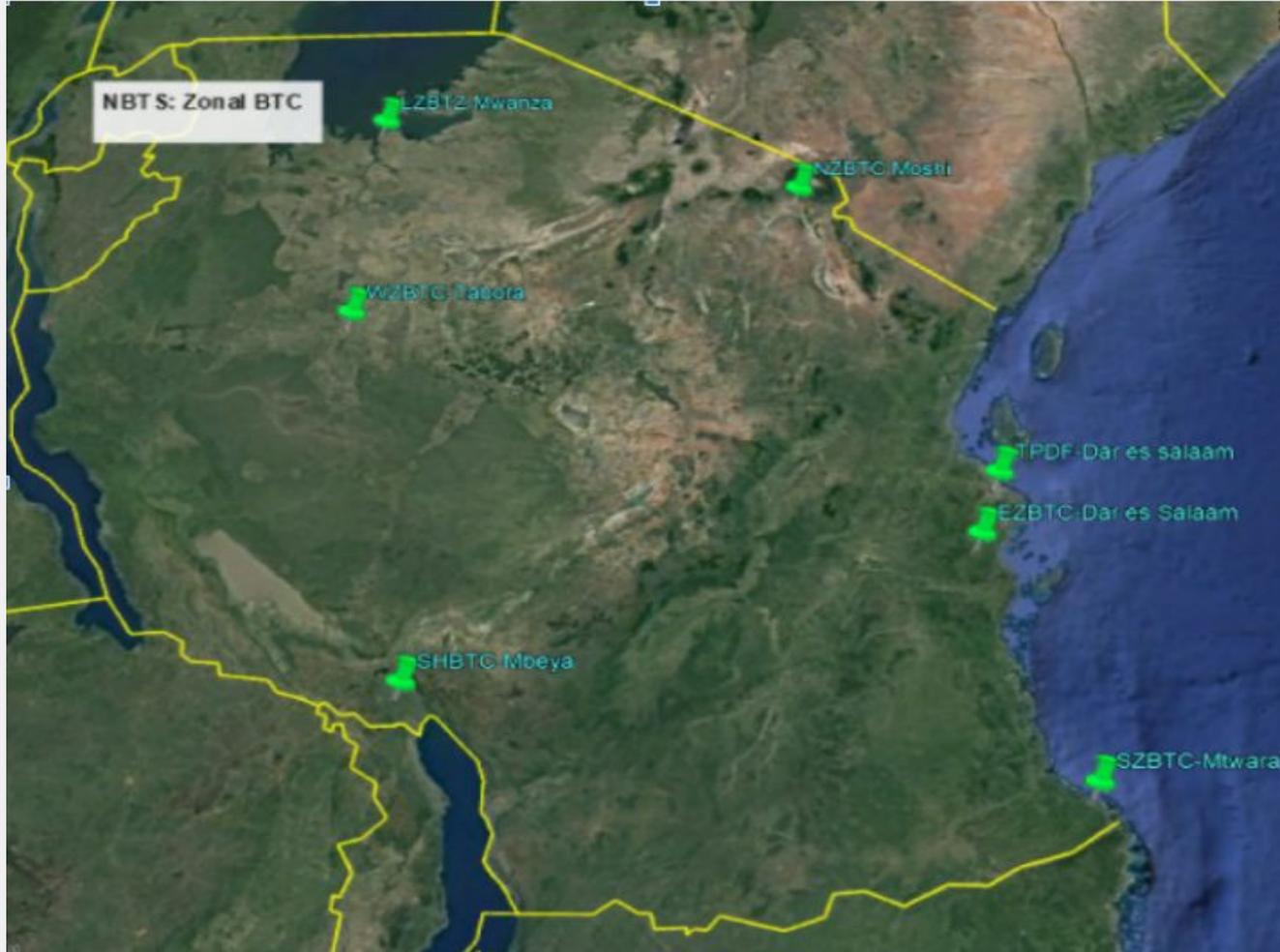
Delivery of bio medical equipment for the Tanzania Blood Transfusion Service (6 lots) ITB/2023/47784

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

- Lot 1: Refrigerated Centrifuge machine - 7 units
- Lot 2: Automated Plasma Extractor -14 units
- Lot 3: Bench Top Tube Sealer - 21 units
- Lot 4: Platelet Concentrates Agitator Machine - 7 units
- Lot 5 : Electronic digital weighing scale - 7 units
- Lot 6 :Bench top Centrifuge - 14 units

Overview

Invitation to Bid for the Supply of biomedical equipment for the National Blood Transfusion Center in Tanzania in 7 locations



Waste management disposal is handled by NBTS

Overview

Invitation to Bid for the Supply of biomedical equipment for the National Blood Transfusion Center in Tanzania in 7 locations

Detailed addresses - will be added to the tender through an amendment

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

Overview- Schedule of Requirements

Invitation to Bid for the Supply of biomedical equipment for the National Blood Transfusion Center in Tanzania in 7 locations

A. Summary of Requirements

UNOPS requirements comprise the following lots::

- Lot 1: Refrigerated Centrifuge machine - 7 units
- Lot 2: Automated Plasma Extractor -14 units
- Lot 3: Bench Top Tube Sealer - 21 units
- Lot 4: Platelet Concentrates Agitator Machine - 7 units
- Lot 5 : Electronic digital weighing scale - 7 units
- Lot 6 :Bench top Centrifuge - 14 units

Particular information:

- **The MoH will handle the Installation, testing and commissioning under the guidance of the supplier's / manufacturer's authorised local agent(s).**
- **Equipment will be inspected by UNOPS , at the facilities, in the 7 locations**
- **In the event of one bidder being awarded contracts for more than one lot, please indicate the volume discount, in percentage - discount must be included in the Form B - Bid submission form of the returnable schedules**
- **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](#)**

Evaluation Criteria:

- Quotations shall be evaluated to determine the lowest price substantially compliant offer.
- An Eligibility & 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.
- Thereafter, a Technical Evaluation is conducted using “Pass / Fail” criterion & “Check & Clarify”
- Those bids that fail one “pass /fail” criteria listed, will be disqualified and will be subject to no further evaluation

Preliminary Criteria:

- Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 4 - Pass/Fail
- 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
- Bidder accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms Pass/Fail

Evaluation Criteria cont':

Qualification criteria

- 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
- 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
- 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
- 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.
- 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.
- 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 checked by UNOPS and clarified if necessary. Pass/Fail.

Evaluation Criteria cont':

Technical criteria

- 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
- 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
- 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

Evaluation and Award Criteria (continued) :

Returnables bidding forms

Therefore, bidders are reminded to ensure accuracy of information provided. Any information found to be false will automatically disqualify your bid, furthermore UNOPS is obliged to report the vendor to the Vendor Sanctions Committee for Fraud.

Clarifications: UNOPS may request clarification or further information in writing from Bidders, to rectify non-material non-conformities or omissions in the tender. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.

Those bids that fail one “pass /fail” criteria listed, will be disqualified and will be subject to no further evaluation.

IMPORTANT NOTE- Completeness of Bids

- Please ensure that all the returnable bidding forms are filled in without fail, signed and stamped as required.
- 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
- The Financial (Price schedule) Form C is attached as a Excel sheet, There is one sheet / lot - ensure it is fully completed and duly signed.
- If bidding for more than one lot, please ensure that the requirements are submitted for each lot.
- 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.
- Please ensure providing the technical specification sheet, the valid certificate required, the manufacturer authorization
- 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.

Checklist of documents to be submitted by vendors

Form A: Joint Venture Partner Information Form

(Optional - Where applicable)

Form B: Bid Submission Form

(Bid submission form - Document is mandatory)

Form C: Price Schedule Form

(Price schedule/Financial proposal - Document is mandatory per Lot)

Form D: Technical Bid Form

(Technical proposal - Document is mandatory per Lot)

Form G: Performance statement form

(Other - Document is mandatory)

ISO certificates- CE/FDA certificate

(Other - Document is mandatory)

Manufacturer authorization

(Other - Document is mandatory)

Valid Company Registration Certificate

(Company profile - Document is mandatory)

Commitment letter to women's empowerment

(Others - Documents are mandatory)

Financial statement

(Financial statements - Document is mandatory)

Technical specification / Catalog

(Product/service catalogue - Document is mandatory)



 **UNOPS**

Q & A