

## Pre Bid-Meeting Minutes

### ITB/2023/49245

Date	09 November 2023
Horaire	11h00 -12h 00 UTC
Lieu	Google Meet ( <a href="https://meet.google.com/pdw-nujt-cun?authuser=0">https://meet.google.com/pdw-nujt-cun?authuser=0</a> )
Participants	Liste des participants ci-dessous

Summary	<p>As foreseen in this tender (under particulars section), a clarification meeting was held virtually through the link above on Thursday 09 November 2023 11:00 - 12:00 UTC with potential bidders attended.</p> <p>The objective of this meeting was to further clarify the requirements so potential bidders can prepare and submit a responsive and compliant offer in response to this open tendering process.</p>
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Key points highlighted/discussed	<p>Potential bidders are encouraged to note the following key aspects:</p> <ul style="list-style-type: none"><li>• The ITB is a one lot, composed of the following items<ol style="list-style-type: none"><li>1. Item 1 : 15 Mobile X-Ray Equipment</li><li>2. Item 2 : 15 X-Ray thermal printers</li><li>3. Accessories for X-Ray equipment</li></ol></li><li>• Bidders must carefully review the technical specifications and propose fully compliant equipment</li><li>• Bidders must carefully fill out each and every form, sign and stamp where indicated; Note that changes to submission forms may result in disqualification. Bidders must ensure that the others requested documents like proof of similar contracts or purchase orders executed, quality standards certifications for the manufacturer, quality norms of the proposed products are attached</li><li>• Bidders must carefully review the evaluation criteria of this ITB</li><li>• The Manufacturer authorization form must be filled out, printed out letterhead, signed and stamped by the manufacturer; The bidders are requested to submit an authentic manufacturer authorization.</li><li>• Technical Bid Form must be properly filled indicating the key technical parameters, the offered brand and model for each equipment; Don't just tick compliant without details ;</li><li>• Bidders must indicate the contact details of the local representative/partner that will be in charge of the technical support and maintenance services. as responded in the</li></ul>
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	<p>clarifications requests, the local representative must be in Togo or in the region. However, in case the local representative is located in the region and not exactly in Togo, the supplier must ensure the diligence of services throughout the use of the equipment by undertaking to establish a partnership in Togo, in the event of a contract being awarded.</p> <ul style="list-style-type: none"> <li>• The deadline for clarifications during the evaluation is 24h. Bidders must carefully check their email or spams in order to give responses as soon as possible. Over 24h, the evaluation team will consider that the bidder has not the answer.</li> <li>• Bidders must carefully check the validity of offer requested in the bid submission form in order to avoid mistakes</li> <li>• Bidders must carefully check that their financial offer contains all the proposed items. An offer with missing items will be considered as a partial offer</li> </ul> <p>Considering the number of clarifications received in the system and some missing english documents, this ITB will be amended and extended.</p>
Question	<p>Q1. Is it the same evaluation method as Request for proposals with a system of notation? Answer : No, this is an ITB with 04 steps of criteria. Bidders that are compliant in the first step will be considered in the next one. It means that Offers that are technically compliant will be financially evaluated. The evaluation method used is the lowest price, substantially compliant offer.</p> <p>Q2. The question refers to the storage capacity of flat panel detectors. Answer 2 . This technical requirement will be removed with the ITB amendment</p> <p>Q3. The question refers to the number of detectors requested . Answer 03. 02 detectors of 43x43 cm instead of 03 will be considered. 1 main detector and a second detector is required as back up . The document of specification will be amended</p> <p>Q4. The question refers to the boxes or packages of film consumables: Answer 4 : Inside each package the quantity of 125 films are required.</p> <p>Q5. The question refers to the number of places for storage of detectors,regarding whether we refer to only storage or to installed detectors. Answer 5. We are referring to storage, the number of 43x43 cm cassettes (detectors) that can be stored and instead of at least 3 you can consider at least 1. The document of specification will be amended</p> <p>Q6. The question refers to an other ITB ongoing with the same technical specifications in Togo</p>

	<p>Answer 6 . The UNOPS team is not aware of this information but recommends focusing on the technical specifications requested in this specific ITB and avoiding copy. Bidders that will submit an offer that contains another ITB reference will be considered as not compliant.</p> <p>Q7. Can we submit our offer in french ?  Answer 7. As mentioned in the section “particulars”, the language of this ITB is English but Bidders may also reply in french</p> <p>Q8. The question refers to the Number of Anatomical programs,  Answer 8. Please submit your question in the system.</p>
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Participants :

**UNOPS :**

- Gabriella Jimenez Moyao, Lead biomedical Engineer ;
- Yacine Fana Cisse Procurement Specialist ;
- Wisnaud DERILON, Procurement Specialist

**Suppliers : 05**