

SECTION II: EVALUATION METHOD AND CRITERIA

Bids submitted in response to this ITB shall be evaluated on the basis of the “lowest priced, substantially compliant” methodology, which consists of the following steps:

- 1. Preliminary screening of bids using formal and eligibility criteria:** This includes an assessment of whether bids comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All bids substantially compliant at this stage will go through subsequent evaluation as follows.
- 2. Technical evaluation using qualification criteria:** This determines which bids are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant bids. Only bids meeting or exceeding the qualification criteria shall be considered substantially compliant.
- 3. Technical evaluation using technical criteria:** This determines each bid’s technical compliance with the pre-defined technical criteria as identified in the “Technical Criteria” table below. Only bids meeting or exceeding the technical criteria shall be considered substantially compliant. The technical evaluation shall be completed prior to initiating the financial evaluation.
- 4. Financial evaluation:** Financial evaluation of the bids shall only be conducted for the bids that have been determined to be substantially compliant in the technical evaluation. Bids qualifying for a financial evaluation shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*]. Schedule 4.1.A [*Bill of Quantities*] shall be used for the financial evaluation. Schedule 4.1.B [*Daywork Schedule*] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The lowest priced bid among the substantially compliant bids will be selected for award.
- 5. Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the bidder recommended for award, to confirm that the bidder meets the criteria set forth in this ITB or as appropriate to the nature of the procurement process. UNOPS may reject a bidder's bid on the basis of the findings. Bidders shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the bidder's premises, equipment, Plant or Materials.

At any time during the evaluation process, UNOPS may request clarification or further information in writing from bidders. The bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their bid. UNOPS may use such information to interpret and evaluate the relevant bid.

UNOPS evaluation of a bid shall take into account the evaluation criteria described in the following tables.

1. FORMAL AND ELIGIBILITY CRITERIA

Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The bidder is eligible as defined in Section I: Instructions to Bidders , Article 4 [<i>Bidder Eligibility</i>].	<ul style="list-style-type: none"> Schedule 0.1 [<i>Bid Submission Declaration</i>] Schedule 0.2 [<i>Bidder's Information</i>] Schedule 0.3 [<i>Joint Venture Partner Information</i>], all documents as required in the Schedule, in the event that the bid is submitted by a Joint Venture. UNGM suppliers ineligibility lists
2. The bid is complete, i.e., all documents and technical documentation requested in Section I: Instructions to Bidders , Article 11 [<i>Content of Bid Submissions</i>] have been provided and are complete.	<ul style="list-style-type: none"> All documentation as requested under Section I: Instructions to Bidders, Article 11 [<i>eSourcing Checklist</i>]
3. The bidder accepts conditions of the Contract as specified in Section III: Conditions of Contract .	<ul style="list-style-type: none"> Schedule 0.1 [<i>Bid Submission Declaration</i>]

2. QUALIFICATION CRITERIA

Criteria evaluated on a pass/fail basis during the technical evaluation	Documents to establish compliance with the criteria
<p>1. 2.1. Bidder should be in continuous business of manufacturing / supplying products similar to those specified in Section II: Schedule of Requirements during at least the last three years prior to bid opening (complete Form F, Performance Statement and submit company Legal Documents)</p>	<ul style="list-style-type: none"> • complete Form F, Performance Statement • submit company Legal Documents
<p>2. 2.2. Bidders must provide (unless the bidder is the manufacturer) the manufacturer's authorization letter for distributing the product and applicable related services, or a Free Sale Certificate. The manufacturer's authorization can be either on the template provided by UNOPS or a signed certificate by the manufacturer naming the bidder as an approved distributor of its products.</p>	<ul style="list-style-type: none"> • The bidder is to submit a Manufacturer Authorization Letter (The bidder is to fill Schedule 0.6: Manufacturer's Authorization Form) from the Manufacturer if the bidder is not the Manufacturer. If the Bidder is a Manufacturer, the bidder should provide documentation to provide proof.
<p>3. 2.3. Bidders shall provide datasheets or Catalogues for all equipment included in the schedule of requirement. All data sheets must be in compliance with the technical information provided by the supplier.</p>	<ul style="list-style-type: none"> • Submit datasheet or Catalogues for all equipment offered in your bid
<p>4. 2.5. Bidder to submit legal documents from the local authority of the country in which the company operates</p>	<ul style="list-style-type: none"> • Republic of Nigerian Business Registration Certification and Recent Tax Clearance Certificate

3. TECHNICAL CRITERIA

Criteria evaluated on a pass/fail basis during the technical evaluation

To be substantially compliant, bidders must meet all the minimum requirements/criteria and score 'pass' against each of the criteria.

Documents to establish compliance with the criteria

In Section III: Returnable Schedules:

- All schedules under Schedule 4 [*Contract Schedules from the Bidder*]
- Schedule 0.7.1 [*Format for Resume of Proposed Key Personnel*]
- [Insert additional required documentation]

Parts of the Technical Bid Evaluation: Number and description		Obtainable rating
1	Goods 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.	Pass/Fail
2	ISO Certifications	Pass/Fail
1.	Bidder's capacity and expertise	Pass/Fail
2.	Proposed methodology, approach, and implementation plan	Pass/Fail

Part -1: Bidder's compliance to the Schedule of Requirements

No.	Criteria evaluated on a pass/fail basis during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)
1.1	Goods and Related 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.	<ul style="list-style-type: none"> • Schedule 0.4 – Technical Bid Form • Technical sheets/ brochures/catalogs of offered products
1.2	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.	<ul style="list-style-type: none"> • Schedule 0.4 Technical Bid Form

Part 2: ISO Certification

2.1	The bidder is required to submit ISO 13485 Medical Devices Quality Management Certification from the Manufacturer if the bidder is not the manufacturer. The ISO 13485 Certificate should comply with the Manufacturer's Authorization Letter Submitted.	<ul style="list-style-type: none"> • ISO 13485 Medical Devices Quality Management System Certificate from Manufacturer as per your Manufacturer's Authorization Submit
2.2	Bidders are required to submit an ISO-14001 Environmental Management System Certificate from the Manufacturer (if the bidder is not the manufacturer) for all items included in the schedule of requirement. The ISO – 14001 Submitted should be from the Manufacturer who offered you the Manufacturer's Authorization Letter.	<ul style="list-style-type: none"> • ISO 14001 Environmental Management System Certificate from Manufacturer as per your Manufacturer's Authorization Submit
2.3	Bidders are required to submit an ISO-9001 Quality Management System Certificate from the Manufacturer (if the bidder is not the manufacturer) for all items included in the schedule of requirement. The ISO – 14001 Submitted should be from the Manufacturer who offered you the Manufacturer's Authorization Letter.	<ul style="list-style-type: none"> • ISO Certificate for selected equipment as per the schedule of requirement

Part 2: Proposed methodology, approach and implementation plan

No.	Criteria evaluated on a pass/fail basis during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)
2.1	Bidder to submit proposed methodology, approach, and implementation plan	<ul style="list-style-type: none"> • Proposed work plan indicating implementation Plan

SECTION III: CONDITIONS OF CONTRACT

INSTRUMENT OF AGREEMENT

- [Construction Contract for Small Works: Instrument of Agreement](#)

GENERAL CONDITIONS OF CONTRACT

- [Construction Contract for Small Works: General Conditions of Contract](#)

PARTICULAR CONDITIONS OF CONTRACT

Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

No.	Clause/Sub-Clause No. and Title	Amended General Condition
1		
2		
3		
4		
5		

Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

No.	Clause/Sub-Clause No. and Title	Additional General Condition
1		
2		
5		

SECTION IV: SCHEDULE OF DETAILS

SCHEDULE 1: CONTRACT DETAILS

1.1 Details Provided by the Employer

[To select an option, put an X over the relevant blank box]

Sub-Clause No.	Description	Details
1.1	Description of parts of the Works that shall be designated a Section for the purposes of the Contract	Section 1: Supply of Networking Equipment and conduct the Networking of the National Disaster Management Agency of Republic of Nigeria Office, Monrovia, Republic of Nigeria
1.3	Employer's address for communication	Name: Herbert Raymond Appiah Position title: Project Manager Address: UNOPS AFR, GHMCO, Ghana Email address: herberta@unops.org Telephone/Mobile number: +233240776673
1.3	Agreed system of electronic transmission	X <input type="checkbox"/> Email: augustinet@unops.org <input type="checkbox"/> If others, specify:
3.1	Employer's Representative	Name: Patricia Nawa Position title: Head of Support Services Address: UNOPS AFR – GHMCO – Accra - Ghana Email address: patriciana@unops.org Telephone/Mobile number:
6.1	Commencement Date	December 5, 2023
6.2	Time for Completion	For the whole of the Works: Within 10 weeks For Sections: Section 1: 10 weeks/ 0 days Section 2: 0 months/ days Section 3: 0 months/ 0 days

8.1	Defects Notification Periods (DNP)	6 months
8.4	Latent Defect Period	N/A Years
10.2	Advance payment amount	<input type="checkbox"/> % of the Contract Price <input type="checkbox"/> USD <input checked="" type="checkbox"/> Not applicable
10.2	Permitted guarantors for advance payment	<input type="checkbox"/> Bank or financial institutions approved by the Employer <input type="checkbox"/> Bank approved by the Employer N/A
10.2	Period of repayment of advance payment	<input type="checkbox"/> months <input type="checkbox"/> IPCs N/A
10.3	Retention Money to be deducted from the IPC	5 % of the relevant value of the Works completed
10.3	Limit of Retention Money	<input type="checkbox"/> USD 5 % of the total Contract Price
10.3	Rate of advance payment deductions	N/A % of the relevant value of the Works completed
10.5	Retention Money to be released at taking over of Works or Sections	100 % of the Retention Money deducted for the value of the Section or whole of the Works, as applicable
10.10	Currencies of payment	Currency 1: USD Currency 2:
10.10	Proportions of currencies for payment	Currency 1: 100 % Currency 2: %
10.10	Rate of exchange	N/A
10.11	Annual rate of financing charges for delayed payment	N/A %

SCHEDULE 2: PROJECT SPECIFIC INFORMATION

2.1 Project Details

(Brief description of the project including title, location and background and any other relevant details for which the Works are being executed)

Supply and Installation of **Supply of Digital X-ray machines and Related Services for Primary Hospitals in Damaturu, Yobe State, Nigeria**

2.2 Site Plan

1. General description of location and boundaries including the GPS coordinates:

Potiskum Road,
Damaturu, Yobe, Nigeria
+2 34 8074 7890

<https://ysuth.org/contact/>

2. General description of the parts of the Site that will be provided access to and the times of access (in accordance with Sub-Clause 2.1 of the General Conditions):

For Primary Health Centers in Damaturu, Yobe State, Republic of Nigeria

3. Description of access routes, access timing and any access restrictions:

Potiskum Road, Damaturu, Yobe, Nigeria

4. Description of other surrounding sites and any related interface issues:

N/A

- 5. Description of approved location for the Contractor's¹ Site facilities including storage, accommodation, work areas and likewise and where Plant and Materials should be delivered and stored (in accordance with Sub-Clause 1.1 of the General Conditions):**

All Primary Health Centers in Damaturu, Yobe State, Republic of Nigeria

- 6. Description of Site arrangements that is to be provided for the Employer's use:**

All Primary Health Centers in Damaturu, Yobe State, Republic of Nigeria

- 7. Description of disposal areas (within the Site or outside the Site in accordance with Sub-Clause 4.17 of the General Conditions):**

N/A

- 8. Description of any Site security requirements (in accordance with Sub-Clause 4.14 of the General Conditions):**

The Hospitals have Security 24/7

- 9. Any other Site details:**

N/A

¹ For the purposes of this ITB, when the term "Contractor" is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is accepted after evaluation and who is awarded the Contract, will be included in the Contract.

SCHEDULE 5: FORMS

5.1 Form for Advance Payment Security

Not Used

5.2 Form for Performance Security

PERFORMANCE SECURITY

Not Used

5.3 Form of Discharge

FORM OF DISCHARGE

Not Used

SECTION V: REQUIREMENTS

SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

3.1 Scope of Works

1. Demolition:

N/A

2. New construction:

N/A

3. Renovation:

N/A

4. Design:

N/A

5. Supply of Plant and Materials:

The contractor shall propose and submit a quotation for:

- Supply and Installation of **Supply of Digital X-ray machines and Related Services for Primary Hospitals in Damaturu, Yobe State, Nigeria**. The contractor will supply and installed the equipment as indicated in the Schedule of Requirement.

3.2 Specifications

3.2. A List of the technical specifications

(General and particular Specifications including testing/sampling details/performance-based standards)

Details can be found in Section **II - Schedule of Requirement** - *Supply and Installation of **Supply of Digital X-ray machines and Related Services for Primary Hospitals in Damaturu, Yobe State, Nigeria***

3.2. B Requirements for Contractor's² design

1. The background and purpose for the design:

N/A

2. Comprehensive and explicit scope of the Contractor's design:

N/A

3. Any pertinent details and technical information:

See Section II – Schedule of Requirements

4. The standards, codes and regulatory requirements the Contractor shall use and comply with in the performance of its obligations under the Contract, for the design:

See Section II – Schedule of Requirements

5. Key responsibility and liability matrix for the Contractor's design:

See Section II – Schedule of Requirements

6. Health, Safety, Social and Environmental (HSSE) requirements related to Contractor's design (if any):

See Section II – Schedule of Requirements

7. Quality Management System related to Contractor's design:

See Section II – Schedule of Requirements

² For the purposes of this ITB, when the term "Contractor" is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is selected after evaluation and who is awarded the Contract, will be included in the Contract.

8. The list of all deliverables and/or the Contractor's Documents related to the design:

See Section II – Schedule of Requirements

9. Specific tools required such as software to be used to develop the design and the format of presentation of the Contractor's Documents:

See Section II – Schedule of Requirements

10. Information on the design approval process (UNOPS and any other as required):

See Section II – Schedule of Requirements

3.2.C Quality Management System Requirements

(Description of Quality Management System requirements in accordance with Sub-Clause 4.10 of the General Conditions)

See Section II – Schedule of Requirements

3.2.D Health, safety, social and environmental requirements

(Description of Health, safety, social and environment requirements in accordance with Sub-Clause 4.9 of the General Conditions)

See Section II – Schedule of Requirements

3.2.E Sustainability requirements

(Description of sustainability requirements if any)

See Section II – Schedule of Requirements

3.2.F Employer-Supplied Materials, Employer's Equipment and Employer's Facilities

(Details of Facilities, Equipment, Materials and others provided by Employer in accordance with Sub-Clause 2.3 of the General Conditions)

	No.	Description of the item	Rate	Unit
Facilities	1	Sites for the storage and installation of the equipment	N/A	1 Room
	2			
	3			
	4			
	5			
Equipment	1	N/A		
	2			
	3			
Materials	1	N/A		
	2			
	3			

3.2.G Training requirements

(Details of trainings to be provided by the Contractor in accordance with Sub-Clause 4.1 of the General Conditions)

Training Topic 1

Description:

1. System Maintenance and Troubleshooting Essentials Guide for User (day-to-day operations).
2. Description of correct operation and maintenance of the system.
3. Troubleshooting in case of errors. Preventive and corrective maintenance logs.

Details of Trainees:

1. Personnel cloths with the authority to monitor and manage the system after the installation is complete.
2. Training of Trainers for the operation of the system who will be required to train others for the management and operation of the system

Training Duration/Dates:

1. One Day after the finalizing the installation of the system

Trainer Requirements:

To be provided by the supplier

Training facilities:

To be provided by the employer/Client

Training materials:

To be provided by the supplier

3.2.H As-built drawings, spare parts and operation and maintenance manuals

(Description of requirements and details such as formats and presentation, timelines, review and approval process of as-built drawings, spare parts and operation and maintenance manuals to be provided by the Contractor in accordance with Sub-Clause 4.1 of the General Conditions)

See Section II – Schedule of Requirements

3.3 Drawings

(List of Drawings and the link to the Drawings)

See Section II – Schedule of Requirements

3.4 Valuation and Payment

[To select an option, put an **X** over the relevant blank box]

Sub-Clause No.	Description	Details
9.3	Provisional Sums items	1. <u>N/A</u> : <u> </u> USD 2. <u> </u> : <u> </u> USD 3. <u> </u> : <u> </u> USD
10.1	Method of valuation	X Lump sum only <input type="checkbox"/> Measure & pay only <input type="checkbox"/> Combination of measure & pay and lump sum
10.1	Instalments or Schedule of Payments (in the case of lump sum payments)	1. 50 % of the Contract Price upon delivery of Items on site in Yobe State, Republic of Nigeria at the various sites and commencement of Installation 2. 50 % of the Contract Price after completion of installation and commissioning 3. 0 % of the Contract Price
10.3	Timing for submission of Statements	<u>N/A</u>
10.3	Requirements for the submission of Statements	<u>N/A</u>
10.3	Payment for Plant and/or Materials delivered to Site	50 % of total contract price
10.3	Plant and Materials listed for payment when delivered to Site	1. All Items as per the Section II Schedule of requirements 2. <u> </u> 3. <u> </u>
10.3	Plant and Materials listed for payment when shipped to the Country	1. N/A 2. <u> </u> 3. <u> </u>

3.5 Programme Requirements

(Description of the requirements associated with the Programme in accordance with Sub-Clause 6.3 of the General Conditions)

Details can be found in Schedule II – Schedule of Requirements

3.6 Nominated Subcontractors

(Details of Nominated Subcontractors in accordance with Sub-Clause 4.4 of the General Conditions)

No.	Description of Works or Services to be Subcontracted	Name of Nominated Subcontractor
1	N/A	
2		
3		
4		
5		

3.7 Reporting Requirements

(List of Reporting requirements in accordance with Sub-Clause 4.1 of the General Conditions)

See Section II – Schedule of Requirements

3.8 Employer's Delegations

No.	Clause/ Sub-Clause No. and title	Delegated duties and authorities	Designation	Remark
1	Procurement Associate	Conduct & finalize the procurement process and monitor the delivery of the items to site	Monrovia, Republic of Nigeria	
2	Project Manager	Monitor the installation and finalization of the complete process	Republic of Nigeria	

3.8 Equipment and Machinery Requirements

(Details of Equipment and Machinery to be provided by the Contractor in accordance with Sub-Clause 4.7 of the General Conditions)

No.	Description of item (Equipment or Machinery)	Units	Remarks
1	All necessary equipment needed for the installation of the requirements		
5			