

**Date & time: 22 November 2023 / 11:00-11:45 am (virtual)**

**RFQ: RFQ/2023/49494 (Delivery & installation of CT scanners, including site preparation works, for hospitals located in different governorates in Iraq)**

**Subject: Pre-bid meeting**

**Discussion:**

- UNOPS procurement official advised all the bidders to carefully read all tender information, documents & instructions to bidders.
- An explanation was provided in regards to the tender's evaluation criteria included in "Small\_Works\_RFQ\_Section\_II\_III\_IV\_V-rev.1 file", and how to fill "Small\_Works\_RFQ\_Section\_VI\_ReturnableSchedules file" & "FQ\_Section\_III\_Returnable Bidding Forms-rev.1".
- It was highlighted that submitting all the requested returnable schedules is very important to consider bidders' offers; especially Schedule 4.2 [Programme], Schedule 4.3 [Method Statement], Form I -Manufacturer's Authorization Form, and Form C: Technical Quotation Form.
- 5% performance security is requested to be submitted in case of awarding the contract.
- The UNOPS Project Manager outlined the scope of the project, which includes site preparation and installation of a CT scanner at 17 locations. A preliminary assessment was conducted, but each bidder must conduct a site visit, conduct a detailed assessment, and submit the BoQ, Shop Drawings, and other findings as part of the tender requirements.
- The UNOPS team emphasised that the method statement should be consistent with the bidder's overall drawings, program, and BOQ, incorporating all project-specific details.
- UNOPS advised the bidder to use the preliminary assessment reports and documents as a guideline, and the bidder is required to submit their findings and recommendations as long as they meet UNOPS standards and the project scope of works
- The UNOPS team has instructed suppliers to submit a complete set of workshop shop drawings, including architectural design drawings, medical design drawings including MEP installations, design reports, calculations, and a comprehensive engineering service package to pass the technical evaluation.
- UNOPS has stated that three site engineers are needed to accommodate multiple open sites simultaneously, with one assigned to the north region hospitals, one in the center, and another in the south, while the safety engineer rotates between all open sites for HSSE compliance.
- UNOPS has instructed attendees to provide detailed drawings for each site, including cable routing, installation methods, and CT scanner movement through the hospital and installation in the room, as per the electrical drawings. Also, the supplier is requested to provide fully detailed Architectural drawings such as existing plans, modified plans, structural details for a concrete base, and any new walls
- Bidders are advised to ensure that their site visit assessment is fully comprehensive, they're advised to provide solutions by discussing the situation with the hospital maintenance personnel in order to obtain the optimal solution for the installation of the CT scanner.
- Bidders are requested to inform UNOPS the dates of the site visits in order to coordinate their visits with MoHE for each location.

- Bidders are required to submit civil, electrical, mechanical shop drawings.
- The foot print drawings should align with civil drawings, access for patients, and maintenance access for staff, bidders should consider the daily work flow around the CT scanner when submitting their designs.
- Bidders should have a clear understanding of how the CT scanner will be placed and provide a proposal for the new CT scan locations .
- In the event that the CT scanners require ventilation, bidders should perform their own mechanical calculations. The UNOPS team stated that an air cooled CT scanner is preferred.
- Bidders must provide verification for each requirement listed affirmatively on the compliance sheet. Otherwise, their bids will be rejected.

## Questions

- *Inquiry regarding the timeline of the project and the activities undertaken was raised by one of the attendees.*

UNOPS explained that implementation should occur in all sites simultaneously, and the rehabilitation work should be planned in a way to ensures that all sites are completed within the same timeline.

- *Should the bidder provide a unit price for the service contract per year, or would a lump sum amount suffice?*

UNOPS stated that the requirement is to submit a lump sum amount for the five year service contract, however, bidders should also include details on the unit price for each year.

- *Can you provide the focal point for all locations, as we dont have much time to do the site assessment for all 17 locations and prepare the drawings.*

UNOPS said that they will contact MoHE in order to have the focal point for the site visits, and, once available, will share MoHE's official letter with the bidders to facilitate their site visit.

- *Sometimes when we go visit the sites, the hospital staff will ask us for additional services or requests. What to reply in that case.*

Bidders should concentrate on the project scope and deviate from it. Any additional requests from the hospital staff should be communicated to their line ministry and not the company.

- *When should the performance guarantee/ security be submitted?*

The Performance security is submitted after the contract awarding.

## Closing

- The UNOPS team expressed gratitude to everyone in attendance and advised them to use the system's clarification function if they had any more questions.