



United Nations Population Fund (UNFPA)

Country Office in Ukraine

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Website: [www.unfpa.org](http://www.unfpa.org)

Date: 25/06/2024

DocuSigned by:

*Yerkezhan Tabyldiyeva*

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Yerkezhan Tabyldiyeva, International Operations Manager - UNFPA Ukraine

### **Invitation to Bid (ITB) No.UNFPA/UKR/ITB/24/04**

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following items with the following technical specifications:

No.	Item	Technical specs.	UoM	Quantity
1	Poractant Alfa	Description: Intratracheal Suspension – vial 1.5 mL [120 mg surfactant extract] Form: Vial of 1.5 mL Use: Used for the treatment of Respiratory Distress Syndrome (RDS) in newborns. Storage: Store in a refrigerator at 2°C to 8°C (36°F to 46°F). Do not freeze. Shelf Life: Not less than 80%	Vial	550
2	Caffeine Citrate	Description: 20 mg/mL solution for infusion and oral solution Form: Pack of 10 Ampoules Use: Used for the treatment of apnea of prematurity in neonates. Storage: Store at room temperature, protected from light. Shelf Life: Not less than 80%	Pack of 10 Ampoule	600

Goods should be provided on a **DAP (Kyiv, Ukraine)** basis.

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and send it to the secure email address indicated below/ not later than **9<sup>th</sup> of July 2024 at 12:00 (Kyiv Time)**.

Please ensure to mark your email with the ITB reference number and the words “Sealed bid”. Do not open before the **9<sup>th</sup> of July 2024 at 12:00 (Kyiv Time)**.

Secure email address for bid submission [ua-procurement@unfpa.org](mailto:ua-procurement@unfpa.org).

**Note: Do not submit your bid/proposal to the contact person’s email address!**

Please submit your quotation in **USD currency**. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on the UN Operational Exchange Rate prevailing at the time of the competition deadline.

In case of technical questions, please write to the following emails:

Andrii Seredenko, [seredenko@unfpa.org](mailto:seredenko@unfpa.org)

Maryna Nikolaienko, [nikolaienko@unfpa.org](mailto:nikolaienko@unfpa.org)

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

**Documents to be submitted with the bid:**

- a. Completed and signed Bid Submission Form (Annex 1)
- b. Bidders Identification Form (Annex 2)
- c. Product item overview (Annex 3)
- d. Technical bid, including:
  - The manufacturer and the trade name for each item/medicine with full info on the ingredients.
  - Picture/photo of the finished pharmaceutical product and labeling.
  - Packaging details
- e. Financial bid including the price schedule. (Annex 4)
- f. FTP Questionnaire for Pharmaceuticals (Annex 5)
- g. Approval letter or certificate from the national Ukrainian regulatory body which confirms local registration of the product and permission to use in medical practice in Ukraine.
- h. GMP certificate for Finished Pharmaceutical Product (FPP) manufacturer.
- i. Certificate of analysis for at least one recently released batch.
- j. Package insert if applicable and patient information leaflet (PIL).
- k. Signed declaration that the product to be supplied meets the locally approved.

**Partial bids are not allowed under this ITB.**

### **INCOTERMS 2010:**

- Price of goods should include the delivery on a **DAP (Kyiv, Ukraine) basis**.

### **Validity of Bid:**

The prices of the bid shall be valid for **90 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

### **Delivery Time:**

The maximum allowed delivery time is **60 days** upon issuing of purchase order.

All items are subject to pre-shipment inspection as requested by UNFPA CO Ukraine.

### **Evaluation of Bids:**

UNFPA shall compare all substantially responsive bids to determine the lowest-priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

### **Contract Award:**

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive to the bidding documents, including the maximum allowable lead time, and full acceptance of the UNFPA General Terms and Conditions.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**UNFPA reserves the right to increase or decrease the quantity of the order given in this request for proposals, without changing the price per unit of the product or other conditions.**

**Attachments:**

- **Bid Submission Form (Annex -1)**
- **Bidders Identification Form (Annex -2)**
- **Technical specification and requirements of the product (Product Item Overview Form) (Annex -3)**
- **Price Schedule Form (Annex -4)**
- **FTP Questionnaire for Medical Devices (Annex -5)**