

**UNHCR SUB-OFFICE COX’S BAZAR, COX’S BAZAR, BANGLADESH**

**MINUTES OF THE PRE-BID CONFERENCE**

**TENDER REFERENCE NO.: ITB/HCR/CXB/2024/012**

**ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE SUPPLY AND DELIVERY OF**

**LOT 1: ESSENTIAL MEDICINES**

**LOT 2: SUPPLEMENTARY MEDICINES**

**LOT 3: MEDICAL SUPPLIES**

**LOT 4: LABORATORY ITEMS**

**Date and Time:** 22 October 2024 (11 am to 12:30 pm)

**Location:** Microsoft Teams Meeting

**Objectives:** To provide a detailed overview of the content of the tender documentation (procurement process and technical content), clarify the bid requirements to the prospective bidders, and answer the bidders’ questions.

**Attendees: UNHCR:** Ibrahim Mansaray, Supply Officer, UNHCR

Musa Tarek, Supply Associate, UNHCR

Asif Iqbal Shohan, Information Management Associate, UNHCR

Representatives from commercial entities

**General**

UNHCR held a pre-bid conference for the vendors interested in participating in the establishment of a service contract for the provision of essential medicines, supplementary medicines, medical supplies and laboratory items

The event was held online in Microsoft Teams.

The meeting was meticulously arranged, taking into account the complex nature of the requirements. This was done to ensure that you, as bidders, receive sufficient information to produce quality offers, thereby creating favorable conditions for greater competition. We appreciate bidders time and effort in this process.

The event consisted of three (3) phases as follows:

* Presentation by the UNHCR Procurement function on the UN Procurement principles, highlighting the principal elements of the General Conditions of Contract for the Provision of Services, UN Supplier Code of Conduct, studying the cases involving the errors frequently made by the vendors in preparation of the tender documents as well as reviewing the other procurement-related aspects of the tender.
* Presentation of the technical contents of the requirements, ensuring bidders are fully aware and ready to meet these specifications in their bids.
* Questions-and-answers session to provide bidders with the opportunity to clarify any doubts or queries they may have. The objective is to support their understanding of the procurement process.

**Questions and Answers**

Q.1 As Proprietorship firm, is it mandatory to submit Audit reports for last two years? Is Bank Solvency Certificate with last 6-month bank statement will cover this requirement as mentioned in ITB document clause 2.4.1.3?

A1. YES. In addition to the required details both documents shall also be provided in the Technical Offer, the Audit reports for the last two years and a copy of Bank Solvency Certificate with last 6-month bank statement. Both documents have to be submitted, and one cannot be substituted for the other.

Q.2 We desire to attend the tender with partial products on lot no-4(Laboratory Items) with two products which are serial No-13(Accu Chek Glucometer) & serial No-32(Accu Chek strips).

You would be kind enough to give us a chance to attend the tender with mentioned products?

A2. Partial offer is allowed for all the Lots.

Q.3 Item number 159, sterilization drone, please mention the size?

A3. Please refer to Revised Annex A and B of the Corrigendum 1 for further detailed specification.

Q.4 As a sole distributor of certain products, can we amend or submit a proposal to supply directly?

A4. No, you have to participate in the tender following the tender guideline.

Q.5 Item number 55, Recycle for patient bed, please mention the size?

A5. Please refer to Revised Annex A and B of the Corrigendum 1 for further detailed specification.

Q.6 Is it mandatory to submit the Bank statement for 6 months where it is too long and big size?

A6. It is sufficient to submit a Bank Solvency Certificate with the summary of your average turnover for last six months.

Q.7 Medical Supplies: Item No. 162: Oxygen Concentration Set: is it machine or it is only the cannula set? so how many cannula sets is required? and how many adults and how much paediatrics?

A7 Please refer to Revised Annex A and B of the Corrigendum 1 for further detailed specification.

As well as find the detail below,

It is a machine.

This machine will contain

-Capacity 10 L

-Equipped with one oxygen outlet, provided with controllable flowmeter.

-Audible and visual alarms for low oxygen concentration (<82%) and power supply failure.

-Audible and visual alarms for high temperature, no flow rate and low/high pressure.

-Power efficiency < 70 W/L/min.

-Digital meter that displays cumulative hours of device operation.

-Oxygen outlet(s) with 6 mm (¼-inch) barbed fitting and DISS connector.

-Flowmeter minimum flow rate of 1 L/min.

-Flowmeter continuously adjustable, with markings of at most 0.5 L/min intervals.

-Contains flow limiter to prevent overdrawing oxygen flow beyond rated maximum flow rate.

-Noise level <50 dB(A).

Casing and environment

-Hard case, cleanable with standard hospital cleaning materials.

-Whole unit movable with wheels on at least two feet

-Unit weight <27 kg

-The unit includes internally and externally mounted filters for cleaning the air intake.

-All user-removable filters are cleanable. Cleaning instructions for filters are included in the instructions for use.

Electrical characteristics

-Electrical power requirements are locally compatible.

230 Volt, 50 Hz, 3.0 amps (120 Volt units available)

-Mains power cable length > 2.5 m.

-Capacity for safe operation from at least ± 10% of rated voltage.

-Electrical protection by resettable circuit breakers, fitted in both neutral and live lines.

2)Accessories\_

a) Nasal oxygen Cannula-5 Pcs( 3 Pcs Adult & 2 Pcs Child)

b) Oxygen Mask - 5 Pcs( 3 Pcs Adult & 2 Pcs Child)

c) Safety hose-2 Pcs, 7.50 m

d) 4x4 hose connector-2 Pcs

e) Breathing humidifier with lid-2 Pcs

Q.8 Medical Supplies: Item No. 150Gauze Bandage N17, 7.5 cm \* 4.5 cm: The product is not so clear to us?

A8. Please refer to Revised Annex A and B of the Corrigendum 1 for further detailed specification.

Q.9 Medical Supplies: Item No. 3: Bag for Medicine: envelope bag is self-adhesive type. Are you looking for this or zip lock bag is, okay?

A9. Please refer to Revised Annex A and B of the Corrigendum 1 for further detailed specification.

Q.10 Please provide the following information of LOT-3:

Sl # 30: Gauze, Then- Size?

A: 6 inches

Sl # 61: Soft Roll- Size?

A: 6 inches

Sl # 65: Surgical/ Medical Face Mask- Size(L/M/S)?

A: M (Standard/Common Size)

Sl # 148: Nebulizer Mask- Size (L/M/S)?

A: Adult/Child

Sl # 157: Oxygen Nasal Cannula- Size (L/M/S)?

A: Adult/Child

Sl # 162: Oxygen Concentrator set- Capacity (10L/5L)?

A: 10 L

Sl # 157: Oxygen Flow Meter- Type (Wall/Cylinder)?

A: Cylinder.

**END**