



**Minutes of the Pre-Bid Meeting *RH Medical Equipment (UNFPA-PAL-ITB-2024-011)*
& Answers for Clarifications**

Date of Meeting: 13 November 2024

Time: 11:00 am

Location: Google Meet

Tender Reference: UNFPA-PAL-ITB-2024-011

Attendees: Procurement Officer, Procurement Associate, Bidders

Subject: Pre-Bid Meeting for RH Medical Equipment

1. INTRODUCTION

The meeting was initiated by the Procurement Officer, Nibal Qundos, who outlined the general requirements for the tender. Key points highlighted during the introduction included:

- **Submission Deadline:** Emphasis was placed on the importance of timely submission before the deadline. Submissions are to be made exclusively via secure email, not to procurement team members or through platforms like WeTransfer. If multiple attachments are necessary, bidders may send them in several emails, clearly indicating the submission sequence (*e.g., "Tender Reference – Company Name – Submission 1 of 3"*).
- **Clarification Requests:** Bidders were informed that any requests for clarifications must be submitted via email.
- **Documentation Requirements:** The proper naming of files and correct tender referencing were emphasized.
- **Partial Bidding:** Bidders have the option to submit partial bids, with the pricing structure clarified.
- **Delivery Options:** The delivery destination capabilities were explained, requiring all bidders to provide FCA prices. Delivery lead times will be considered in the evaluation process.

- **Multiple LTAs:** It was confirmed that multiple LTAs will be established. Each delivery destination will have a separate LTA based on the lowest-priced, most technically acceptable offer for the respective destination.
- Bidders were advised to check their registration status on QUANTUM. A link for self-registration and the necessary documents is attached.

2. DELIVERY LOCATIONS

The delivery locations for this tender are six in total, as follows:

1. DAP Al Arish, Egypt / Port Said
2. DAP Cairo Airport
3. DAP Ashdod Port
4. DAP Amman warehouse, Jordan
5. DAP Kerem Shalom Crossing
6. DDP Ramallah, Palestine

Please note that a revised price schedule, including all these delivery locations, is now attached as [Annex 5 - Revised Price Schedule Form](#). The original document mistakenly listed the Amman Warehouse twice, instead of correctly specifying the Amman Warehouse and Kerem Shalom Crossing.

3. REQUESTS FOR CLARIFICATIONS AND ANSWERS

Below is a comprehensive list of the clarifications requested during the meeting and received via email:

1. Submission Deadline Extension:

- Submission Deadline has been extended until **1st of December 2024**

2. Possibility for Partial Deliveries

- Partial deliveries may be acceptable and, if applicable, the delivery schedule must be clearly indicated in the bid.



3. Tax and Customs Exemption for International Bidders and Jordanian:

- In Jordan, invoices can be stamped at our office for tax exemption. For other countries, suppliers are responsible for all taxes and charges.

4. Coordination for Sending Goods to Gaza

- There will be coordination and special arrangements for deliveries to Gaza that will be managed by UNFPA.

5. Procedures for Delivery to Ashdod

- As outlined in the ITB documents, delivery terms are **DAP** Ashdod, and UNFPA will handle logistics from that point onward.

6. Distribution of Items to West Bank (WB) and Gaza

- A breakdown of estimated quantities for the first order for each region, West Bank and Gaza, is attached as [ITB 011 – Estimated QTYs](#). These estimates are subject to change.

7. Provision of Maintenance Services

- Maintenance services are not a mandatory requirement, bidders may include this option and specify the terms if applicable.

8. Post-Delivery Responsibilities to Amman Warehouse:

- No additional responsibilities after delivery to the Amman warehouse, as per DAP Incoterms.

9. VAT Requirements:

- Prices for Palestinian bidders should be exclusive of VAT (UNFPA will provide tax exemption in Palestine). For international bidders, prices should include any applicable taxes, as UNFPA will not provide a tax exemption certificate outside Palestine.

10. Documents to Submit:

- All documents specified in the bid must be provided.

11. Minimum Warranty Period:

- A minimum warranty period of 2 years is required.



12. Advance Payment:

- Advance payment is not applicable. Payment terms are net 30 days, subject to UNFPA receiving all required documentation, including the final invoice, Packing List, Delivery Note, and other necessary documents.

13. Email Size for Submissions:

- The email size limit is 25 MB per email. Multiple emails may be sent if necessary.

14. Alternatives/options for the same item:

- Alternatives/options are permitted and will be evaluated during the technical review. Each option must be documented clearly, including technical specs, prices, and all relevant information. Any missing documentation will disqualify that option.

15. Participation by Manufacturer and Local Agent:

- Any registered entity is allowed to participate.

16. FCA Delivery Method:

- Supplier is responsible to secure export clearance at the port of export.

17. Delivery to Gaza - Will Al Arish be prioritized over other delivery destinations?

- No specific delivery route will be prioritized. The route will be selected based on logistical circumstances at the time of each order.

18. DAP Al Arish, Egypt/Port Said Clarification:

- UNFPA will handle the custom clearance, however, no tax exemption will be issued to suppliers delivering to Egypt. Zero VAT invoices are applicable only for suppliers registered in Palestine.

19. Evaluation of Different Delivery Methods:

- Prices will be evaluated separately for each delivery location based on the lowest-priced, most technically acceptable offers.

20. Product Registration Requirements:

- Suppliers must declare if any import or export licenses are required, including any restrictions on country of origin or dual-use nature of the goods.

21. Structure of LTAs:

- The ITB indicates that the tender will result in multiple LTAs for each delivery destination. The lowest-priced, most technically acceptable bidder for each destination will be awarded an LTA. Later, purchase orders will be issued based on logistical circumstances at that time.

22. Specifications Differences Between Items 7 & 13:

- There are differences in airway sizes, ventilation bag capacity, and other specifications between items for children (Item 7) and adults (Item 13).

23. Clarification on Item 11 (Whether it is electrical or wall-mounted)

- The pump must be hand or foot operated

4. REGISTRATION INSTRUCTIONS FOR SUPPLIERS

For detailed instructions on supplier self-registration on QUANTUM, please refer to the [Self registration Instructions](#) below.

Note: Supplier Registration is not mandatory to be completed before the submission deadline. However, it is preferable that the registration process is completed as soon as possible after the tender submission deadline.

ITB 011 – Estimated Quantity of First Order for Gaza & West Bank

GAZA

Item No.	Item	UoM	Estimated Quantity
1	Examination Table	Each	15
2	Sterilizer, steam,40L,electric,w/access	Each	20

WEST BANK

Item No.	Item	UoM	Estimated Quantity
1	Sphygmomanometer, aneroid, adult	Each	76
2	Stethoscope, binaural, complete	Each	76
3	Stethoscope, obstetrical, Pinard, monoaural	Each	152
4	Thermometer, clinical, digital, 32–43°C	Each	304
5	Resuscitator, hand operated, child/newborn	Each	104
6	Scale, infant, spring type, 5 kg × 25 g	Each	76
7	Timer, mechanical, battery less, respiration rate measurement	Each	228
8	Vacuum extractor, Bird, anterior + posterior cups, manual, set	Each	28
9	Pump, suction, foot operated, aspirator	Each	28
10	Resuscitator, hand operated, neonate, set	Set	28
11	Resuscitator, hand operated, adult, set	Set	28



Supplier Self-registration Instructions

Please follow the instructions below to complete your self-registration:

- **Access the Registration Portal**

Use the following [LINK](#) to access the registration portal on **QUANTUM**, where you can submit your company details and the required documentation.

- **Registration Requirements**

1. **Vendor Form**

Complete the attached Vendor Form (Sections 3 & 4) ensuring the form is properly filled, signed, and stamped by the authorized vendor representative.

2. **Bank Account Information**

Provide an **official** bank statement or a bank letter that includes comprehensive account details. This should cover information such as the bank account number, bank name, account name, IBAN, and intermediary bank information.

****The intermediary bank details should include the Intermediary Bank Name, Bank Account No. (of beneficiary bank with intermediary bank), Intermediary Bank Address, and SWIFT Code. ****

3. **Proof of Tax Identification**

4. **Company Registration Certificate**

- **Important Guidelines**

- The vendor's name on the Vendor Form, proof of tax identification, and company registration certificate **must match** the name on the bank statement.
- Personal bank accounts are not acceptable. The bank account must be registered in the company's name.
- Verify that all financial information is accurate and consistent across all submitted documents.
- Ensure that all fields in the Vendor Form are thoroughly and accurately completed.