



صندوق الأمم المتحدة للسكان

Minutes of the Pre-Bid Meeting *RH Pharmaceuticals & Medical Supplies (UNFPA-PAL-ITB-2024-012)*
& Answers for Clarifications

Date of Meeting: 14 November 2024

Time: 13:00 pm

Location: Google Meet

Tender Reference: UNFPA-PAL-ITB-2024-012

Attendees: Procurement Officer, Procurement Associate, Bidders

Subject: Pre-Bid Meeting for RH Pharmaceuticals & Medical Supplies

1. INTRODUCTION

The pre-bid meeting commenced with an overview of the tender requirements presented by the Procurement Officer. The focus was on explaining the scope of the tender, emphasizing the importance of proper documentation, and clarifying the bidding process. Below are the key topics covered during the meeting with explanations updated to reflect the most current guidance and answers to the questions raised.

2. TENDER REQUIREMENTS

The tender has been structured into four lots to facilitate specialized bidding:

- **LOT 1: Pharmaceuticals**
- **LOT 2: Medical Disposables & Laboratory**
- **LOT 3: Medical Instruments**
- **LOT 4: Other Medical Supplies**

The quantities provided in the ITB represent the combined estimates for Gaza and West Bank. A detailed breakdown of estimated quantities is attached, referenced as [ITB 012 – Estimated QTYs](#). These numbers are estimates and subject to change.

3. PARTIAL BIDDING GUIDELINES

The following clarifications were made regarding partial bidding:

- Partial bidding is permitted by LOT, not by individual items from different LOTs.
- For **LOT 1 – Pharmaceuticals**, a minimum of **30% of the items (22 out of 71)** must be priced to be considered.
- For **LOT 2 – Disposables & Laboratory, LOT 3 – Instruments, LOT 4 – Others**, at least **80% of the items** must be priced to be considered.

4. SUBMISSION AND DOCUMENTATION REQUIREMENTS

Timely Submission: Bidders were reminded of the necessity to submit proposals before the deadline, (Now extended until 8th of December 2024) Submissions must be exclusively via secure email. No submissions should be sent directly to procurement team members or through platforms like WeTransfer.

Multiple Attachments: In cases where multiple attachments are necessary, submissions should be divided into multiple emails, clearly indicating the sequence (e.g., "Tender Reference – Company Name – Submission 1 of 3").

File Naming and Referencing: Proper naming of files and correct tender referencing are crucial.

Documentation:

For LOT 1 – Pharmaceuticals: ALL documents specified in the ITB must be submitted. Except for the Patient Information Leaflet (PIL), it will be accepted only in English during submission, however, suppliers must provide a written commitment confirming their ability to supply the PIL in Arabic if awarded.

For LOT 2 – Disposables & Laboratory, LOT 3 – Instruments, and LOT 4 – Others: The required documents for submission are now limited to ISO and CE certificates. Other documents, such as the questionnaire per item, will be requested from the selected supplier upon awarding. Failure to submit all required documentation upon request by UNFPA will lead to disqualification.

Annex 5 (Price Schedule Form): must be submitted in both PDF and Excel formats. 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.

Annex 3 (Product Item Overview Form): must be fully completed including all details.

5. VAT AND TAX CONSIDERATIONS

Suppliers in Palestine: Prices must exclude VAT. UNFPA will issue VAT exemption certificates.

Suppliers in Jordan: Invoices may be stamped by UNFPA Jordan office for suppliers to manage VAT exemption.

International Suppliers: UNFPA does not issue VAT Exemption for suppliers outside Palestine . So, suppliers must include all taxes and charges relevant to their own countries in their pricing.

6. EVALUATION AND AWARD CRITERIA

- Bids will be evaluated based on the lowest-priced, most technically acceptable offers **for each delivery destination**.
- Delivery lead times will be considered during the evaluation.
- Multiple Long-Term Agreements (LTAs) will be established, each specific to a delivery location.
 - 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.

7. 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 **10th of December 2024 at 14:00 pm Palestine local time (EEST)**

2. What are the Delivery Procedures for Gaza and the West Bank?

- Suppliers are not responsible for delivering to Gaza. Items are intended for final delivery to Gaza, but suppliers are only required to bid on the locations provided. UNFPA will manage the distribution to Gaza or the West Bank. Please submit your prices based on the available delivery locations with the corresponding Incoterms.

3. Do Pharmaceuticals Have to Be Registered in Palestine?

- Yes, pharmaceuticals must be registered in Palestine.

4. Is it possible to offer Alternative Brands for Surgical Instruments?

- Yes, alternatives are permitted. These options will be evaluated during the technical review. Ensure all alternatives are well-documented, including technical specifications, prices, and relevant details. Missing documentation will result in disqualification.

5. Is it required to Submit Photos of Medical Devices?

- Yes, please submit clear photos of the medical devices and their packaging, ensuring that dimensions and features are visible.

6. Is It Possible to Deliver Quantities Assigned for Gaza in Ramallah?

- It is advisable to submit your prices based on the delivery locations you can serve outlined in the ITB Document and Annex 5. UNFPA will handle the distribution to Gaza or the West Bank. Prices should also be submitted based on FCA port of export or FCA supplier warehouse.

7. Is It Mandatory to Submit Bids for Both the West Bank and Gaza?

- **No**, it is not mandatory to bid for both locations. You should submit prices based on the delivery locations that suit each bidder, and UNFPA will handle further distribution.

8. Are There Specific Final Delivery Destinations for LOT 2? And Which Incoterms Should Be Applied for LOT 2?

- The tender includes 4 different LOTs, each LOT includes 6 delivery destinations listed below and in the tender documents and the price schedule form (Annex 5) with their incoterms.
 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

9. Are the Listed Quantities for Long-Term Agreements (LTAs) Annual Estimates?

- The listed quantities are estimates for the first order and should be treated as approximations.

10. Does the Reference to Country of Intended Use Apply to Manufacturer's Intended Use or UNFPA's Intended Use in Palestine?

- The reference applies to UNFPA's intended use in Palestine.

11. Is It Possible to Submit a Partial Technical Submission?

- No, a full technical submission filled in Annex 3 (Product Item Overview Form) is mandatory for all bidders.

12. Are bidders required to handle Customs Clearance for the Items themselves?

- Please follow the specified Incoterms. Under DAP, UNFPA will handle import clearance, while the bidder is responsible for export clearance.

13. DAP Amman Warehouse listed twice.

- DAP Amman Warehouse was mistakenly listed twice. The revised Price Schedule Form (Annex 5) correctly specifies both the Amman Warehouse and Kerem Shalom Crossing. Please refer to the Revised Price Schedule Form (Annex 5).

14. Is DAP Applicable Up to Aqaba Port?

- No, DAP applies to the Amman Warehouse, not the Aqaba port. The Warehouse is located in Amman.

15. Should We Include Questionnaires with Our Price Offer?

- For LOT 1 – Pharmaceuticals, the questionnaire **must** be submitted for each item with the price offer. For other lots, the questionnaire will be requested by UNFPA from the selected supplier upon awarding. Please refer to the Documentation Requirements section for further details.

16. Participation by Manufacturer and Local Agent:

- Any registered entity is allowed to participate.

17. Post-Delivery Responsibilities to Amman Warehouse:

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

18. 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.

19. 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.

20. Email Size for Submissions:

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

21. Do all pharmaceuticals have to be registered PA and SRA?

- Yes, all pharmaceuticals must be registered with either PA or SRA or both.

22. Item 26-37 (Suture, absorbable, DEC3(2-0), 3/8, 30 mm, round, sterile)

You require an absorbable product, but the code provided (DEC3) references a non-absorbable item. Could you please confirm which description is accurate?

- Absorbable

23. Item 35-46 (Suture, absorbable, DEC3(2-0), 3/8, 50 mm, round, sterile)

The item description in your tender lists "2/0 3/8 50mm," but this code is unavailable to us. Instead, we have "2-0 1/2 48mm". Could you confirm if this alternative would be acceptable?

- It is acceptable to offer alternative items, but it must be clearly indicated which specific item from the ITB the alternative is replacing.

24. For items 11, 12, and 13 (Vaginal Speculum) in the Surgical Instrument Lot, could you please confirm if they are Cusco stainless steel speculums? These details are not mentioned in the Technical Specifications

- Yes, these are Cusco Stainless Steel speculums

25. Clarification on items (11, 12, 13) & (71,72,73). Are these the same?

- Yes, these are the same item.

26. Are only products from SRA accepted, or will non-SRA-approved products also be considered?

- Products are only accepted if registered with SRA or MoH Ramallah, or both

27. As a wholesaler, would it be acceptable to submit our bid without providing the quality/technical documents i.e. CoA, GMP etc. at the submission stage, with the understanding that they can be provided upon the placement of an order?

- Please refer to section 4 - Submission and Documentation Requirements for the final required documentation per each category

28. Lot 2 - ITB Item No. 6 (Disposable medical gown)

→ Is the gown with any hand towel?

- Yes, with hand towel, and the preferred sizes are L & XL

→ Regulation & classification: does it need to meet all the below or can it be either?

- ◆ Medical Device Regulation (EU) 2017/745, Class I sterile
- ◆ Medical Device Directive 93/42/EEC, Class I sterile
- ◆ US FDA 510(k) clearance, Class II or
- ◆ Equivalent internationally recognised marketing clearance

→ Compliance to safety & product performance standards: does it need to meet all the below or can be either?

- ◆ AAMI PB70 and ASTM F2407
- ◆ EN 13795
- ◆ EN 13034 - Type PB [6] (stitched gown), with minimum hydrostatic head of 50 cmH2O
- ◆ EN 556

- For the documentation, Please refer to section 4 - Submission and Documentation Requirements for the final required documentation per each category

29. Do all pharmaceutical items must be registered in the country? If yes, do you have a list of registered items that can be shared with us?

- all pharmaceuticals must be registered with either PA or SRA or **both**.
- A list will be shared within next week

8. REGISTRATION INSTRUCTIONS FOR SUPPLIERS

Bidders are advised to check their registration status on QUANTUM.

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.

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.

The vendor form is attached for your reference

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.