

Date: January 30, 2025

## REQUEST FOR QUOTATION

### RFQ N° UNFPA/DNK/RFQ/25/002

Dear Sir/Madam,

The United Nations Population Fund (UNFPA) is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to [UNFPA about us](http://www.unfpa.org).

#### I. Objective and Scope:

UNFPA invites sealed bids for the supply of medical products and related services for its programme in Mongolia. We invite qualified suppliers to submit their proposals in response to this RFQ to support UNFPA in fulfilling its mandate.

The RFQ aims to identify a supplier(s) who can provide UNFPA with all the below-mentioned products:

Item No	Item name	UOM	Quantity
Item 1 (OR 1)	Activated Clotting Time (ACT) Measuring device	Each	2
Item 2 (OR 2)	Portable Blood Gas Analyzer	Each	2
Item 3 (OR 3)	Extra Corporeal Circulation (ECC) Machine	Each	1
Item 4 (OR 4)	Hypo-hyperthermia Machine	Each	1
Item 5 (OR 33)	Patient Auto-Transfusion System	Each	1
Item 6 (OR 16)	Electrosurgical system	Each	1
Item 7 (OR 18)	Hand-held ultrasound imaging system	Each	1
Item 8 (OR 19)	Brain Monitoring System	Each	1
Item 9 (OR 20)	Monitor for cerebral oximetry	Each	1
Item 10 (OR 24)	Slave Monitor 28" + Wall fixation Arm	Each	1
Item 11 (OR 28)	Patient heater	Each	2
Item 12 (OR 29)	Blood / fluid warmer	Each	2
Item 13 (OR 32)	Portable external pacemaker	Each	3
Item 14 (OR 34)	Patient drainage system	Each	1
Item 15 (OR 37)	Sternal, oscillating saw	Each	2
Item 16 (OR 38)	Surgeon's headlamp	Each	1
Item 17 (ICU 3)	Dialysis Equipment for Neonate - Peritoneal dialysis system	Each	1

The selected supplier(s) are expected to provide such products, based on specific Purchase Order(s).

**Delivery time:** Preferably, the delivery of goods and performance of relevant services will be completed in less than 10 weeks.

## II. Detailed Technical Specifications and Schedule of Requirements

ANNEX II, which is included with the RFQ document, outlines the detailed technical requirements and relevant services for each item.

## III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Tsetsenbaatar Batsuuri
Email address of contact person:	<a href="mailto:batsuuri@unfpa.org">batsuuri@unfpa.org</a>

The deadline for submission of questions is **February 06, 2025**.

Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

## IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested products and services and have the legal capacity to enter into a contract with UNFPA to deliver and perform in Mongolia, or through an authorised representative.
- Bidders must not have a conflict of interest regarding the solicitation process or the TORs / Technical Specifications. Bidders found to have a conflict of interest will be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on the [UN Supplier Code of Conduct](#).

## V. Content of quotations:

### A. Documents Confirming Bidder Eligibility:

1. A bidder must be a legally constituted company that can provide the requested products and services and have the legal capacity to enter a contract with UNFPA to deliver and perform in Mongolia, or through an authorised representative. It includes the following:
  - The supplier must have a valid (special permit) certificate issued by the Ministry of Health of Mongolia to import, sell, and supply medical equipment in Mongolia. If the supplier is not doing business in the country of destination/Mongolia, the certificate can be provided through authorized representatives or local offices.
  - Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods to the country of destination/Mongolia.
  - In the case of a Bidder not doing business within the country of destination/Mongolia, the Bidder is or will be represented by an Agent in the country that is equipped and able to

carry out the supplier's maintenance, training, repair and spare parts-stocking obligations prescribed in the Price Schedule Form.

**B. Technical Documents Confirming Product Eligibility:**

1. The bidder is **not** required to quote for all the solicited items. **Partial bids are allowed.**
2. Technical proposal prepared by the bidder should consist of:
  - Documentary evidence that the goods conform to the Technical Specifications specified in Annex II.
  - Offered item overview form duly signed by the bidder (according to Annex II).
  - Product catalogues containing pictures of the product(s).
  - Manufacturer's technical product specifications or datasheets and the results of any testing carried out on the products.
  - A list of common spare parts and accessories with part numbers must be provided.
  - Copy of valid (special permit) certificate issued by the Ministry of Health of Mongolia authorizing the import and supply of medical items.
  - Copy of the agreement between the bidder and the local service centre for the provision of services if the bidder is not doing business within Mongolia.
  - Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods to the country of destination.
  - The manufacturer's authorization issued to the local service centre for the right to provide maintenance services for the declared medical equipment (a copy certified by the seal of the bidder and the local service centre).
  - Manufacturer's commitment letter for provision of at least five (5) years of spare parts availability.
  - Copies of valid regulatory approval certificates as requested in the technical specifications.
  - Copies of valid Safety and Product Standards requested in the technical specifications.
  - Bidder's commitment letter for provision of at least two (2) years of full onsite warranty.
  - A signed Declaration Form is to be submitted strictly following the document.

**C. Price Quotation**

- The quote has to be submitted strictly following the price quotation form.
- The price should be DAP price at the National Center for Maternal and Child Health, Ulaanbaatar, Mongolia.
- Both parts of the quotation must be signed by the company's relevant authority and submitted in two formats:
  - PDF format and
  - Excel or Word format.

**VI. Instructions for electronic submission**

Bids should be prepared according to the guidelines outlined in the Sections above. They should also include a properly filled out and signed price quotation form and be sent to UNFPA's secure mail inbox, [bidtender@unfpa.org](mailto:bidtender@unfpa.org), no later than **February 13, 2025, 23:00 CET<sup>1</sup>**.

**Bids received after the stipulated date and time shall not be accepted under any circumstances.**


<sup>1</sup> as per <https://www.timeanddate.com/time/zones/cet>

	<p>United Nations Population Fund Supply Chain Management Unit (SCMU) Marmorvej 51, 2100 Copenhagen, Denmark Website: <a href="http://www.unfpa.org">www.unfpa.org</a></p>
---	--

- Bidders shall make clear reference to the specific bid in the subject field as instructed, otherwise, the quotation may be rejected. Specify the following text in the subject line:  
**UNFPA/DNK/Rfq/25/002, Bidder's Name.**
- The quotation shall be submitted to **bidtender@unfpa.org**. Quotations received at the bidtender@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date. **Sending submissions to any other email address will violate confidentiality and invalidate the quotation.**
- Email submission shall not exceed 10MB, including the size of the cover email and attachment. It is recommended that all the bidding documents be consolidated into as few attachments as possible which shall be in commonly used file formats. If the quotation consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the quotation reference number and the Bidder's name in the subject line of each email.
- It shall be the Bidder's responsibility to ensure that quotations sent by email are received by the deadline. All Bidders shall receive an auto-reply acknowledging the receipt of their email. Bidders will receive an auto-reply acknowledging receipt of the first email. In the body of this first email, bidders are requested to list the number of messages which make up their technical offer and the number of messages which make up their financial offer. If you do not receive any auto-reply from UNFPA's email system, please inform Tsetsenbaatar Batsuuri at [batsuuri@unfpa.org](mailto:batsuuri@unfpa.org). **Do not submit your bid to this email address, as it will lead to disqualification of your company's bid.**
- Submission documents should be converted to PDF and signed, submissions containing links to the files which need to be downloaded will not be considered.
- Bidders shall not receive responses to questions sent to [bidtender@unfpa.org](mailto:bidtender@unfpa.org), as it is a secure mailbox.
- To avoid last-minute internet congestion it is recommended to send your quotation as early as possible before the deadline.
- Please do not add any passwords to the submitted documents, as this will prevent UNFPA from opening them.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

## VII. Overview of the Evaluation Process

Quotations will be evaluated based on compliance with the technical specifications. A bid comparison will be made on the total cost, delivered to the final destination.

	<p>United Nations Population Fund Supply Chain Management Unit (SCMU) Marmorvej 51, 2100 Copenhagen, Denmark Website: <a href="http://www.unfpa.org">www.unfpa.org</a></p>
---	--

#### **VIII. Award**

In the event of a satisfactory result from the evaluation process, UNFPA will award Purchase Order(s) to the lowest-priced bidder(s) whose bid is determined to be substantially compliant with the bidding documents, offers the most efficient delivery schedule, and provides the most cost-efficient proposal with the best coverage of the solicited items.

#### **IX. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of the Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

#### **X. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoices and other documentation required by the contract.

#### **XI. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

#### **XII. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

#### **XIII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Supply Chain Management Unit at [supplychain@unfpa.org](mailto:supplychain@unfpa.org).

#### **XIV. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/DNK/RFQ/25/002
<b>Currency of quotation:</b>	USD
<b>Validity of quotation:</b>	

**By completing this Price Quotation Form the bidder confirms that the quote will remain valid for at least 3 months after the bid submission deadline.**

**Table 1. TOTAL PRICES**

BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):	
<b>CONDITIONS OF TOTAL FIRM DAP PRICE:</b> <ul style="list-style-type: none"> <li>● <b>Delivery Place:</b> National Center for Maternal and Child Health, Ulaanbaatar, Mongolia</li> <li>● <b>The customs clearance <u>must be</u></b> the responsibility of the supplier. For this purpose, the supplier must have the special permit to import and supply medical items, that is issued by the Ministry of Health of Mongolia.</li> <li>● <b>Unloading and offloading</b> the goods to the place where the installation will be held should be the responsibility of the suppliers.</li> </ul> <p>The components of the total price shall be specified in <a href="#">Table 2</a>.</p>	
<b>TOTAL PRICE FOR SERVICES</b> <p>Installation, Commissioning and Training. Whether it is included specifically in the technical specification or not, the installation, commissioning and training of personnel should be carried out by the supplier for all items.</p> <p>The components of the total price shall be specified in <a href="#">Table 3</a>.</p>	

**Table 2. ITEM PRICES**

Conditions:

The price expressed under the DAP Incoterm should also include the following costs:

- Customs clearance for importing the goods into Mongolia.
- Unloading and offloading the goods at the designated installation site shall be the supplier's responsibility.
- All requested services and warranties as specified in Annex II Technical Specifications for each item.


Item No	Item name	UOM	Quantity (a)	Unit Price (DAP) (b)	Total Price (DAP) (a)x(b)	Delivery Time (Days)
Item 1 (OR 1)	Activated Clotting Time (ACT) Measuring device	Each	2			
Item 2 (OR 2)	Portable Blood Gas Analyzer	Each	2			
Item 3 (OR 3)	Extra Corporeal Circulation (ECC) Machine	Each	1			
Item 4 (OR 4)	Hypo-hyperthermia Machine	Each	1			
Item 5 (OR 33)	Patient Auto-Transfusion System	Each	1			
Item 6 (OR 16)	Electrosurgical system	Each	1			
Item 7 (OR 18)	Hand-held ultrasound imaging system	Each	1			
Item 8 (OR 19)	Brain Monitoring System	Each	1			
Item 9 (OR 20)	Monitor for cerebral oximetry	Each	1			
Item 10 (OR 24)	Slave Monitor 28" + Wall fixation Arm	Each	1			
Item 11 (OR 28)	Patient heater	Each	2			
Item 12 (OR 29)	Blood / fluid warmer	Each	2			
Item 13 (OR 32)	Portable external pacemaker	Each	3			
Item 14 (OR 34)	Patient drainage system	Each	1			
Item 15 (OR 37)	Sternal, oscillating saw	Each	2			
Item 16 (OR 38)	Surgeon's headlamp	Each	1			
Item 17 (ICU 3)	Dialysis Equipment for Neonate - Peritoneal dialysis system	Each	1			



**Table 3. SERVICE PRICES**

<b>BIDDER'S PRICES FOR SERVICES (Price &amp; Currency to be entered by Bidder):</b>				
ITEM	DESCRIPTION OF THE SERVICES	QUANTITY AND PHYSICAL UNIT (a)	UNIT PRICE (b)	TOTAL PRICE PER SERVICE (a)x(b)
1.	Installation, commissioning and user training			
2.	Installation, commissioning and user training			
3.	Installation, commissioning and user training			
4.	Installation, commissioning and user training			
5.	Installation, commissioning and user training			
6.	Installation, commissioning and user training			
7.	Installation, commissioning and user training			
8.	Installation, commissioning and user training			
9.	Installation, commissioning and user training			
10.	Installation, commissioning and user training			
11.	Installation, commissioning and user training			
12.	Installation, commissioning and user training			
13.	Installation, commissioning and user training			
14.	Installation, commissioning and user training			
15.	Installation, commissioning and user training			
16.	Installation, commissioning and user training			
17.	Installation, commissioning and user training			




	United Nations Population Fund Supply Chain Management Unit (SCMU) Marmorvej 51, 2100 Copenhagen, Denmark Website: <a href="http://www.unfpa.org">www.unfpa.org</a>
---	--

**Table 4.**

BIDDER'S DELIVERY DATA					
Country of origin of offered products:	Item 1				
	Item 2	<i>Insert more rows in each section if necessary</i>			
Shipment dimensions of offered products (including package):		Gross weight	Total volume	<i>Containers (if applicable):</i>	
				<i>Number</i>	<i>Size</i>
	Item 1				
	Item 2	<i>please feel free to insert additional rows</i>			
	Total				

**BIDDER'S SIGNATURE AND CONFIRMATION OF THE RFQ**

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

	<p>United Nations Population Fund Supply Chain Management Unit (SCMU) Marmorvej 51, 2100 Copenhagen, Denmark Website: <a href="http://www.unfpa.org">www.unfpa.org</a></p>
---	--

<p><i>The exact name and address of the company</i></p> <p>COMPANY NAME _____</p> <p>ADDRESS _____</p> <p>_____</p> <p>PHONE NO. _____ FAX NO. _____</p> <p>EMAIL ADDRESS OF CONTACT PERSON _____</p> <p>OTHER EMAIL ADDRESSES _____</p>	<p>_____</p> <p>AUTHORIZED SIGNATURE <span style="float: right;">DATE</span></p> <p>_____</p> <p>NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)</p> <p>_____</p> <p>FUNCTIONAL TITLE OF SIGNATORY</p> <p>_____</p> <p>WEB SITE _____</p>
--	--

<p><i>Supplier's Comments:</i></p>
------------------------------------

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/DNK/RFQ/25/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	<p>Click here to enter a date.</p>
<p>Name and title</p>	<p>Date and place</p>

## DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>2</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:


Name and Title:

Name of the Company:

UNGM N°:

Postal Address:

Email:

	<p>United Nations Population Fund Supply Chain Management Unit (SCMU) Marmorvej 51, 2100 Copenhagen, Denmark Website: <a href="http://www.unfpa.org">www.unfpa.org</a></p>
---	--

**ANNEX I:**  
**General Conditions of Contracts:**

This Request for Quotation is subject to UNFPA's General Conditions of Contract which can be found at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract>

**ANNEX II:**  
**Technical specifications**

[Please refer to the attached file](#)