

## Emergency ITB document



United Nations Population Fund (UNFPA)  
Address: UN Compound, International Zone,  
Baghdad

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

Date: 26 July 2017

### **Invitation to Bid (ITB) No. UNFPA/IRQ/ITB/17/003**

*Please note the yellow highlighted amendments made in respect of the deadline and contact persons.*

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the two **Gynecological Mobile Clinics** as per the technical specifications detailed in *Annex 1* of this ITB.

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and send to the secure email address indicated below/ not later than 03 August 2017, 17:00 Iraqi time.

Please ensure to enter in the subject line the ITB reference number UNFPA/IRQ/ITB/17/003.

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

Name and Email address only for technical queries:

Mr. Ahmed Malah, [malah@unfpa.org](mailto:malah@unfpa.org)

Mr. Alin Handola, [handola@unfpa.org](mailto:handola@unfpa.org)

**Note: Do not submit your bid/proposal to the contact persons' email address!**

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

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder's previous experience and clients

- d. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents, detailed specification of vehicle been supplied.
- e. Detailed drawing of Gynaecological Mobil Clinic
- f. Total volume, weight of Mobile Clinic
- g. Warranty details (Minimum 1-year warranty)
- h. Financial bid including the price schedule

Partial bids are not allowed under this ITB. Note: Partial bids mean that the bidder does not have to offer all requested commodity types in order to submit a complete bid. However, within each commodity type, full quantities must be offered.

**INCOTERMS 2010:**

- Price of goods FOB/FCA Point of Departure
- Freight cost CPT/CFR Erbil

**Validity of Bid:**

The prices of the bid shall be valid for *60 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:** 6 weeks including transportation to Erbil

**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 with the bidding documents, including the maximum allowable lead time. Note: if partial bids are allowed, the lowest evaluated bidder will be evaluated by commodity type. Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Attachments:**

- **Description of Goods and Technical Specifications**
- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**

*Annex 1. Description of goods and Technical Specifications*

<b>Items to be Supplied</b>	<b>Quantity</b>	<b>UOM</b>	<b>Description / Specifications of Goods</b>
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<p><b>Gynecological Mobile Clinic</b></p>	<p><b>2</b></p>	<p>unit</p>	<p>Gynecological Mobile Clinic based on truck should be counted as an autonomous medical unit and has a capacity to provide range of health services.</p> <p>Gynecological Mobile clinic should meet following requirements:</p> <p><b>1. Equipment for an independent operation and furniture:</b></p> <ul style="list-style-type: none"> <li>• Two desks with drawers and cabinets for both, doctor and nurse</li> <li>• Closet with shelves.</li> <li>• Cabinet for medicine and instrument storage with drawers.</li> <li>• Washing basin with automatic electrical water tap and water tanks for fresh &amp; waste water 50 liters each.</li> <li>• Floor in clinic’s cabinet: wooden floor, covered with PVC sheet anti-slippery and antistatic and anti-bacterial, and washable.</li> <li>• High and low temp insulation of the roof and side walls.</li> <li>• Medical cabinet designed and executed to store and mount the stated equipment and tools: <ul style="list-style-type: none"> <li>- Drops to the drugs, one for sharp materials (needles...etc), the other for trash.</li> <li>- Footsteps at the clinic cabinet entrances at the rear doors.</li> <li>- Storage compartments, with sliding transparent doors.</li> </ul> </li> <li>• Stationary heater.</li> <li>• Air conditioning for the patient’s cabin. (central &amp; AC unit)</li> <li>• Windows foil: windows in patient’s compartment covered in a foggy or frosted foil.</li> <li>• Two rotating seats for doctor and nurse.</li> <li>• Rear door open 270o.</li> </ul>
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**Bid Submission Form**

**Name of Bidder:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Bid No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (*days from receipt of order till dispatch*): \_\_\_\_\_

**(Note: maximum number of days is: 42 days)**

**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 60 days after the Closing date.*): \_\_\_\_\_

*Vendor's Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.**

**We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.**

**We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.**

**Name and title**

**Date and Place**



**Bidders Identification Form**

Bid No. UNFPA/IRQ/ITB/17/003

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/ institution/other (please specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Previous experience in manufacturing/ assembling Gynecological Mobile Clinic, details of previous contract	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

**2. Quality Assurance Certification**

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

**3. Expertise of Staff**

Total number of staff	
Number of staff involved in similar supply contracts	

**4. Warranty**

Warranty period for vehicle and medical equipment's, please specify	
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**5. Client Reference List**

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

**6. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

*Annex 4* **Product Item Overview Form**

<b>Item No.</b>	<b>Description and minimum / mandatory specifications</b> <i>[Detailed description to be completed by UNFPA]</i>	<b>Description of items offered and Bidder’s statements on deviations</b> (To be completed by the bidder)	<b>Compliant? (Y/N)</b> (To be completed by UNFPA during evaluation)
<b>1</b>	<b>1. Equipment for an independent operation and furniture</b>		
	Two desks with drawers and cabinets for both, doctor and nurse		
	Closet with shelves		
	Cabinet for medicine and instrument storage with drawers		
	Washing basin with automatic electrical water tap and water tanks for fresh & waste water 50 liters each		
	Stationary heater		
	Air conditioning for the patient’s cabin. (central & AC unit)		
	Windows foil: windows in patient’s compartment covered in a foggy or frosted foil		

	Two rotating seats for doctor and nurse		
	High quality finishing without any sharp edges		
	Two inverters 220v - 12v and 12v - 220v with electric outlets sockets 220 qty: 4v and 12v qty 2, the inverter must supply power of 2000w and having enough capacity to operate all medical facilities simultaneously		
	LED internal lightening covers all ceiling for night and day operations		
	Spot light above patient examination bed		
	Extra battery for medical equipment		
	Battery charger (220v - 12v) (350w)		
	6.5 KVA electrical generator (Diesel engine)		
	Central oxygen therapy: (2 bottles oxygen cylinders connected to pressure regulator flow meter humidifier)		
<b>2</b>	<b>Medical equipment</b>		
	Gynecological Examination Couch		
	Fully digital portable B/141 ultrasound system including following probe:  -Convex Probe. FUT-CS602-5AX 3.0/3.5/4.0 MHz, 60R -Transvaginal Probe: FUT-TVD114-7L 4.0/5.0/6.0 MHz, 12R		
	Cardiotocograph machine (CTG) (Fetal monitor)		

	Pulse Ox meter		
	Wall mounted sphygmomanometer/ & stethoscope sphygmomanometer blood pressure with cuff inflate		
	Diagnostic set (eye, ear and mouth)		
	Laryngoscope kit		
	Resuscitation bag (adult, children, infant).		
	Foldable field stretcher		
	Eye level physician scale with high rod		
	Eye level physician scale with high rod		
	Adult/infant scale		

*(Use the spreadsheet "Product Item Overview Form.xls" if a large number of items need to be compared.)*

**Name of Bidder:** \_\_\_\_\_  
**Date of Bid:** \_\_\_\_\_  
**Bid No:** \_\_\_\_\_  
**Currency of Bid price:** \_\_\_\_\_  
**Delivery time (days from receipt of order till dispatch):** \_\_\_\_\_  
**(Note: maximum number of days is: 42 days)**  
**Expiration of Validity of Bid/Proposal (The bid shall be valid for a period of at least 60 days after the Closing date.):** \_\_\_\_\_

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for the specific case.

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total DAP (Destination)	Delivery schedule (days upon order)

*Vendor's Comments:*

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.

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**