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INVITATION TO BID

Procurement of Medical Equipment for Alia Governmental Hospital – Hebron, and for Beit Jala Governmental Hospital – Beit Jala

Invitation to bid (including technical specifications)

UNDP eTendering: User Guide for Bidders

ITB No.: ITB-2019-PAL-73926

Project: Support to Health Sector in WB

Country: Palestine

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule
 - Form G: Form of Bid Securing Declaration

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

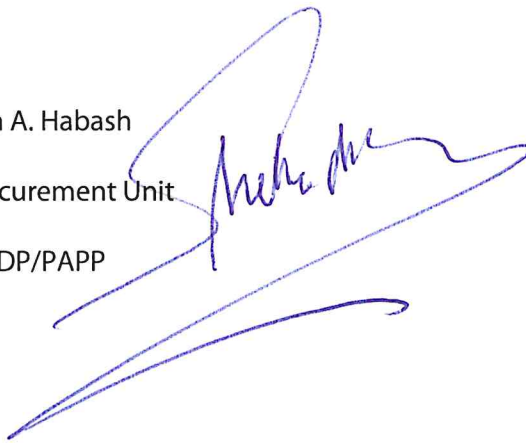
Please acknowledge receipt of this ITB by sending an email to proc9.papp@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Shehadeh A. Habash

Head of Procurement Unit

UNDP/PAPP



Section 2. Instruction to Bidders

GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to</p>

	<p>UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>

B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>
6. Cost of Preparation of Bid	<p>6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p>

	11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p>

	<p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p>

	16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB,

	unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.
C. SUBMISSION AND OPENING OF BIDS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNDP as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>

23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p>

	<p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;

	<ul style="list-style-type: none"> b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal

	<p>point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP

	<p><u>POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default</u> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <u>https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</u></p>
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <u>http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</u></p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per <u>bulletin ST/SGB/2006/15</u> <u>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</u></p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts of the Schedule of Requirements (partial bids)	<p>Allowed</p> <p>Bidders can quote for one or more (or for all) of the items included in the price schedule found in Section 5a</p> <p>Bidders can propose and quote for ONE OPTION ONLY per each item. However, in case of more than one option is submitted for a given item, the lowest-price option will only be considered in the evaluation process.</p>
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
6	13	Bid Security	<p>Not Required</p> <p>However, Bid Securing Declaration is required as per Form G</p>
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.5%</p> <p>Max. number of days of delay is 60, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required
10	12	Currency of Bid	United States Dollar

11	31	Deadline for submitting requests for clarifications/questions	18 July 2019
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: The Procurement Analyst Address: UNDP office 3 Yakubi St., Jerusalem Tel: (972 2) 6268200 E-mail address: proc9.papp@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	If any, to be posted directly via eTendering on 23 July 2019
14	23	Deadline for Submission	eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	https://etendering.partneragencies.org BU Code: PAL 10 Event ID number: 0000004021
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 40 MB ▪ Mandatory subject of email: ITB number
17	25	Date, time and venue for the opening of bid	31 July 2019 at 1:00 p.m. United Nations Development Programme (UNDP / PAPP) 3 Ya'qubi Street, Jerusalem Tel: 02-6268200 A Public Bid Opening event will be held with the participation of interested bidders who wish to attend.

			Bid prices will be displayed on computer screen for bidders (through a projector) to show the bids received per each LOT
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>August 20, 2019</i>
20		Maximum duration of contract	16 weeks in total, distributed as follows: Delivery period: 12 weeks Installation & commissioning period: 4 weeks
21	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors: Evaluation will be done for each equipment individually; UNDP shall award the contract, for any or all of the required medical equipment, to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical specifications and has offered the lowest price for either or all of the medical equipment he quoted for.
22	39	Type of Contract	Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	N/A

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Securing declaration (if required) submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Export/Import Licenses, if applicable 	Form B: Bidder Information Form
QUALIFICATION		

History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 100,000 for the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

#	Item to be supplied ²	Quantity	Delivery timeframe	Other Information
1	Advance ventilator with SIMV/AC/PS/ Targeted volume with HFO	1	Within 12 weeks	Installation & commissioning within 4 weeks
2	Open/Close Incubator	1	Ditto	Ditto
3	Digital Radiography Machine	1	Ditto	Ditto

The technical specifications (for the items listed above) are inserted below:

² Clustering items by lots, if any, is recommended, especially if partial bids will be allowed.

ITEM # : 1		QTY : 1	
Advance ventilator with SIMV/AC/PS/ Targeted volume With HFO		CHECK LIST	DEVIATIONS
Good brand name Manufacture in USA, EUR, or JAPAN.			
Advance ventilator with SIMV/AC/PS/ Targeted volume With HFO			
Specifically designed for the neonatal/infant patient range.			
It should allow the user to deliver conventional Ventilation as well as HFO without change of patient circuit. Should have capability of mechanical ventilation of a range of patients from 300g -20kg body weight.			
Pressure Limited, time cycled, Continuous flow ventilator specifically designed for new born babies and infant/ pediatric patients.			
Variable Inspiratory & Expiratory flow or automatic from 1-30 lpm.			
Leak compensated trigger			
High precision Flow sensor with lowest dead space for complete lung function monitoring			
Integrated Graphic Display with loops			
Airway pressure and Flow waveform			
Integrated Graphical Trends for 12 hrs.			
Numerical Values of the set and delivered parameters			
Ventilation Modes:			
Controlled ventilation, Assisted ventilation, SIMV,			
Spontaneous/CPAP, PSV, HFOV.			
HFOV available with CMV / SIMV.			
Settings :			
Inspiratory flow: 1-30 litre/min			
Expiratory Tidal Volume: 0 to 300 ml			
Expiratory Minute Volume: 0 to 18litres			
Peak Pressure: 0 to 65mbar			
PEEP Pressure: 0 to 20mbar			
Trigger sensitivity-pressure trigger			
Oxygen Concentration: 21 to 100%.			
Ventilation Modes: HFO Ventilation			
HFO Only			
Frequency Range: 5-20 Hz			
I:E Ratio: 1:1			
Delta Pressure range: 4 to 180 mbar			
Mean airway range: 0 to 35 mbar			
Monitoring on Integrated graphic Screen :			
Volume: Tidal Volume, Minute Volume, Leakage %			

Advance ventilator with SIMV/AC/PS/ Targeted volume With HFO	CHECK LIST	DEVIATIONS
Pressure: P-Peak, P-mean, PEEP, Pressure barograph		
Rate: Set, total, spontaneous		
Lung function: R, C, RC(Time constant)		
Flow, pressure waveforms.		
Trend Display: FiO2, Minute volume, Mean pressure, Compliance, Resistance upto 24 hrs.		
Alarm & others		
Three level — advice, caution, warning-alarm philosophy		
Alarms for high /low pressure, high/low minute volume, low O2,device failure, gas supply failure		
Log: up to 100 alarms on first in first out basis		
Future upgradeable for new software and hardware		
Gas delivery system by soundless (not more than 50 decibel at 1 meter distance) external integrated compressor from the same manufacturer/OEM of ventilator. In case of compressor failure it should also be operable with compressed air/oxygen supply of 45 to 60 psi. (To be priced separately)		
Replacement guarantee should be provided for battery, flow sensors, expiratory valve and oxygen sensor for the entire 3 years warranty period		
Humidifier with Pediatric Chamber. The humidifier may be Standalone / inbuilt		
Compact high performance, micro processor controlled dual servo control humidifier for highest protection of neonatal & pediatric airway.		
Digital display and audio visual alarm safety cut-off		
Power Requirements:		
Voltage : 220 V 50Hz		
Battery backup: 60min		
Scope of supply:		
Mobile Trolley		
Air connecting Hose- 5m		
Oxygen connecting Hose -5m		
Humidifier and Patient Chamber- Pediatric		
Dual Airway temperature sensor		
Reusable pediatric and neonatal patient circuit- QTY2 each		
Test lung – QTY2		
PEEP valve should be built in		
Patient circuit should have a separate inspiratory and expiratory limb with water traps		

Advance ventilator with SIMV/AC/PS/ Targeted volume With HFO	CHECK LIST	DEVIATIONS
OPTIONAL TO BE PRICED SEPARATELY (not be added to the total bid price in form F):-		
Mobile Trolley		
Air connecting Hose- 5M		
Oxygen connecting Hose -5M		
Humidifier and Patient Chamber- Pediatric		
Dual Airway temperature sensor		
Reusable pediatric and neonatal patient circuit		
Test lung		
TERMS AND CONDITIONS		
<u>DOCUMENTATION</u>		
1.Operating Manual (in original) soft and hard copies		
2.Service Manual (in original).soft and hard copies include Maintenance ,Trouble shooting, Electronic boards schematics , Spare parts list .		
3. Parts Price list		
<u>STANDERDS:</u>		
1-Equipment should be FDA approved. certificate should be submitted.		
2.Manufacturer should have ISO certification for quality standards .certificate should be submitted.		
<u>TRAINING</u>		
Training of 4 x operators to an extent to enable them to operate and common fault finding in concerned hospital/unit without any additional cost.		
<u>INSPECTION</u>		
1. Inspection Authority: Biomedical Engineering Unit		
2.Shall inspect and test and where necessary reject the equipments after its arrival at the Hospital .		
<u>Installation</u>		
Installation, Testing, Commissioning & Handing-over including site preperation if needed		
<u>Warranty Manufacturer</u>		
1.Warranty: 3 years on site comprehensive warranty (labour & spares covering all parts of the units and items supplied), from the date of issue of installation certificate by Biomedical Engineering Unit		
2.warranty should be for 42 months from delivery at least if the site is not ready to accept the equipment.		
3. Regular preventive maintenance and QA checks as per manufacturer recommendations in service manual will also be part of the warranty including spare part that needed to replace as recommendations in service manual		
4. 95% uptime guarantee should be given. In case downtime exceeds 5%, penalty in the form of extended warranty, double the number of days for which the equipment goes out of service will be applied.		

Advance ventilator with SIMV/AC/PS/ Targeted volume With HFO	CHECK LIST	DEVIATIONS
<u>MAINTENANCE & REPAIR</u>		
1.The supplier must ensure the availability of expertise service and maintenance The vendor should submit company profile including names and No. of engineers, training certifications preferably on the same product.		
2.The seller will guarantee to supply the necessary spares for next at least 10 years from the date of final acceptance of the system, if so required by PN.		
<u>TERMS AND CONDITIONS</u>		
1.The Supplied equipment should be complete with all accessories and consumables needed to work completely as specified		
2.Country of origin should be clear in the offer		
3.Country of source should be clear in the offer		
4.Date of manufacturing should be clear in the offer		
5.Complete and original New catalogue including data sheet is attached with the offer.		
6.Number of units installed in Palestine if any (a list of the same model with serial number and location).		
7.The offer will not be taken in consideration in case of incomplete compliance sheet or any conflict between the catalogue/data sheet submitted and the compliance sheet		
8.The Vendor should submit Agency Agreement, or Sole distribution agreement or Authorization letter for sale and maintenance.		
9. Company must be registred in MOH		

ITEM # : 2		QTY : 1	
OPEN /CLOSE INFANT INCUBATOR		CHECK LIST	DEVIATIONS
Good brand name Manufacture in USA, EUR, or JAPAN.			
Microprocessor control module			
Open Bed Performance, Radiant Heater Mode: Radiant Heater: Approx. 420 watts			
Closed Bed Performance, Incubator Mode			
Double walls			
Variable height			
Four access doors			
Adjustable bed movements and tilt with mattress			
More than 2 IV pole are included			
Sliding out mattress tray, X-rays transparent with X-ray cassette holder			
Shelf for monitor is included			
Tubing access ports: at least 6			
Movable on 4 Casters 2 with brake			
Alarms : visual and audible for air flow, Skin temperature , Air temperature , sensors failure , Air circulation failure , Power failure with possibility to silence audible alarm			
Noise level inside < 45 dB.			
.Digital displays for air and skin temperatures			
LCD Screen :pole mounted on a pole for easy positioning and view angle, 24 hour trend plot for temperature, humidity, oxygen concentration level, pulse oximeter, Alarm massages			
Pulse oximeter Module: with plethysmographic waveform, SpO2 and Pulse Rate with adjustable alarm limits.			
Dimensions:			
Maximum Height: Canopy down: 175 cm approx.			
Canopy up: 235 cm approx.			
Minimum Height: Canopy down: 145 cm approx.			
Canopy up: 205 cm approx.			
Mattress size: 65 cm x 45 cm approx.			
Drawer size: 50 cm x 45 cm approx.			
Mattress tilt angle: 12,°			
Micro filter: 0.5µ - 99.8% efficiency			
Control Settings			
Baby (servo) temperature control: 34-37° C in 0.1° increments (Regulates baby temperature in both open and closed bed modes).			
Manual Radiant Power Control: 0-100% in 5% increments			
Air temperature control: 20-37° C in 0.1° increments			
Servo humidity control range: 30-99%			
O2 measurement 21-99%			
Humidifier			
Recovery time: <15 minutes			
Operating time between refills: >12 hours			

OPEN /CLOSE INFANT INCUBATOR	CHECK LIST	DEVIATIONS
Reservoir capacity: 1000 ml		
Oxygen servo control Module (Oxygen monitor)		
Humidity servo control Module		
Including all probes , sensors ,filters		
Foot pedal for adjustable height is included		
Electrical Power Requirements: 220V ~ 50/60 Hz		
OPTIONAL TO BE PRICED SEPARATELY:- (not be added to the total bid price in form F):-		
Temperature air probe		
Skin air probe		
Air filter		
TERMS AND CONDITIONS		
DOCUMENTATION		
1.Operating Manual (in original) soft and hard copies		
2.Service Manual (in original).soft and hard copies include Maintenance ,Trouble shooting,Electronic boards schematics , Spare parts list .		
3. Parts Price list		
STANDARDS:		
1-Equipment should be FDA approved. certificate should be submitted.		
2.Manufacturer should have ISO certification for quality standards .certificate should be submitted.		
TRAINING		
Training of 4 x operators to an extent to enable them to operate and common fault finding in concerned hospital/unit without any additional cost.		
INSPECTION		
1. Inspection Authority: Biomedical Engineering Unit		
2.Shall inspect and test and where necessary reject the equipments after its arrival at the Hospital .		
Installation		
Installation, Testing, Commissioning & Handing-over including site preperation if needed		
Warranty Manufacturer		
1.Warranty: 3 years on site comprehensive warranty (labour & spares covering all parts of the units and items supplied), from the date of issue of installation certificate by Biomedical Engineering Unit		
2.warranty should be for 42 months from delivery at least if the site is not ready to accept the equipment.		
3. Regular preventive maintenance and QA checks as per manufacturer recommendations in service manual will also be part of the warranty including spare part that needed to replace as recommendations in service manual		
4. 95% uptime guarantee should be given. In case downtime exceeds 5%, penalty in the form of extended warranty, double the number of days for which the equipment goes out of service will be applied.		
MAINTENANCE & REPAIR		

OPEN /CLOSE INFANT INCUBATOR	CHECK LIST	DEVIATIONS
1.The supplier must ensure the availability of expertise service and maintenance The vendor should submit company profile including names and No. of engineers, training certifications preferably on the same product.		
2.The seller will guarantee to supply the necessary spares for next at least 10 years from the date of final acceptance of the system, if so required by PN.		
TERMS AND CONDITIONS		
1.The Supplied equipment should be complete with all accessories and consumables needed to work completely as specified		
2.Country of origin should be clear in the offer		
3.Country of source should be clear in the offer		
4.Date of manufacturing should be clear in the offer		
5.Complete and original New catalogue including data sheet is attached with the offer.		
6.Number of units installed in Palestine if any (a list of the same model with serial number and location).		
7.The offer will not be taken in consideration in case of incomplete compliance sheet or any conflict between the catalogue/data sheet submitted and the compliance sheet		
8.The Vendor should submit Agency Agreement, or Sole distribution agreement or Authorization letter for sale and maintenance.		
9. Company must be registered in MOH		

ITEM # : 3		QTY : 1	
Digital Radiography System		CHECK LIST	DEVIATIONS
Good brand name Manufacture in USA, EUR, or JAPAN			
FDA Clearance Or CE <u>with ISO and</u> TUV or CSA or UTRL or PMDA or MHLW Certificates.			
General Purpose X-RAY Radiography System complete (Ceiling Mounted) with Bucky Table, Bucky Stand, and all accessories as the following specifications:			
Microprocessor control			
Digital with 2 FPD (one Wireless in table and one Fixed in stand)			
<u>Generator:</u>			
Microprocessor control.			
Inverter Type High frequency generator			
Output in kW: not less than 65kw.			
KV Range : 40 -150 KV or Better			
mA Range :10 - 800 mA or Better			
mAs range : 0.5mAs to 600mAs or Better			
Exposure time : 0.001 sec to 10 sec or Better			
With AEC min 3 Changers			
Anatomical programs (APR)			
<u>X-Ray Tube and Collimator:</u>			
Anode type : Rotating anode type			
High speed starter			
Anode Speed : not less than 9000rpm			
Maximum Power Rating (KW): 50 or more			
Max. output (Nominal Tube Voltage): 40 -150kV or more			
Max. tube current (Nominal Tube current): 10 - 600 mA or more			
Dual focus: 0.6 & 1.2 mm			
Anode heat storage capacity (KHU): 300 or more			
Collimator:manual as standard			
Collimator light:Light and laser			
<u>X-ray Tube Support Axis:(Ceiling Mounted)</u>			
Control handles.			
Longitudinal movement (cm): 280 or more			
Lateral movement (cm): 200 or more			
Vertical movement (cm): 150 or more			
X-ray tube rotation of vertical axis: $\pm 180^\circ$			
X-ray tube rotation of horizontal axis: $\pm 120^\circ$			
Operation : Manual with electro magnetic lock in 3 directions			
Balancing method : Counter balance or equivalent			
<u>Table(Variable height)</u>			
Adjustable Height: 50-85 Cm approx.			

Digital Radiography System	CHECK LIST	DEVIATIONS
Table : Floating table top 4 way		
Table dimensions aprox.210x80 cm.		
Longitudinal movement 90 cm at least		
Lateral movement 24 cm at least		
Maximum load capacity: not less than 200kg		
Table Bucky device:		
Bucky frame with oscillating & Detachable grid.		
Ionization chamber: three chambers.		
Suitable for FPD of 14 x 17 inch or more		
Oscillating grid		
Grid density with 40 lines/cm or more		
Grid ratio: 12:1		
Wall bucky:		
Vertical stroke (Travel) : 1200mm or more		
Balancing method : Counter balance or equivalent		
Suitable for FPD of 17 x 17 inch or more		
Operation : Manual with electro magnetic lock		
Provided with oscillating grid.		
Grid density with 40 lines/cm or more, Grid ratio: 12:1		
Ionization chamber: three chambers.		
Digital radiography FPD		
No of FPD: 2 FPD (one Wireless in table and one Fixed in stand)		
Detector size (Fixed FPD):17 x 17 inch (43X43 cm), in stand		
Detector size (Wireless FPD):14 x 17 inch (35X43 cm), in table		
Scintillator :CsI		
Matrix size :2000 x 2,400 pixels or better		
AD Conversion :16 bit		
Complete with charger and extra FPD battery		
Console		
Wide screen for Patient data , Image order display and Preview image display.		
With 64 Bit CPU and 8 GB or more RAM memory.		
Diagonal dimension of image screen: at least 18 inches Medical grade LCD		
Image area matrix dimensions: 1024 x 1024 or more.		
Control methods: Mouse, keyboard		
Operating system: Windows XP or EQUIVELENT		
The Hard disk capacity for both image and raw data should be at least 250GB or more.		
It should have facility to store 400,000 images or more, of 512 matrix.		
The system should be supported with 'Archiving' facility in DVD & CD of 600 or 700 MB capacity.		
PC based connectivity should be offered as standard, for easy transfer of images & Report.		
Displays image parameters		

Digital Radiography System	CHECK LIST	DEVIATIONS
Anatomical programs (APR)		
Printing and recording of images can be done automatically with one-touch operation		
Standardized processing software of image should be mentioned		
DICOM 3.0 and IHE compliant (DICOM MWM ,DICOM Storage,DICOM MPPS,DICOM Print)		
Accepts patient data from RIS or manual data entry		
Capable to be connected to PACS and Workstation in the doctor room		
Service Software should be submitted for free for the MOH Engineer.		
Installation :		
The Equipment should be installed with all its accessories as required, the floor preparation and finishing should be included.		
INCLUDING DISC PUBLISHER WITH THE FOLLOWING SPECS:		
Good brand name made in USA, EUROPE OR JAPAN		
FDA Clearance Or CE with ISO and TUV or CSA or UTRL or PMDA or MHLW Certificates.		
Professional Hospital use ,high-performance for creating CDs,and DVDs		
fully automated		
Network connectivity , using an external PC and Software Suite.		
Up to 100-disc capacity ,Two 50-disc input bins one for CD ,the other for DVD		
Multi-modality , accepts images from multi modalities		
In a rack mount steel cabinet in order that finished discs are accessible entirely from the front of the unit		
Two quick-release recorders		
Print speed 60 Seconds		
DICOM connection "DICOM-Send" from PACS or directly from modalities		
Label Print Inkjet (black & white or color)		
Multiple viewers per disc and Multiple disc labels		
Printer for printing patient data included , ink cartridges should be independent , in case of color printer any empty color can be changed only , preferable single color printer.		
OPTIONAL TO BE PRICED SEPARATELY:- (Must) (not be added to the total bid price in form F):-		
X-ray Tube		
Fixed FPD		
Extra one Year Warranty including x-ray tube.		
High Quality 1000 CD(with label for printing patient data) for each publisher		
Ink cartridge for disk publisher		
Service training for One MOH engineer in the manufacturer, not less than 5 working days, Agent level training with license and maintenance free software entry.		

Digital Radiography System	CHECK LIST	DEVIATIONS
TERMS AND CONDITIONS		
<u>DOCUMENTATION</u>		
1.Operating Manual (in original) soft and hard copies		
2.Service Manual (in original).soft and hard copies include Maintenance ,Trouble shooting,Electronic boards schematics , Spare parts list .		
3. Parts Price list		
<u>STANDERDS:</u>		
1-Equipment should be FDA approved. certificate should be submitted.		
2.Manufacturer should have ISO certification for quality standards .certificate should be submitted.		
<u>TRAINING</u>		
Training of 4 x operators to an extent to enable them to operate and common fault finding in concerned hospital/unit without any additional cost.		
<u>INSPECTION</u>		
1. Inspection Authority: Biomedical Engineering Unit		
2.Shall inspect and test and where necessary reject the equipments after its arrival at the Hospital .		
<u>Installation</u>		
Installation, Testing, Commissioning & Handing-over including site preparation if needed		
<u>Warranty Manufacturer</u>		
1.Warranty: 3 years on site comprehensive warranty (labour & spares covering all parts of the units and items supplied), from the date of issue of installation certificate by Biomedical Engineering Unit		
2.warranty should be for 42 months from delivery at least if the site is not ready to accept the equipment.		
3. Regular preventive maintenance and QA checks as per manufacturer recommendations in service manual will also be part of the warranty including spare part that needed to replace as recommendations in service manual		
4. 95% uptime guarantee should be given. In case downtime exceeds 5%, penalty in the form of extended warranty, double the number of days for which the equipment goes out of service will be applied.		
<u>MAINTENANCE & REPAIR</u>		
1.The supplier must ensure the availability of expertise service and maintenance The vendor should submit company profile including names and No. of engineers, training certifications preferably on the same product.		
2.The seller will guarantee to supply the necessary spares for next at least 10 years from the date of final acceptance of the system, if so required by PN.		
<u>TERMS AND CONDITIONS</u>		
1.The Supplied equipment should be complete with all accessories and consumables needed to work completely as specified		

Digital Radiography System	CHECK LIST	DEVIATIONS
2.Country of origin should be clear in the offer		
3.Country of source should be clear in the offer		
4.Date of manufacturing should be clear in the offer		
5.Complete and original New catalogue including data sheet is attached with the offer.		
6.Number of units installed in Palestine if any (a list of the same model with serial number and location).		
7.The offer will not be taken in consideration in case of incomplete compliance sheet or any conflict between the catalogue/data sheet submitted and the compliance sheet		
8.The Vendor should submit Agency Agreement, or Sole distribution agreement or Authorization letter for sale and maintenance.		
9. Company must be registered in MOH		

Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	DAP		
Exact Address of Delivery/Installation Location	Click here to enter text.		
	#	Item	Address of Delivery & installation
	1	Advance ventilator with SIMV/AC/PS/ Targeted volume With HFO	Alia Governmental Hospital – Hebron
	2	Open/Close Incubator	Alia Governmental Hospital – Hebron
	3	Digital Radiography Machine	Beit Jala Governmental Hospital – Beit Jala
Mode of Transport Preferred	Air		
UNDP Preferred Freight Forwarder, if any ³	N/A		
Distribution of shipping documents (if using freight forwarder)	N/A		
Customs, if required, clearing shall be done by:	Supplier		
Ex-factory / Pre-shipment inspection	N/A		
Inspection upon delivery	Equipment to be inspected by UNDP & Beneficiary technical staff on delivery		
Installation Requirements	Equipment to be fully installed (as per the manufacturer’s specifications and instructions) and be fully operational. The winning supplier must install the equipment and test it on his/her own cost and responsibility		
Testing Requirements	Testing, Adjusting and Balancing to be done by the supplier technical specialized staff as to meet the manufacturers’ specifications and instructions Certified standards and certification of operating to meet manufacturers specification and instructions		

³A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

Scope of Training on Operation and Maintenance	Training of beneficiary staff to operate and to perform routine maintenance of equipment.
Commissioning	Equipment to be fully commissioned by technical specialized staff of the supplier and to be fully operational. Full commissioning procedure to be fully carried out as per manufacturer's specifications and instructions The supplier should ensure the manufacturer's full commissioning procedure to be fully implemented. Complete commissioning report should be prepared and approved by the manufacturer agent.
Warranty Period	As required in the technical specifications
Local Service Support	As required in the technical specifications
Technical Support Requirements	Focal point /designated staff to be provided by supplier to the beneficiary/operators for two years/ On-call service as required; Response to equipment maintenance needs within 24-48 hours
After-sale services Requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period as stated in the technical specifications <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance /repair <input type="checkbox"/> Others <i>[pls. specify]</i>
Payment Terms (max. advanced payment is 20% as per UNDP policy)	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input type="checkbox"/> Pre-shipment inspection <input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Installation <input checked="" type="checkbox"/> Testing <input checked="" type="checkbox"/> Training on Operation and Maintenance <input type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English , and Arabic (if available)

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Securing Declaration	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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FORM A: BID SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____ [& Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]

<p>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</p>	<p>Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]</p>
<p>Please attach the following documents:</p>	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

FORM D: ELIGIBILITY AND QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL BID

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Please refer to Section 5a.					

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
e.g. Delivery Term			
Warranty			
Local Service Support			

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]

Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: PRICE SCHEDULE FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Currency of the Bid: US\$

Price Schedule

Item #	Description	UOM	Quantity	Unit Price	Total Price
1	Advance ventilator with SIMV/AC/PS/ Targeted volume with HFO	Complete unit /equipment	1		
2	Open/Close Infant Incubator	Complete unit /equipment	1		
3	Digital Radiography Machine	Complete unit /equipment	1		
Transportation/Delivery Cost					
Bid Total DAP, off-loaded/cleared, Place, Country (Incoterms 2010)					
Installation					
Training					
Warranty					
After Sales					
GRAND TOTAL ALL-INCLUSIVE (US\$) - Excluding value-added tax (VAT)					

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: FORM OF BID SECURING DECLARATION

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [insert date]

ITB No.: ITB-2019-PAL-73926

To: UNDP/PAPP Procurement Unit

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of TWO YEARS from the date of bid closing, if we are in breach of our obligation(s) under the bid conditions, because:

- (a) We withdrawn our Bid during the period of bid validity specified in the Form of Tender; or
- (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security (if required).

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of twenty-eight days after the expiration of our Tender.

Signed: [insert signature of person whose name and capacity are shown] in the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]
