



Invitation To Bid (ITB)

Subject: PROCUREMENT OF FIRST LINE ANTI-TUBERCULOSIS (TB) MEDICINES	DATE: August 23, 2019
	REFERENCE: 66-2019-HIST-ITB-FLD

[Pre-bid Conference minutes](#)

Date meeting held: 22nd August 23, 2019

Time: 11:30 CEST (Copenhagen time)

Place: Skype conference call

Agenda:

1. Introduction
2. Questions and answers
3. Instructions to Interested Bidders

Present from UNDP:

Zafar Yuldashev - Procurement Specialist

Zaynab Rashan – Procurement Analyst

Sitheni Mthimkhulu – Administrative Associate

Pranisha Bajracharya - Procurement Analyst

Representatives of the following companies participated:

1. Labatech
2. Sandoz
3. Macleods
4. India
5. Cadila
6. Mylan
7. Sandoz
8. Riemser
9. Lupin

Objectives of the meeting: To facilitate bidders' familiarization with the procurement process and to clarify any questions about the Tender.

Introduction:

UNDP introduced the ITB and explained that the main objective of the tender was to cover current needs for First Line Tuberculosis Medicines of UNDP Country Offices, and that there was a possibility to establish Long Term Agreements (LTA template included in the ITB) from this same process should there exist more demands for the same products. It was stated that the confirmed demand was from 5 UNDP Country offices that included; Azerbaijan, Burundi, Guinea Bissau, South Sudan and Turkmenistan.

Questions and answers:

#	Questions	Answers
1.	Bid opening date is stated as August 29, 2019 while the deadline for submission of bids is the 30 th of August 2019. Is this an error?	Bid opening date changed to 02 nd September 2019 at 11:00 CEST (Copenhagen time) Deadline of bid submission moved to 02 nd September 2019 at 04:00 EDT (New York time)
2.	There is two pages reflecting demanded quantities (Annexes 1a and 1b), what is the difference?	Annex 1a reflects the current and confirmed demands form UNDP Country Offices Annex 1b reflects future demands for which LTAs may be established
3.	FCA price, what does it mean?	It was confirmed that the price requested on the price schedule is for FCA sea/port
4.	E-tendering, how to use the platform?	Guidance will be offered for all interested bidders requiring assistance or experiencing issues with the e-tendering system UNDP has developed instructional videos for Bidders now available here .
5.	Submission of Excel and PDF formats, is that what has to be done?	Confirmation was made that submissions for the Technical bid and Price schedule should be done both in Excel and PDF format
6.	FCA arrangement, what does it mean to quote FCA price?	Prices to be quoted on FCA port basis (air/seaport). UNDP will be arranging the freight forwarder to pick up the cargo from the port

Instructions to Interested Bidders:

- All bids to be submitted through the e-Tendering platform and the guideline can be found in the system.
- Should any Interested Bidders experience problems in the e-Tendering system they should immediately raise the issue.
- Interested Bidders advised not to wait until the last minute to submit bids.
- Partial bids will not be accepted.
- Clarifications to be addressed to the designated email address.
hist.procurement@undp.org
- The evaluation criteria are pass/fail, technically compliant offer and with accelerated delivery calculation indexing as explained in Section 3, BDS 18 (Ref. to Section.2 (27,36)).
- In the event that an LTA will be established, secondary bidding process will be conducted.