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REQUEST FOR QUOTATION (RFQ)

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: **24 June 2020** |
| REFERENCE: **BIH/RFQ/082/20** |

Dear Sir / Madam:

We kindly request you to submit your quotation for**Supply and Delivery of Ambulance Vehicle**

When preparing your quotation, please be guided by the form attached hereto as Annex II.

Quotations may be submitted on or before **06 July, 17:00 h, *by email or*** ***courier mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

Email: [registry.ba@undp.org](mailto:registry.ba@undp.org)

[**Ref:**](mailto:registry.ba@undp.org) **BIH/RFQ/082/20**

Quotations submitted by email must be limited to a maximum of 20 MB, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010] | **DAP Ilijas** |
| Customs clearance, if needed, shall be done by: | **Supplier/Offeror** |
| Exact Address/es of Delivery Location/s | **Ilijas, Bosna and Herzegovina** |
| UNDP Preferred Freight Forwarder, if any | N/A |
| Distribution of shipping documents *(if using freight forwarder)* | N/A |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | **60 days from the issuance of the Purchase Order (PO)** |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes;  (VAT and custom stated separately) |
| After-sales services required | **Warranty on Parts and Labor for minimum period of 5 years**  **Technical Support - Availability of authorized service in Bosnia and Herzegovina (both in FBIH and RS)** |
| Deadline for the Submission of Quotation | **06 July 2020, 17:00 h** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | **Local language and/or English** |
| Documents to be submitted | 🗹 Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1**; *(Popunjena forma za cjenovnu ponudu data u Aneksu 2)***  🗹 Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation (copy); ***(Ovjerena kopija registracije ponuđača)***  Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);***Autorizazija za zastupanje proizvodjaca***  Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);  List of contracts of similar nature and complexity implemented over the last 5 years (Indicate type of delivered vehicle and client contact details ***(Listu ugovora, sa navedenim kontaktima, za isporuke istih ili slicnih vozila u zadnjih 5 godina)***  Catalogue of the goods to be delivered with technical specification; (Important Note-Offered Vehicle specification must be fully in accordance with relevant Economic Commission for Europe (UNECE) standards and EU relevant directives in BiH)  ***(Katalog sa tehničkim specifikacijama ponudjenog vozila I opreme)***  Contact details of Authorized Service in BiH- ***Listu i Kontake autoriziranog servisa u BiH***  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. (***Pisana izjava da se ponudžač ne nalazi na jednoj od nabrojanih lista – UN Security 1267/1989, UNDP Procurement Division ili drugim UN listama ponudžača koji ne ispunjavaju uslove***). |
| Period of Validity of Quotes starting the Submission Date | **90 days**  (In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation) |
| Partial Quotes | **Not permited** |
| Payment Terms | **100% upon complete delivery of and inspection by UNDP.** |
| Evaluation Criteria | **Technical responsiveness/Full compliance to requirements and lowest price**  **Authorized Service in BiH**  **Minimum two contract of similar nature and complexity over past five years**  **Offered Vehicle specification must be in accordance with relevant Economic Commission for Europe (UNECE) standards and EU relevant directives in BiH**  **Full acceptance of the PO/Contract General Terms and Conditions** |
| UNDP will award to: | **One and only one supplier** |
| Type of Contract to be Signed | **Purchase Order** |
| Special conditions of Contract | **Cancellation of PO/Contract if the delivery/completion is delayed by 30 days** |
| Conditions for Release of Payment | **☒ Passing Inspection on delivery   ☒ Written Acceptance of Goods based on full compliance with RFQ requirements** |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Contact Person for Inquiries  (Written inquiries only) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org)  Tel: 033 293 400 Fax: 033 552 330  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements. The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation.

At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 2.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

UNDP BIH

**Annex I**

**Technical specification and Requirements**

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| --- | --- | --- | --- |
| **Item** | **Name and Description of Item** | **Quantity** | **Delivery Date** |
| 1. | **Supply and Delivery of Ambulance Vehicle/Nabavka i isporuka sanitetskog vozila**     |  | | --- | | **Tip / SANITETSKO VOZILO:**  **Godina proizvodnje: 2020 godina**  **MOTOR**   * Tip: turbo dizel sa direktnim ubrizgavanjem goriva * Norma zagađenja: min. EURO VI * Snaga motora: min. 88kW/120 KS * Radna zapremnina: min.1499cm3 do max.1997 cm3   POGON   * Na prednje točkove   DIMENZIJE VOZILA:   * Dužina vozila: min.4959mm do max. 5420 mm * Širina vozila: bez retrovizora min. 1920mm do max. 2050 mm * Visina vozila: min.1910mm do max. 2530 mm * Međuosovinsko rastojanje: min. 3275 do max. 3450 mm   OBAVEZNA OSNOVNA OPREMA   * ESP-Sistem za stabilnost vozila * HILL ASSIST-Sistem za kretanje na uzbrdici * AFU-Sistem pomoć pri nužnom kočenju * ABS-sa sistemom za pomoć kod naglog kočenja * Servo volan * Obavezni zračni jastuci * Sigurnosni pojasevi sa pirotehničkim zatezačem * Indikator za nepričvršćeni sigurnosni pojas-kontrolna lampica * Centralno zaključavanje sa daljinskim upravljačem * Automatsko zaključavanje * Kodiran ključ + rezervni ključ * Vozačevo sjedište podesivo po visini, dužini, naslonu i naslon za ruku * Klupa za dvije osobe na suvozačevoj strani sa oblogama sjedišta u tkanini * Električni podizači prednjih stakala * Električno podesivi vanjski retrovizori, grijanje istih te mogućnost ručnog podešavanja vanjskih retrovizora * Klima u vozačevoj kabini i u prostoru za pacijente * Matirana stakla-zatamnjena, 2/3 visine stakla * Pregradna stijena između vozača i pacijenta sa kliznim staklom * Tempomat i limitator brzine * Sistem za handsfree bluetooth * AUX, USB priključak * Neostakljena klizna vrata desna a ostakljena zadnja dupla vrata sa grijačima (ukupno na vozilu 5 vrata) * Priprema za radio vezu bez zvučnika * Krovni spremišni prostor sa policom za dokumenta * Brisači vjetrobranskog stakla sa intervalnim djelovanjem * Utičnica u prostoru 12 volti sa pretvaračem * 90 litarski rezervoar za gorivo * Manuelni mjenjač sa 6 brzina + R * Signal za vožnju unazad-biper * Pred oprema za vučnu kuku po Euro standardu * Dnevna svjetla + svjetla za maglu + zadnje obilježavajuće svjetlo * Parking senzor * 15''(inča) felge sa odgovarajućim gumama sa ukrasnim poklopcima * Rezervni točak u normalnoj veličini sa pripadajućim alatom * Radio MP3 sa ekranom na dodir sa 5'' (inča)   SPECIFIKACIJA ZA TRANSFORMACIJU U SANITETSKO VOZILO ZA PREVOZ PACIJENANTA   * Prostor za vozača i za medicinsko osoblje mora biti odvojen pregradnom stijenom sa pomičnim staklima na prozoru za komunikaciju. Oba prostora moraju biti klimatizirana, sa odvojenim djelovanjem. Prostor za pacijenta mora biti termički izolovan presvučen sa nehrđajućim materijalom koji dozvoljava pranje, te je otporan na dezifenkciona sredstva. Pod prostora treba da je vodootporan, uzdignutih rubova, neklizajući. Vrata zadnja i bočna obložena u istom materijalu sa prozorima matiranim do 70%. Prostor mora biti osvijetljen LED rasvjetom.   SVJETLOSNA I ZVUČNA SIGNALIZACIJA   * Prednji farovi sa dnevnim LED svjetlima * Prednje maglenke * Svjetlosni signalni blok sa flesh led rotacijama impuls, elektronska trotonska sirena 120 db/100W, sa opcijom megafona * Boja vozila bijela * Vanjsko obilježavanje vozila sa crvenom fluoroscentnom folijom, međunarodnim znakom medicinske službe i zrcalni-ogledalski natpis AMBULANCE na prednjoj haubi vozila * Tri plave zvijezde života * Natpis na vratima Dom zdravlja Ilijaš sa grbom dva puta i Općina Ilijaš na bočnim vratima sa grbom. Natpisi moraju biti napisani na latiničnom pismu.   GRIJANJE I VENTILACIJA   * Dvosmjerni krovni usisni ventilator za dovod svježeg zraka * Ugradnja dodatnog grijača za bolesnički prostor * Pomoćna sjedišta za dvije osobe na desnom boku uz klizna vrata, sa pojasevima za vezivanje   NOSILA/LEŽAJ NA KOLICIMA SAMO UTOVARNOG TIPA SA ANATOMSKIM LEŽAJEM   * Nosila/ležaj na kolicima (samoutovarnog tipa sa anatomskim ležajem) sljedećih karakteristika: nosivost min 160 kg, težina max 38 kg, dužina min 195 cm, širina min 65 cm, visina min 82 cm, kostur inox čelik obojen u fluoroscentnu žutu boju, točkovi meki 200 mm-dva fiksna sa kočnicama -dva okretna, platforma za pacijenta od pojačanog PVC-a, uzglavlje podesivo na amortizer, noge kolica samo-sklapajuće (prednje i zadnje) na amortizer, crni jastuk madrac ležaja (uzdignutih rubova profilisan) od vodootpornog, nezapaljivog, dugotrajnog materijala koji se lako čisti, remeni za vezanje pacijenta. Prednji i zadnji blokator.   KISIK OPREMA   * Nosač i 10 litarska boca kisika sa ugradnom pločom za priključak ANFOR za kiseonik * Razvod kisika na jedan kisik priključak * Reducirni ventil, manometar i crijevo sa priključkom minimalno dužine 10 m, dozator kisika, ovlaživač kisika i maska   ELEKTRIČNA INSTALACIJA   * Standard EN 1789 * Transformator Invertorskog tipa 12V u 220V/do 600W za medicinsku opremu, utičnica vanjska 220V AC, utičnica 220 V AC unutrašnja, dodatni akumulator sa punjačem za napajanje medicinskog prostora, a koristi se za napajanje medicinskog prostra isključivo preko ovog akumulatora * Dodatno osvjetljenje bolničkog dijela, komandna ploča svih električnih funkcija u bolničkom dijelu * Radni reflektor na zadnjim vratima (za rad u noćnim uslovima)   OSTALA OPREMA   * Ormarić za smještaj medicinske opreme sprijeda lijevo * Unutrašnje obloge bolesničkog kreveta sa vakumiranom ABS-u bijele boje ukupno sa ormarom za opremu * Po sredini krova je krovni nosač za dvije boce infuzije * Osvijetljenje zadnjeg vanjskog dijela vozila (reflektor pozadi lijevo) * Termička izolacija bolničkog dijela vozila * Vatrogasni aparat za tip vozila * Čekić za razbijanje stakla u slučaju nužde * Rukohvat za lakši ulazak u vozilo kod bočnih vrata * Rukohvat centralni po dužini plafona koliko nadogradnja i vozilo dopuštaju * Zidni tlakomjer Spencer   OSTALO   * Set zimskih guma – montirane na vozilu * Lanci za snijeg * Set obavezne opreme (sajla za vuču, prva pomoć, rezervne sijalice, reflektirajući prsluk, trokut, aparat za gašenje požara i dr.) * Set gumenih podnih podmetača * Obavezan tehnički pregled * Pomoc pri registraciji vozila krajnjem korisniku * Obavezan atest o promjeni namjene vozila sa vaganjem i izradom atestne dokumentacije na krajnjeg kupca/korisnika   **Type / MEDICAL VEHICLE:**  Year of production: 2020  ENGINE  • Type: turbo diesel with direct fuel injection  • Pollution rate: min. EURO VI  • Motor power: min. 88kW / 120 hp  • Working volume: min.1499cm3 to max.1997 cm3  DRIVE  • front-wheels drive  VEHICLE DIMENSIONS:  • Vehicle length: min.4959mm to max. 5420 mm  • Vehicle width: without mirror min. 1920mm to max. 2050 mm  • Vehicle height: min.1910mm to max. 2530 мм  • Wheelbase: min. 3275 to max. 3450 mm  MANDATORY BASIC EQUIPMENT  • ESP vehicle stability control system  • HILL ASSIST-hill assist start control  • AFU system, Emergency break assist  • ABS - Antiblockiersystem with emergency brake assist system  • Servo steering wheel  • Mandatory airbags  • Pyrotechnic seat belt pretensioner  • Unfastened seat belt warning indicator  • Remote Control Central locking  • Automatic locking system  • Coded key + spare key  • Driver's seat adjustable in height, length, backrest and armrest  • Bench for two people on the front passenger side with fabric seat covers  • Power windows  • Electrically adjustable exterior mirrors, heating and the possibility of manual adjustment of exterior mirrors  • Air conditioning in the driver's cab and in the patient area  • Frosted glass-tinted, 2/3 of the height of the glass  • Partition wall between driver and patient with sliding glass  • Cruise control and speed limiter  • Bluetooth handsfree system  • AUX, USB port  • Unglazed right sliding door and glazed rear double door with heaters (5 doors in total on the vehicle)  • Base for a radio connection without speakers  • Roof storage space with document shelf  • Windscreen wipers with interval action  • 12-volt socket with inverter  • Fuel tank 90 liter  • 6-speed manual transmission + R  • Reverse alarm beep signal  • Front traction equipment according to Euro standard  • Daytime running lights + fog lights + rear marker light  • Parking sensor  • 15 '' (inch) rims with matching tires with decorative caps  • Spare wheel in normal size with associated tool  • 5 '' (inch) touchscreen MP3 radio  SPECIFICATION FOR TRANSFORMATION INTO AN AMBULANCE VEHICLE FOR PATIENT TRANSPORT  • The space for the driver and medical staff must be separated by a partition wall with sliding windows on the communication window. Both areas must be air conditioned, with separate operation. The patient's area must be thermally insulated, covered with a stainless material that allows washing, and is resistant to disinfectants. The floor of the space should be waterproof, with raised edges, non-slip. Rear and side doors lined in the same material with matte up to 70% windows. The area must be lit by LED lighting.  LIGHT AND SOUND SIGNALING  • Headlights with LED daytime running lights  • Front fog lights  • Light signal block with flesh led rotations pulse, electronic three-tone siren 120 db / 100W, with megaphone option  • Vehicle color white  • Exterior marking of vehicles with red fluorescent foil, international medical service mark and mirror-mirror inscription AMBULANCE on the front hood of the vehicle  • Three blue Stars of life  • The inscription on the door Dom zdravlja Ilijaš with logo and the Opcina Ilijaš on the side door with the logo. The inscriptions must be written in Latin script.  HEATING AND VENTILATION  • Two-way roof intake fan for fresh air supply  • Installation of an additional heater for the patient area  • Auxiliary seats for two persons on the right side next to the sliding door, with seat belts  STRETCHERS / BEARING ON TROLLEYS OF LOADING TYPE ONLY WITH ANATOMICAL BEARING  • Stretcher / wheelchair bearing (self-loading type with anatomical bearing) with the following characteristics: load capacity min 160 kg, weight max 38 kg, length min 195 cm, width min 65 cm, height min 82 cm, stainless steel painted in fluorescent yellow, wheels soft 200 mm-two fixed with brakes -two swivel, patient platform made of reinforced PVC, headrest adjustable to the shock absorber, trolley legs self-folding (front and rear) on the shock absorber, black pillow mattress bearing (raised edges profiled) from waterproof, non-flammable, long-lasting material that is easy to clean, patient straps. Front and rear blocker.  OXYGEN EQUIPMENT  • Carrier and 10 liter oxygen bottle with mounting plate for ANFOR oxygen connection  • Oxygen distribution to one oxygen connection  • Reducing valve, manometer and hose with connection at least 10 m long, oxygen dispenser, oxygen humidifier and mask  ELECTRICAL INSTALLATION  • Standard EN 1789  • Inverter type transformer 12V to 220V / up to 600W for medical equipment, 220V AC external socket, 220 V AC internal socket, additional battery with charger to power the medical space, and is used to power the medical space exclusively through this battery  • Additional lighting of the medical area, control panel of all electrical functions in the hospital part  • Work light on the rear door (for night work)  OTHER EQUIPMENT  • Cabinet for storing medical equipment on the front left side  • Hospital bed linings with white vacuum ABS in total with equipment cabinet  • In the middle of the roof is a roof rack for two infusion bottles  • Rear exterior lighting (rear left reflector)  • Thermal insulation of the hospital part of the vehicle  • Fire extinguisher for vehicle type  • Emergency glass breaker  • Handrail for easier entry into the vehicle at the side doors  • Handrail central along the length of the ceiling as far as the superstructure and the vehicle allow  • Spencer wall pressure gauge  OTHER  • Set of winter tires - mounted on the vehicle  • Snow chains  • Set of mandatory equipment (towing cable, first aid, spare bulbs, reflective vest, triangle, fire extinguisher, etc.)  • Set of rubber floor mats  • Mandatory technical inspection  • Assistance during vehicle registration to end user  • Mandatory certificate on changing the purpose of the vehicle with weighing and preparation of certificate documentation for the end user  **IMPORTANT NOTE:**  **Offered Vehicle specification must be in accordance with relevant Economic Commission for Europe (UNECE) standards and EU relevant directives in BiH** | | **1 (one)** | **Max. 60 calendar days from the acceptance of Purchase Order from UNDP BIH** |

***UNDP BiH***

June 22, 2020

*[Enter name of authorized staff]*

*[Designation]*

[*Click here to enter a date]*

**Annex II**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ-082/20**:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price**  **VAT exclusive** | **VAT** | **Total Price per Item**  **With VAT** |
| 1. | **Ambulance vehicle** | **1** |  |  |  |  |
|  | **Total Prices of Goods** | | | |  |  |
|  | Add: Cost of Transportation | | | |  |  |
|  | Add: Cost of Insurance | | | |  |  |
|  | Add: Other Charges (pls. specify) | | | |  |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |  |

**TABLE 2 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time- 60 days from the issuance of the Purchase Order |  |  |  |
| Validity of Quotation |  |  |  |
| Warranty 5 years |  |  |  |
| Availability of authorized service in Bosnia and Herzegovina |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Offered Vehicle specification is in accordance with relevant Economic Commission for Europe (UNECE) standards and EU relevant directives in BiH |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex III**

**General Terms and Conditions**

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)