

UNFPA Emergency ITB document



United Nations Population Fund (UNFPA)

Address: No. 8, Shahrzad Blvd., Darrous, Tehran, Iran

Tel: +98 21 22857110

Fax: +98 21 22857485

Website: <https://iran.unfpa.org>

Date: 25 May 2022

Invitation to Bid (ITB) No. ITB-IRN 40-2022-001

UNFPA Iran hereby solicits your Bid for the supply of the following items/services with the compatible technical specifications as per Annex 01 and Annex02.

- Item: **A2 class Ambulances**
- Required Amount: **8 Units**

NOTES:

- Bidding expenses:

1. Applicants must bear all the costs associated with the preparation of bid documents and UNFPA is not responsible for reimbursement of such expenses.

- Language:

1. All the submitted documents including the email communications should be in English language.

- Documents to be submitted along with the bid:

1. Signed and Stamped ITB form (all pages) by the managing director or the CEO.
2. Signed and Stamped Technical Annexes by the managing director or the CEO.
3. Official newspaper of the company along with official translation.
4. Filled detailed price table.
5. Signed self-Declaration letter.
6. Print of IMED codes and registration for each medical device included in the Ambulance
7. Scanned documents of related standards such as CE, FDA, IMED, per product.
8. Passed standard tests documents for local manufacturers.
9. Interior design photo to be submitted based on the requirements.
10. Evidence of Bidder's previous experiences on related field

11. Technical bid, including product catalog to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents
12. Bidding shall be conducted through ONE envelope or email. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

IMPORTANT:

• Submission of Bid and all related documents:

All Technical and financial documents must be **only** submitted to the below provided secured email address and kindly note that if documents will not be received through a secured email address, UNFPA has the right to reject your bid offer.

bidtender@unfpa.org

• Application Regulation:

1. Applicants are responsible to submit all documents in a readable format and in English and UNFPA will not accept any offers and documents in any other language and save the rights to reject applicant offers in such cases.
2. UNFPA has the right to reject any late submissions of Quotes and all listed supporting documents.

• Quality requirements:

1. Refer to the attached Annexes. This should be noted that each device(which will be used inside Ambulance) must be compatible with the requested specifications.
2. Annexes must be counted as official documents and terms and conditions of the contract, therefore they must be signed and submitted along with ITB form

• Financial Bid:

1. Financial bids of the local suppliers should be submitted only in local currency/ Iranian Rial.
2. The offered price must be the final price which should include all the related expenses such as VAT, transport cost,etc.

• Delivery Terms:

1. Ambulances should be delivered/handed over to the end user locations in Iran which will be formally communicated by UNFPA.
2. All ambulances including the inside medical items must be under full insurance prior to uploading and transportation.

3. Bid winners must take the signature and receipts from end user facilities during the delivery and submit to UNFPA.
4. Delivery schedule must be submitted and accepted by UNFPA prior to dispatching.
5. Bid winners should provide weekly progress reports based on the assigned template provided by UNFPA throughout all stages.

● **Warranty and after sales services:**

1. A minimum of 2 year of warranty is required for the Ambulance and a minimum of 1 year for all included medical devices inside each Ambulance effective handing over date
2. The supplier must be able to provide after sales services for a duration of 10 years and expenses will be under responsibility of the recipient/end user (not UNFPA)

● **Customs Clearance:**

1. In case of international participation or importation of the Ambulances, all the customs clearance responsibility will be with the supplier (with no cost to UNFPA).

● **Payment Terms:**

1. Upon delivery of Ambulances(including all required inside medical devices) and formal delivery confirmation from end user facilities introduced by UNFPA

● **Quantity:**

UNFPA reserves the rights for increasing or decreasing the quantity per device by 20%.

● **UNFPA Rights in the contract:**

1. UNFPA has the right to cancel the contract in case of the late delivery or in case of finding any forging or invalid documents among the submitted documents for the bid
2. UNFPA staff must be treated respectfully at all times and UNFPA keeps the right to cancel the contract in case of any insult, threats or any misbehavior to its staff.
3. UNFPA has the right to cancel the Purchase Order in case of finding any misalignment with the ITB requirements

● **Responsiveness of the awarded supplier:**

1. UNFPA e-mails and requests must be responded within maximum 24 hours during the entire procurement process.
2. Awarded bidder must officially introduce 2 available focal points to collaborate with UNFPA during the entire procurement process.

● **Inspection:**

Inspection will be conducted both pre delivery and post delivery if necessary and in case of any misalignment with the ITB requirements, UNFPA has the right to cancel the procurement or postpone the payment until satisfactory hand over of Ambulances including all inside medical items which should be approved by UNFPA assigned Quality Assurance team.

NOTE:

Partial bids are allowed under this ITB.

- Partial bids mean that, if the bidder cannot offer all required **8** Ambulances, instead can offer less quantity. In such a case UNFPA will issue the award to more than one bidder to ensure all 8 Ambulances will be procured in line with review and approval of UNFPA Evaluation Committee, Quality Assurance recommendations and Management.

INCOTERMS 2010:

- DDP term will be applied to this procurement

Validity of Bid:

The prices of the bid shall be valid for (60 days) after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period will be rejected by UNFPA.

Delivery Time:

The maximum allowed delivery time is 45 days upon issuance of purchase order.

Evaluation of Bids:

Suppliers will be evaluated both on the price and quality and UNFPA will compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affect in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or

c. If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

Contract Award:

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the shortest delivery time

• Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Attachments:

- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form) + Annex01 and Annex02**
- **Price Schedule Form**
- **Suppliers Self Declaration Letter**
- **Detailed Price Table**

IMPORTANT:

An online ZOOM meeting will be held on Wednesday, 1st June 2022, 12 PM (Tehran time), to respond to suppliers' concerns and questions on how to fill the bid form and related documents. Interested applicants can receive the link by sending their participation request through the following email: dadras@unfpa.org

Deadline Bid Submission: 9 June 2022, 06:00 PM (Tehran Time Zone)

2. Bidders Identification Form
 Bid No. UNFPA **ITB-IRN 40-2022-001**

1. Organization

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

2. **Quality Assurance Certification**

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

3. **Expertise of Staff**

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

4. **Client Reference List**

Please provide references of main client details.

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

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

Name/Surname	
Telephone Number (direct)	

Email address (direct)	
------------------------	--

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

3. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications <i>[Detailed description to be completed by UNFPA]</i>	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	A2 Ambulance under EN1789 and 4374 and compatible with specifications in Annex01-02		
2	A2 Ambulance under EN1789and 4374 and compatible with specifications in Annex01-02		

