United Nations Population Fund
Address: 1-161 Tayuan Diplomatic Office Building, 14
Liangmahe Nanlu, Beijing 100600
Telephone: 010-65320506
Email: china-procurement@unfpa.org
Website: www.unfpa.org

Date: *16 July 2024*

REQUEST FOR QUOTATION
RFQ Nº UNFPA/CHN/RFQ/2024/005_revision 2

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following goods and service:

"The supply of medical devices for UNFPA programme in Gambia".

UNFPA requires the provision of the supply of medical devices for its programme in UNFPA Gambia.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: UNFPA about us

II – Goods Requirements

Item No.	Quantity	Description and minimum/mandatory specifications
1	60	**Bed, labour delivery, with accessories** **Specifications:** Bed, labour delivery, with accessories Bed, labour and delivery, 2 sections All sections fit with padded mattresses, entirely detachable from bed for easy cleaning Mattress covers removable via side zipper Transfer bars connect all lower distal portions of the 4 supports, providing maximal structural strength Body section:Mounted on 4 sturdy supports, all finished with height adjustable feet Padded knee crutches are height and width adjustable, set with robust clamps with heavy knob Fixing of the crutch holders is solid steel and welded to the frame of the bed Leg section: Mounted on 4 swivel castors, heavy duty, all 4 with brakes This section can be lowered and recesses entirely under the body section When fully extended, both the body and leg section align to perfectly flat surface Materials: High resistance to corrosion (tropical environment) Frame: epoxy coated tubular steel Adjustable feet:rubber or nylon Sliders/fixtures for the knee crutches: tubular steel, welded to the bed frame Recession track and guiding wheel for the leg section are smoothly finished for easy in/out sliding Mattress: high-density polyurethane foam, density 27-33 kg/m3 Cover: plastic, flexible, highly tear resistant, anti-static, flame retardant, disinfectant- and liquid proof,

		washable Caster frame/bracket: steel or nylon Caster brake: total-lock type (wheel and rotational lock) Caster wheel: single wheel, mold-on type, non-hooded (for easy maintenance) Wheel bearing: sealed bearing in the swivel and the wheel Swivel is ball-bearing Dimensions: Body section, including mattress: 108-132x72-88x72-88cm (l x w x h) Leg section, including mattress: 63-77x67-82x72-97cm (l x w x h) Frame: 2.7-3.3 cm (outside, across), 1.8-2.2mm (thickness) Swivel castor wheel: 2.7-3.3x9-11cm (w x diameter) Mattresses: 9-11cm (h) Carrying capacity: 135-165kg Knockdown construction: yes Supplied with 1 x complete set of tools required for assembly 2 x leg holders, adjustable height and width 2 x knee crutches, adjustable height and width 2 x knee crutches, adjustable height and width 1 x set fitting removable mattresses, body and leg section List of accessories and parts Detailed step-by-step instructions for assembly and safe use, text-free pictorial based (i.e. line-drawings only) Packaging, labelling, instructions: One (1) unit per box Identify Packaging Standards and provide Packaging Test Reports Dimensions: Unit Weight in Kg (including its packaging) Unit Volume in M3 (including its packaging) Dimensions of box, length x width x height in cm Labelling: Compliance with EAN 128 bar code requirements **Treatment regime:**The product is intended for case management in pregnancy consultations, family planning in health facilities and outreach activities in communities. **Target population**: Nurses, doctors, midwifes
2	5	**Anesthesia workstation with patient ventilator** **Product Description** Device intended for use as an anesthesiology workstation dispensing a mixture of gasses and vapors and varying the proportions to control a patient's level of consciousness and/or analgesia during surgical procedure. Designed for adult and pediatric, over 5 kg weight, patients. **Electrical Requirements:** ● Power requirements according to China standards: 220 VAC, 50 Hz. Power cord with plug type for medical device. ● Built-in rechargeable battery for at least 90 minutes of autonomy. Switch back and forth between battery and mains operation in case of power failures. ● Availability of at least 3 additional sockets for connecting auxiliary equipment (monitor, infusion pump). ● All electrical connection according with the Chinese standards **Technical specifications:** ● Adult, pediatric, and neonatal patients. ● Electrically driven ventilator, supported by the internal battery in case of power failure. ● Device suitable for low flow anesthesia, closed/semi-closed system. ● Mounted on four (4) antistatic castors at least two of the castors with brakes. ● With a surface/worktable. ● With at least two (2) drawers.

		● With a surface or shelf to place a vital signs monitor. ● At least two (2) gas inlets for supply from wall outlets: O_2 and Air. Gas inlet connections according to the requirements of the destination country. With security systems to avoid errors in the gas connection. ● Gas inlet pressure gauges for each gas. ● Provided with a minimum of two (2) gas cylinder yokes for at least O_2 and Air. Gas hose and pressure regulators for O2 and Air cylinders will be accepted. Connections according to the requirements of the destination country. ● Flowmeters for O2, Air and N2O. Minimum range 0.1- 10 L/min. For O2 and N2O, resolution at least 0.05 L/min between 0.1-1.0L/min (electronic flowmeters with the capacity to work with low flows will be accepted). ● Two (2) vaporizer slots, with an interlock system preventing the use of more than one vaporizer simultaneously. ● Safety system that prevents a hypoxic mixture, that guarantees a minimum concentration of 25%. ● With a passive scavenging system ● Self-test ● It must allow emergency start without running the initial tests. ● Oxygen flush ● CO2 absorber canister, reusable, volume of at least 1.2 liters. ● Built-in color display LCD, at least 12". ● Encoder for adjusting parameters. ● User customization of display options ● Indications and messages on the equipment must be in English and Chinese language. ● All materials resistant to disinfection with hospital-grade products. Ventilator and respiratory system: ● Recirculation system for low-flow anesthesia. ● Breathing system (Circular ventilation circuit) reusable, autoclavable. ● Tidal volume should not depend on variations in fresh gas flow. ● Circuit compliance and leak compensation. ● Ventilation modes: at least Volume Controlled, Pressure controlled, Synchronized intermittent mandatory ventilation (SIMV), Pressure support (PSV, PS) ● Switching between manual ventilation (MAN/BAG) and automatic ventilation (ventilator). ● Tidal volume delivered range at least: 20 – 1,500 ml. ● Ventilation rate range at least: 5 - 70 bpm. ● Adjustable I/E ratio or adjustable inspiration time. ● Inspiratory pause adjustable. ● Inspiratory pressure range at least: 5 – 60 cm H_2O. ● PEEP range at least: 5 – 25 cm H_2O. ● Peak Inspiratory flow: at least 0 to 120 L/ min. ● Airway Pressure Limiting Valve (APL) for manual ventilation, adjustable.

		Monitored and Displayed parameters, at least: ● Gas analysis module, at least: O2, CO2, Isoflurane, Sevoflurane, MAC calculation. Display of monitored gas parameters. ● Respiratory rate ● Tidal volume (preferably inspired and expired) ● Minute volume. ● PEEP. ● Plateau pressure. ● Peak pressure ● Medium pressure ● Fraction of Inspired Oxygen ● End-tidal CO_2 (capnography) ● Tree (3) waves vs time: pressure, volume, and flow ● Battery status. ● Alarm settings. Audio and visual alarms for at least: ● Airway pressure. ● Tidal volume ● Minute volume. ● Gas supply failure ● Fraction of Inspired Oxygen ● Apnea. ● Power failure ● Low battery ● System failures **Accessories:** ● Two (2) vaporizers, one for Sevoflurane and one for Isoflurane. With a visual indicator of the filling level of the anesthetic agent, and adapter for filling the vaporizer if required. Full compatibility of the vaporizer model offered with the anesthesia machine model offered. If a vaporizer from another manufacturer is offered, official confirmation from the respiratory and anesthesia device manufacturer of the full compatibility of the declared vaporizer must be provided. ● One (1) Air pressure regulator for supply from the wall outlet, compatible with the medical gas system of the health unit. ● One (1) O2 pressure regulator for supply from wall outlet, compatible with the medical gas system of the health unit. ● Hoses for Air and O2 with their respective connections compatible with the gas inlet of the equipment and the supplied pressure regulators. ● Twenty (20) complete consumable kits for the gas analyzer module. ● Twenty (20) Pediatric disposable breathing circuits complete (including reservoir bag) ● Twenty (20) Adult disposable breathing circuits complete (including reservoir bag) ● One (1) Oxygen cell, if applicable. ● Two (2) Flow sensors, if applicable.

		● One-piece transparent mask (included), for adults and children, 2 pieces of each size. ● Breathing filters 20 pieces ● Soda lime, color-changing: 10kg ● Stabilizer （稳压器） *NOTE: All the necessary accessories for the correct operation of the product, including all standard tools, cleaning, and lubrication materials, even if they are not included in these required technical specifications must be included.* **Documentation requirement:** ● User manual must be provided (including operation instructions, maintenance and/or procedures for decontamination, storage conditions, safe disposal). In English and Chinese language. ● Service manual must be provided (including preventive maintenance and calibration procedures, equipment necessary for preventive maintenance and repair, diagrams, and circuits). In English and Chinese language. ● List of common spares and accessories with part numbers must be provided. ● Manufacturer authorization. ● Commitment Manufacturer letter, including: ○ at least two (2) years of full onsite warranty (according to the general requirements in the RFQ document under the clause “Warranty"). **Regulatory approvals required:** ● National Regulatory Agency/Authority (NRA) requirements compliance, if applicable. ● And at least one of the following regulatory approvals and certificates: ● European Certificate of Conformity (CE) with Regulation 2017/745 or Directive 93/42 EC and Agreement Letter signed with the NB demonstrating the on-going MDR application, for Class IIb devices, or ● FDA (Food and Drug Administration) of the USA that certifies marketing permission in the United States, or ● Other regulatory bodies of an IMDRF founding member country such as Australia, Canada, or Japan. **Safety & product Standards:** Supplier shall furnish the **documentary evidence** to demonstrate that the good it offers meet the international safety & regulatory standards, providing in addition a signed and dated Declaration of Conformity (DoC) according to ISO 17050 stating compliance to the follow standards: ● ISO 13485: Medical Devices - Quality Management Systems - Requirements for Regulatory Purposes. ● IEC 60601-1: Medical electrical equipment - Part 1: General requirements for basic safety and essential performance ● IEC 60601-1-2: Medical electrical equipment - Part 1-2: General requirements for basic safety and essential performance - Collateral Standard: Electromagnetic disturbances - Requirements and tests.

		● IEC 60601-2-13: Particular requirements for the safety of anesthetic workstations.

3	10	**Oxygen Concentrator**
		Product Description
		Device designed to concentrate oxygen from ambient air and delivers the concentrated oxygen in a controlled manner, up to 5 L/min.
		
		IMPORTANT INFORMATION
		Oxygen concentrators are not suitable to be used as an oxygen source to other medical equipment providing respiratory support, such as ventilators, CPAP devices, High Flow Nasal Oxygen, etc.
		
		Electrical Requirements:
		● Power requirements according to China standards: 220 VAC, 50 Hz. Power cord with plug type for medical device.
		● All electrical connection according with the Chinese standards
		
		Technical specifications:
		● Device concentrates oxygen from ambient air.
		● System mounted on stable, mobile trolley fitted with 4 caster antistatic wheels with brakes.
		● Integrated handle allows for easy moving and positioning.
		● Provides continuous flow of concentrated oxygen at least 93% ± 3%, from room air (21%).
		● Oxygen sensing device is integrated and measures concentration at the flow meter entrance.
		● Oxygen outlet durable, with approx. 6mm barbed fitting or equivalent
		● Flowmeter range: at least 1 to 5 LPM
		● Flowmeter continuously adjustable with markings at 0.5 L intervals
		● Outlet pressure: 40-70 kPa // 6-10 psi.
		● Continuous monitoring, with visual and audible alert at least for:
		  ● Low/ high output pressure,
		  ● no flow,
		  ● low oxygen concentration < 82%,
		  ● power failure.
		● Sound level produced: less than 52 dB (A)
		● User interface easy to operate with on/off switch and adjustable knob for oxygen percentage.
		● Digital or analogue meter to display cumulative hours of device operation.
		● All materials resistant to hospital-use disinfectants.
		
		Accessories:
		● One (1) power supply cable.
		● Twenty (20) adult cannula, kink-resistant tubing with standard connectors.
		● Twenty (20) infant cannula, kink-resistant tubing with standard connectors.
		● Twenty (20) humidifier cups.
		● Tubing adapter kit, quantity as necessary.
		● Two (2) x Set of spare filters (coarse, pre-filter, inlet filter or as necessary according to the offered devices).

		● Stabilizer （稳压器）
		
		NOTE: All the necessary accessories for the correct operation of the product, including all standard tools, cleaning, and lubrication materials, even if they are not included in these required technical specifications must be included.
		
		Documentation requirement:
		● User manual must be provided (including operation instructions, maintenance and/or procedures for decontamination, storage conditions, safe disposal). In English and Chinese language.
		● Service manual must be provided (including preventive maintenance and calibration procedures, equipment necessary for preventive maintenance and repair, diagrams, and circuits). In English and Chinese language.
		● List of common spares and accessories with part numbers must be provided.
		● Manufacturer authorization.
		● Commitment Manufacturer letter, including:
		  ● at least one (1) year of full onsite warranty (according to the general requirements in the QUOTATION document under the clause “Warranty").
		Regulatory approvals required:
		● National Regulatory Agency/Authority (NRA) requirements compliance, if applicable.
		● And at least one of the following regulatory approvals and certificates:
		  ● European Certificate of Conformity (CE) with Regulation 2017/745 or Directive 93/42 EC and Agreement Letter signed with the NB demonstrating the on-going MDR application, for Class IIa devices, or
		  ● FDA (Food and Drug Administration) of the USA that certifies marketing permission in the United States, or
		  ● Other regulatory bodies of an IMDRF founding member country such as Australia, Canada, or Japan.
		Safety & product Standards:
		Supplier shall furnish the **documentary evidence** to demonstrate that the good it offers meet the international safety & regulatory standards, providing in addition a signed and dated Declaration of Conformity (DoC) according to ISO 17050 stating compliance to the follow standards:
		● ISO 13485: Medical Devices - Quality Management Systems - Requirements for Regulatory Purposes.
		● IEC 60601-1: Medical electrical equipment - Part 1: General requirements for basic safety and essential performance
		● IEC 60601-1-2: Medical electrical equipment - Part 1-2: General requirements for basic safety and essential performance - Collateral Standard: Electromagnetic disturbances - Requirements and tests
		● ISO 80601-2-69: Medical electrical equipment - Part 2-69: Particular requirements for the basic safety and essential performance of oxygen concentrator equipment.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	*Ms. Jing LI, Operations Manager, UNFPA China* *Ms. Nan Jiang, Administrative Associate, UNFPA China*
Tel №:	*010-65320506*
Email address of contact person:	*li@unfpa.org* *njiang@unfpa.org*

The deadline for submission of questions is **16 July 2024, 10am, Beijing time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Suppliers

This Request for Quotation is open to all eligible Suppliers; to be considered an eligible Supplier for this solicitation process you must comply with the following:

- A Supplier must be a legally-constituted company that can provide the requested products and services and have legal capacity to enter into a contract with UNFPA to deliver and perform in the country, or through an authorized representative.
- A Supplier must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Suppliers found to have a conflict of interest shall be disqualified.
- At the time of RFQ submission, the Supplier, including any JV/Consortium members, is not under procurement prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- Suppliers must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

Documents Establishing the Eligibility of the Supplier

To establish their eligibility, Suppliers shall:

a. Complete the RFQ Submission Form, Section XVI.
b. Complete Suppliers Identification Form, Section XVI

Documents Establishing the Qualifications of the Supplier

To establish its qualifications, the Supplier shall submit to UNFPA's satisfaction the following documents:

a. Evidence that the Supplier is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
b. Post qualification documentation outlined in Instructions to Suppliers, Sub-Clause 22

Failure to furnish all the information required for submission shall be at the Supplier's risk as it may then be determined that the QUATATION does not substantially respond to the UNFPA RFQ document in every respect. This may result in a rejection of the QUATATION.

Documents Establishing the Eligibility and Conformity of the Goods and Related Services
Suppliers shall submit:

a. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.
b. Completed Product Item Overview Form, Section XVI.
c. Product catalogues containing pictures of the product(s)
d. Manufacturer's technical product specifications or datasheets
e. Results of any testing carried out on the products
f. Copies of current certificates such as GMP/quality, FSC/CPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc., as stated in the Technical Specifications and Schedule of Requirements Section II
g. The Supplier shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during *two year* following commencement of the use of the goods by UNFPA. Suppliers must complete and submit with their RFQ response forms the Excel table containing the individual item details, as per Form in Section XVI. RFQ response Forms.

All parts of the quotation must be signed by the RFQ company's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than : **25 July 2024, 10am, Beijing time**.

Name of contact person at UNFPA:	*UNFPA China*
Email address of contact person:	*china-procurement@unfpa.org*

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/CHN/RFQ/2024/005_revision 2 – medical devices for Gambia.** Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the Supplier and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any Supplier as a result of this RFQ.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject Quotations sent via the appropriate channel but copied or blind copied to other email addresses.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Supplier(s) that obtain the lowest-priced technically acceptable offer.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: Fraud Policy. Submission of a proposal implies that the Supplier is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Supplier to report suspicious fraudulent activities at UNFPA Investigation Hotline.

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: Zero Tolerance Policy.

XII. RFQ Protest

Supplier(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. Ira Ovesen, Officer-in-Charge at ovesenpav@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at procurement@unfpa.org.

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, Suppliers can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

XIV. Pre-shipment inspections

UNFPA will conduct pre-shipment inspections for contracted items. The first-time pre-shipment inspection cost will be covered by UNFPA. If contracted items do not pass the pre-shipment inspection and any additional pre-shipment inspection cost will be borne by supplier.

XV. Labelling

UNFPA will provide logo with the sample shown as below and the logo should be imprinted on each independent package.

Yours sincerely,

Ms. Ira Ovesen, Officer in Charge/Deputy Representative
UNFPA China Office

XVI. 1. RFQ Confirmation Form

[Complete this page and return it prior to RFQ opening]

		Date:
To:	UNFPA *[Insert name of Office & contact person]*	Fax/email: *[china-procurement@unfpa.org]*
From:	*[Company name]*	
	[Contact person]	
	[Telephone]	
	[Email address]	
	[Postal address]	
Subject:	RFQ Nº UNFPA/CHN/RFQ/2024/005_revision 2	

YES, we intend to submit an bid.

NO, we are unable to submit a QUATATION in response to the above mentioned RFQ due to the following reason(s):

( ) The requested products and services are not within our range of supply
( ) We are unable to submit a competitive response for the requested products at the moment
( ) The requested products are not available at the moment
( ) We cannot meet the requested specifications
( ) We cannot offer the requested type of packing
( ) We can only offer FCA prices
( ) The information provided for quotation purposes is insufficient
( ) Your RFQ is too complicated
( ) Insufficient time is allowed to prepare a quotation
( ) We cannot meet the delivery requirements
( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)
( ) We do not export
( ) Our production capacity is currently full
( ) We are closed during the holiday season
( ) We had to give priority to other clients' requests
( ) We do not sell directly, but through distributors
( ) We have no after-sales service available in the recipient country
( ) The person handling RFQ is away from the office
( ) Other (please specify)

Please confirm one of the following two options:

( ) We would like to receive future RFQs for this type of goods
( ) We don't want to receive RFQs for this type of goods

If UNFPA has questions to the Supplier concerning this NO BID, UNFPA should contact Mr./Ms._____, phone/email _____, who will be able to assist.

XVI. 2. RFQ Submission Form

[The Supplier shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of RFQ Submission]*
RFQ Nº UNFPA/CHN/RFQ/2024/005_revision 2

To: Ms. Ira Ovesen, Officer-in-Charge, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the RFQ Documents RFQ Nº UNFPA/CHN/RFQ/2024/005_revision 2 and amendments We hereby offer to supply, in conformity with the RFQ Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services _____ which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

We agree to abide by this QUATATION for a period of *90* days from the date fixed for opening of response in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We, including any subcontractors or suppliers for any part of the contract, have nationality from countries_____ *[insert the nationality of the Supplier, including that of all parties that comprise the Supplier, if the Supplier is a JV, and the nationality each subcontractor and supplier; otherwise buyer should delete this text if non-applicable*]

We have no conflict of interest in accordance with Instructions to Suppliers Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Suppliers Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated QUATATION or any other QUATATION that you may receive.

Dated on .....day of .....[*year*].

Signature: ……
[*insert signature of person whose name and capacity are shown]*

In the capacity of: ……
[insert legal capacity of person signing the RFQ Submission Form]

Name: ……
[insert complete name of person signing the RFQ Submission Form]

Company: ……
[insert name of company]

XVI. 3. Suppliers Identification Form

RFQ Nº UNFPA/CHN/RFQ/2024/005_revision 2

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 RFQ 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

XVI. 4. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	Description of items offered and Supplier's statements on deviations (To be completed by the Supplier)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)	Remarks
1	**Bed, labour delivery, with accessories** **Specifications:** Bed, labour delivery, with accessories Bed, labour and delivery, 2 sections All sections fit with padded mattresses, entirely detachable from bed for easy cleaning Mattress covers removable via side zipper Transfer bars connect all lower distal portions of the 4 supports, providing maximal structural strength Body section:Mounted on 4 sturdy supports, all finished with height adjustable feet Padded knee crutches are height and width adjustable, set with robust clamps with heavy knob Fixing of the crutch holders is solid steel and welded to the frame of the bed Leg section: Mounted on 4 swivel castors, heavy duty, all 4 with brakes This section can be lowered and recesses entirely under the body section When fully extended, both the body and leg section align to perfectly flat surface Materials: High resistance to corrosion (tropical environment) Frame: epoxy coated tubular steel Adjustable feet:rubber or nylon Sliders/fixtures for the knee crutches: tubular steel, welded to the bed frame Recession track and guiding wheel for the leg section are smoothly finished for easy in/out sliding Mattress: high-density polyurethane foam, density 27-33 kg/m3 Cover: plastic, flexible, highly tear resistant, anti-static, flame retardant, disinfectant- and liquid proof, washable Caster frame/bracket: steel or nylon Caster brake: total-lock type (wheel and rotational lock) Caster wheel: single wheel, mold-on type, non-hooded (for easy maintenance) Wheel bearing: sealed bearing in the swivel and the wheel Swivel is ball-bearing			

	Dimensions: Body section, including mattress: 108-132x72-88x72-88cm (l x w x h) Leg section, including mattress: 63-77x67-82x72-97cm (l x w x h) Frame: 2.7-3.3 cm (outside, across), 1.8-2.2mm (thickness) Swivel castor wheel: 2.7-3.3x9-11cm (w x diameter) Mattresses: 9-11cm (h) Carrying capacity: 135-165kg Knockdown construction: yes Supplied with 1 x complete set of tools required for assembly 2 x leg holders, adjustable height and width 2 x knee crutches, adjustable height and width 2 x knee crutches, adjustable height and width 1 x set fitting removable mattresses, body and leg section List of accessories and parts Detailed step-by-step instructions for assembly and safe use, text-free pictorial based (i.e. line-drawings only) Packaging, labelling, instructions: One (1) unit per box Identify Packaging Standards and provide Packaging Test Reports Dimensions: Unit Weight in Kg (including its packaging) Unit Volume in M3 (including its packaging) Dimensions of box, length x width x height in cm Labelling: Compliance with EAN 128 bar code requirements **Treatment regime:**The product is intended for case management in pregnancy consultations, family planning in health facilities and outreach activities in communities. **Target population**: Nurses, doctors, midwifes			
2	**Anesthesia workstation with patient ventilator** **Product Description** Device intended for use as an anesthesiology workstation dispensing a mixture of gasses and vapors and varying the proportions to control a patient's level of consciousness and/or analgesia during surgical procedure. Designed for adult and pediatric, over 5 kg weight, patients. **Electrical Requirements:**			

	• Power requirements according to China standards: 220 VAC, 50 Hz. Power cord with plug type for medical device. • Built-in rechargeable battery for at least 90 minutes of autonomy. Switch back and forth between battery and mains operation in case of power failures. • Availability of at least 3 additional sockets for connecting auxiliary equipment (monitor, infusion pump). • All electrical connection according with the Chinese standards **Technical specifications:** • Adult, pediatric, and neonatal patients. • Electrically driven ventilator, supported by the internal battery in case of power failure. • Device suitable for low flow anesthesia, closed/semi-closed system. • Mounted on four (4) antistatic castors at least two of the castors with brakes. • With a surface/worktable. • With at least two (2) drawers. • With a surface or shelf to place a vital signs monitor. • At least two (2) gas inlets for supply from wall outlets: O_2 and Air. Gas inlet connections according to the requirements of the destination country. With security systems to avoid errors in the gas connection. • Gas inlet pressure gauges for each gas.			

	● Provided with a minimum of two (2) gas cylinder yokes for at least O_2 and Air. Gas hose and pressure regulators for O2 and Air cylinders will be accepted. Connections according to the requirements of the destination country. ● Flowmeters for O2, Air and N2O. Minimum range 0.1- 10 L/min. For O2 and N2O, resolution at least 0.05 L/min between 0.1-1.0L/min (electronic flowmeters with the capacity to work with low flows will be accepted). ● Two (2) vaporizer slots, with an interlock system preventing the use of more than one vaporizer simultaneously. ● Safety system that prevents a hypoxic mixture, that guarantees a minimum concentration of 25%. ● With a passive scavenging system ● Self-test ● It must allow emergency start without running the initial tests. ● Oxygen flush ● CO2 absorber canister, reusable, volume of at least 1.2 liters. ● Built-in color display LCD, at least 12". ● Encoder for adjusting parameters. ● User customization of display options ● Indications and messages on the equipment must be in English and Chinese language. ● All materials resistant to disinfection with hospital-grade products. Ventilator and respiratory system:			

	• Recirculation system for low-flow anesthesia. • Breathing system (Circular ventilation circuit) reusable, autoclavable. • Tidal volume should not depend on variations in fresh gas flow. • Circuit compliance and leak compensation. • Ventilation modes: at least Volume Controlled, Pressure controlled, Synchronized intermittent mandatory ventilation (SIMV), Pressure support (PSV, PS) • Switching between manual ventilation (MAN/BAG) and automatic ventilation (ventilator). • Tidal volume delivered range at least: 20 – 1,500 ml. • Ventilation rate range at least: 5 - 70 bpm. • Adjustable I/E ratio or adjustable inspiration time. • Inspiratory pause adjustable. • Inspiratory pressure range at least: 5 – 60 cm H_2O. • PEEP range at least: 5 – 25 cm H_2O. • Peak Inspiratory flow: at least 0 to 120 L/ min. • Airway Pressure Limiting Valve (APL) for manual ventilation, adjustable. Monitored and Displayed parameters, at least: • Gas analysis module, at least: O2, CO2, Isoflurane, Sevoflurane, MAC calculation. Display of monitored gas parameters. • Respiratory rate • Tidal volume (preferably inspired and expired) • Minute volume.			

	● PEEP. ● Plateau pressure. ● Peak pressure ● Medium pressure ● Fraction of Inspired Oxygen ● End-tidal CO_2 (capnography) ● Tree (3) waves vs time: pressure, volume, and flow ● Battery status. ● Alarm settings. Audio and visual alarms for at least: ● Airway pressure. ● Tidal volume ● Minute volume. ● Gas supply failure ● Fraction of Inspired Oxygen ● Apnea. ● Power failure ● Low battery ● System failures **Accessories:** ● Two (2) vaporizers, one for Sevoflurane and one for Isoflurane. With a visual indicator of the filling level of the anesthetic agent, and adapter for filling the vaporizer if required. Full compatibility of the vaporizer model offered with the anesthesia machine model offered. If a vaporizer from another manufacturer is offered, official confirmation from the respiratory and anesthesia device manufacturer of the full compatibility of the declared vaporizer must be provided. ● One (1) Air pressure regulator for supply from the wall outlet, compatible with the			

	medical gas system of the health unit. ● One (1) O2 pressure regulator for supply from wall outlet, compatible with the medical gas system of the health unit. ● Hoses for Air and O2 with their respective connections compatible with the gas inlet of the equipment and the supplied pressure regulators. ● Twenty (20) complete consumable kits for the gas analyzer module. ● Twenty (20) Pediatric disposable breathing circuits complete (including reservoir bag) ● Twenty (20) Adult disposable breathing circuits complete (including reservoir bag) ● One (1) Oxygen cell, if applicable. ● Two (2) Flow sensors, if applicable. ● One-piece transparent mask (included), for adults and children, 2 pieces of each size. ● Breathing filters 20 pieces ● Soda lime, color-changing: 10kg ● Stabilizer （稳压器） *NOTE: All the necessary accessories for the correct operation of the product, including all standard tools, cleaning, and lubrication materials, even if they are not included in these required technical specifications must be included.* **Documentation requirement:** ● User manual must be provided (including operation instructions, maintenance and/or procedures for decontamination, storage			

	conditions, safe disposal). In English and Chinese language. ● Service manual must be provided (including preventive maintenance and calibration procedures, equipment necessary for preventive maintenance and repair, diagrams, and circuits). In English and Chinese language. ● List of common spares and accessories with part numbers must be provided. ● Manufacturer authorization. ● Commitment Manufacturer letter, including: o at least two (2) years of full onsite warranty (according to the general requirements in the RFQ document under the clause “Warranty"). **Regulatory approvals required:** ● National Regulatory Agency/Authority (NRA) requirements compliance, if applicable. ● And at least one of the following regulatory approvals and certificates: ● European Certificate of Conformity (CE) with Regulation 2017/745 or Directive 93/42 EC and Agreement Letter signed with the NB demonstrating the on-going			

	MDR application, for Class IIb devices, or ● FDA (Food and Drug Administration) of the USA that certifies marketing permission in the United States, or ● Other regulatory bodies of an IMDRF founding member country such as Australia, Canada, or Japan. **Safety & product Standards:** Supplier shall furnish the **documentary evidence** to demonstrate that the good it offers meet the international safety & regulatory standards, providing in addition a signed and dated Declaration of Conformity (DoC) according to ISO 17050 stating compliance to the follow standards: ● ISO 13485: Medical Devices - Quality Management Systems - Requirements for Regulatory Purposes. ● IEC 60601-1: Medical electrical equipment - Part 1: General requirements for basic safety and essential performance ● IEC 60601-1-2: Medical electrical equipment - Part 1-2: General requirements for basic safety and essential performance - Collateral Standard: Electromagnetic disturbances - Requirements and tests. IEC 60601-2-13: Particular requirements for the safety of anesthetic workstations.			
3	**Oxygen Concentrator** **Product Description** Device designed to concentrate oxygen from ambient air and			

	delivers the concentrated oxygen in a controlled manner, up to 5 L/min. IMPORTANT INFORMATION Oxygen concentrators are not suitable to be used as an oxygen source to other medical equipment providing respiratory support, such as ventilators, CPAP devices, High Flow Nasal Oxygen, etc. **Electrical Requirements:** ● Power requirements according to China standards: 220 VAC, 50 Hz. Power cord with plug type for medical device. ● All electrical connection according with the Chinese standards **Technical specifications:** ● Device concentrates oxygen from ambient air. ● System mounted on stable, mobile trolley fitted with 4 caster antistatic wheels with brakes. ● Integrated handle allows for easy moving and positioning. ● Provides continuous flow of concentrated oxygen at least 93% ± 3%, from room air (21%). ● Oxygen sensing device is integrated and measures concentration at the flow meter entrance. ● Oxygen outlet durable, with approx. 6mm barbed fitting or equivalent ● Flowmeter range: at least 1 to 5 LPM ● Flowmeter continuously adjustable with markings at 0.5 L intervals ● Outlet pressure: 40-70 kPa // 6-10 psi. ● Continuous monitoring, with visual and audible alert at least for:			

	● Low/ high output pressure, ● no flow, ● low oxygen concentration < 82%, ● power failure. ● Sound level produced: less than 52 dB (A) ● User interface easy to operate with on/off switch and adjustable knob for oxygen percentage. ● Digital or analogue meter to display cumulative hours of device operation. ● All materials resistant to hospital-use disinfectants. **Accessories:** ● One (1) power supply cable. ● Twenty (20) adult cannula, kink-resistant tubing with standard connectors. ● Twenty (20) infant cannula, kink-resistant tubing with standard connectors. ● Twenty (20) humidifier cups. ● Tubing adapter kit, quantity as necessary. ● Two (2) x Set of spare filters (coarse, pre-filter, inlet filter or as necessary according to the offered devices). ● Stabilizer（稳压器） *NOTE: All the necessary accessories for the correct operation of the product, including all standard tools, cleaning, and lubrication materials, even if they are not included in these required technical specifications must be included.* **Documentation requirement:** ● User manual must be provided (including operation instructions, maintenance and/or			

	procedures for decontamination, storage conditions, safe disposal). In English and Chinese language. ● Service manual must be provided (including preventive maintenance and calibration procedures, equipment necessary for preventive maintenance and repair, diagrams, and circuits). In English and Chinese language. ● List of common spares and accessories with part numbers must be provided. ● Manufacturer authorization. ● Commitment Manufacturer letter, including: ● at least one (1) year of full onsite warranty (according to the general requirements in the QUOTATION document under the clause “Warranty"). **Regulatory approvals required:** ● National Regulatory Agency/Authority (NRA) requirements compliance, if applicable. ● And at least one of the following regulatory approvals and certificates: ● European Certificate of Conformity (CE) with Regulation 2017/745 or Directive 93/42 EC and Agreement Letter signed with the NB demonstrating the on-going			

	MDR application, for Class IIa devices, or ● FDA (Food and Drug Administration) of the USA that certifies marketing permission in the United States, or ● Other regulatory bodies of an IMDRF founding member country such as Australia, Canada, or Japan. **Safety & product Standards:** Supplier shall furnish the **documentary evidence** to demonstrate that the good it offers meet the international safety & regulatory standards, providing in addition a signed and dated Declaration of Conformity (DoC) according to ISO 17050 stating compliance to the follow standards: ● ISO 13485: Medical Devices - Quality Management Systems - Requirements for Regulatory Purposes. ● IEC 60601-1: Medical electrical equipment - Part 1: General requirements for basic safety and essential performance ● IEC 60601-1-2: Medical electrical equipment - Part 1-2: General requirements for basic safety and essential performance - Collateral Standard: Electromagnetic disturbances - Requirements and tests ● ISO 80601-2-69: Medical electrical equipment - Part 2-69: Particular requirements for the basic safety and essential performance of oxygen concentrator equipment.			

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XVI. 5. Price Schedule Form

*[The Supplier shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the list of goods and related services specified by UNFPA in the Schedule of Requirements.]*

SUPPLIER'S TOTAL PRICES (Price & Currency to be entered by Supplier):USD	
TOTAL Goods CIP PRICE	
FREIGHT COST by Sea	
TOTAL QUOTATION/PRICE (CIP) by Sea	

ITEM /LOT	DESCRIPTION OF THE GOODS	QTY (a)	UNIT PRICE CIP (b)	TOTAL PRICE CIP (a)x(b)
1.	Bed, labour delivery, with accessories			
2.	Anesthesia workstation with patient ventilator			
3.	Oxygen Concentrator			

SUPPLIER'S DELIVERY DATA					
Country of origin of offered products:	Item 1				
	Item 2				
	Item 3				
CIP point(s) of delivery for offered products:	Item 1				
	Item 2				
	Item 3				
Delivery time (CIP) from date of order:	Item 1				
	Item 2				
	Item 3				
Shipment dimensions of offered products (including package):		Gross weight	Total volume	*Containers (if applicable):*	
				Number	*Size*
	Item 1				
	Item 2				
	Item 3				
	Total				

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SUPPLIER'S SIGNATURE AND CONFIRMATION OF THE Bid

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED RFQ VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Exact name and address of company COMPANY NAME_____ ADDRESS_____ _____ PHONE NO._____ FAX NO. _____ EMAIL ADDRESS OF CONTACT PERSON_____ OTHER EMAIL ADDRESSES_____	_____ **AUTHORIZED SIGNATURE** **DATE** _____ NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT) _____ FUNCTIONAL TITLE OF SIGNATORY **WEB SITE**_____

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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: English, Spanish and French

https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts

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Annex II: Instructions to Suppliers

A. Introduction

1. **Scope**

1.1. The goods to be procured *are medical devices* for UNFPA's *Programme* located in *UNFPA Gambia.*

2. **Eligible Suppliers**

2.1. All Suppliers found to have a conflict of interest shall be disqualified. Suppliers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services under these RFQ documents.

2.2. Suppliers shall not be eligible to submit a RFQ if at the time of RFQ submission:

a. The Supplier is listed as suspended on United Nations Global Marketplace (http://www.ungm.org) as a result of having committed fraudulent activities,
b. The Supplier's name is mentioned in the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
c. The Supplier is debarred by the World Bank Group.

3. **Fraud and Corruption**

3.1 UNFPA's policy regarding fraud and corruption is available at http://www.unfpa.org/about-procurement#FraudCorruption and applies fully to this Request for quotation. The submission of any offer implies that the Supplier is aware of this policy.

B. Solicitation Documents

4 UNFPA Solicitation document

4.1. Suppliers are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents shall be at the Supplier's risk and may affect the evaluation of the QUOTATION or may result in the rejection of the QUOTATION.

4.2. Suppliers are cautioned to read the specifications carefully (see Section II Goods Technical Specifications Requirements), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Suppliers are encouraged to advise UNFPA if they disagree.

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4.3. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

5 Amendments to UNFPA RFQ solicitation document

5.1 At any time prior to the deadline for submission of RFQs, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Supplier, modify the RFQ documents by amendment.

5.2 All prospective Suppliers that have received the RFQ documents shall be notified in writing of all the amendments to the RFQ documents. In order to give prospective Suppliers reasonable time to take the amendments into account in preparing their QUOTATIONs UNFPA may, at its discretion, extend the deadline for the submission of QUOTATIONs.

C. Preparation of QUOTATIONs

6 Documents to be submitted with the bid

6.1 Documents Establishing the Eligibility of the Supplier

To establish their eligibility, Suppliers shall:

c. Complete the RFQ Submission Form, Section XVI.
d. Complete Suppliers Identification Form, Section XVI

6.2 Documents Establishing the Qualifications of the Supplier

To establish its qualifications, the Supplier shall submit to UNFPA's satisfaction the following documents:

c. Evidence that the Supplier is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
d. Post qualification documentation outlined in Instructions to Suppliers, Sub-Clause 22

Failure to furnish all the information required for submission shall be at the Supplier's risk as it may then be determined that the QUATATION does not substantially respond to the UNFPA RFQ document in every respect. This may result in a rejection of the QUATATION.

6.3 Documents Establishing the Eligibility and Conformity of the Goods and Related Services

Suppliers shall submit:

h. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.
i. Completed Product Item Overview Form, Section XVI.

j. Product catalogues containing pictures of the product(s)
k. Manufacturer's technical product specifications or datasheets
l. Results of any testing carried out on the products
m. Copies of current certificates such as GMP/quality, FSC/CPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc., as stated in the Technical Specifications and Schedule of Requirements Section II
n. The Supplier shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during *two year* following commencement of the use of the goods by UNFPA. Suppliers must complete and submit with their RFQ response forms the Excel table containing the individual item details, as per Form in Section XVI. RFQ response Forms.

7 RFQ Currency and Prices

7.1 All prices shall be quoted in US Dollars (USD).

7.2 Suppliers are requested to quote the following based on INCOTERMS 2010 (The terms CIP and other similar terms shall be governed by the rules prescribed in the INCOTERMS 2010, published by the International Chamber of Commerce

7.3 Where installation, commissioning, training or other similar services are required to be performed by the Supplier, the Supplier shall include an itemized list of the prices for those services.

8 Validity of QUOTATION

8.1 The prices of the QUOTATION shall be valid for *90 days* after the closing date of RFQ submission as specified by UNFPA. A QUOTATION valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.

8.2 In exceptional circumstances, UNFPA may solicit the Supplier's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

D. Submission of QUOTATIONs and RFQ Opening

9 Partial QUOTATIONs

9.1 Partial QUOTATIONs are not allowed under this tender.

10 Alternative QUOTATIONs

10.1 Alternative QUOTATIONs will not be accepted. In the event of a supplier submitting more than one bid, the following shall apply:
a. All QUOTATIONs marked alternative QUOTATIONs will be rejected and only the base QUOTATION will be evaluated.

b. All QUOTATIONs will be rejected if no indication is provided as to which QUOTATIONs are alternative QUOTATIONs.

11 RFQ Submission Deadline/Late QUOTATIONs

11.1 QUOTATIONs must be sent to the office on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the RFQ should be submitted please refer to www.timeanddate.com/worldclock, or contact the RFQ focal point.

11.2 UNFPA may, under special and exceptional circumstances, extend the RFQ submission deadline and such changes shall be notified in UNGM before the expiration of the original period.

11.3 Any RFQ received by UNFPA after the RFQ submission deadline shall be rejected and returned unopened to the Supplier. UNFPA shall not be legally responsible for QUOTATIONs that arrived late due to the Supplier's problems with transmission of RFQ submissions via email and/or with the courier company.

12 Storage of QUOTATIONs

12.1 QUOTATIONs received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified RFQ opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

E. Evaluation and Comparison of QUOTATIONs

13 Confidentiality

13.1 Information relating to the examination, evaluation, comparison, and post-qualification of QUOTATIONs, and recommendation of contract award shall not be disclosed to Suppliers, or any other persons not officially concerned with such process until the contract award is published.

13.2 Any effort by a Supplier to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the QUOTATIONs or contract award decisions may result in the rejection of its bid.

14 Clarification of QUOTATIONs

14.1 To assist in the examination, evaluation and comparison of QUOTATIONs, UNFPA may ask Suppliers for clarification of their QUOTATIONs. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the RFQ shall be sought, offered or permitted.

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15 Responsiveness of QUOTATIONs

15.1 UNFPA's determination of a bid's responsiveness is to be based on the contents of the RFQ itself.

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

a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
b. limits in any substantial way, inconsistent with the RFQ documents, UNFPA's rights or the Supplier's obligations under the contract; or
c. if rectified would unfairly affect the competitive position of other Suppliers presenting substantially responsive QUOTATIONs.

16 Nonconformities, Errors, and Omissions

16.1 Provided that a RFQ is substantially responsive:

a. UNFPA may waive any non-conformities or omissions in the RFQ that do not constitute a material deviation.
b. UNFPA may request that the Supplier submit the necessary information or documentation within a reasonable period of time to rectify non material non conformities or omissions in the RFQ related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Supplier to comply with the request may result in the rejection of its bid.
c. UNFPA shall correct arithmetical errors on the following basis:
   - 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 UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern and the unit price shall be corrected;
   - if there is a discrepancy between words and figures, the amount in words shall prevail;
   - 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

17 Preliminary examination of QUOTATIONs

17.1 UNFPA shall examine the QUOTATIONs to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Suppliers have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the QUOTATIONs are generally in order.

18 Examination of Terms and Conditions and Technical Evaluation

18.1 UNFPA shall examine the RFQ to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section II

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Technical Specifications and Schedule of Requirements, Section III UNFPA General Conditions of Contract and Section IV UNFPA Special Conditions for Contracts.

18.2 If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the RFQ is not substantially responsive in accordance with Instructions to Suppliers, the RFQ shall be rejected.

19 Conversion to Single Currency

19.1 To facilitate evaluation and comparison, UNFPA will convert all RFQ prices expressed in the amounts in various currencies in which the RFQ prices are payable to US dollars at the official UN exchange rate on the last day for submission of QUOTATIONs.

20 Evaluation of QUOTATIONs

20.1 UNFPA shall evaluate each RFQ that has been determined, up to this stage of the evaluation, to be substantially responsive.

21 Comparison of Price QUOTATIONs

21.1 UNFPA shall compare all substantially responsive QUOTATIONs to determine the lowest priced substantially responsive bid

21.2 RFQ comparison will be made on the total cost, delivered to final destination. UNFPA reserves the right to compare freight prices of Suppliers with rates of reputable freight forwarders and to consider such rates for the purpose of RFQ evaluation. In the event that Supplier's freight prices are found to be less competitive than the rates offered by freight forwarders, UNFPA may issue a contract on FCA basis to the Vendor instead of DAP, and issue a separate contract for freight to a freight forwarder if deemed in the best financial interest of UNFPA.

22 Post-qualification of the Supplier

22.1 UNFPA shall determine to its satisfaction whether the Supplier with the lowest priced, substantially responsive RFQ is qualified to perform the contract satisfactorily.

22.2 The determination shall be based upon an examination of the documentary evidence of the Supplier's qualifications submitted in the bid.

22.3 To evaluate a Bid, UNFPA shall consider the following:

- Copy of last year audited company Balance and Financial Statements
- Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods to the country of destination

- Financial Capability:
  a. Liquidity ratio: Current ratio (Current Assets/ Current liabilities) > 1.

b. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.

- Experience and Technical Capacity:
  a. Details of experience and past performance of the Supplier on equipments offered and on those of similar nature within the past five years
  b. The Supplier shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Supplier and the manufacturers whose products are being offered by the Supplier, in the last five years. Such adverse actions may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions, this must be clearly indicated in the Supplier's bid.

For non manufacturer Suppliers:

a. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered; and
b. The Supplier, as authorized by the manufacturers, has supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and the goods must be in satisfactory operation.

22.4 Notwithstanding anything stated above, UNFPA reserves the right to assess the Supplier's capabilities and capacity to execute the contract satisfactorily before deciding on award.

22.5 Even though the Suppliers may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

23 UNFPA's Right to Accept Any RFQ and to Reject Any or All QUOTATIONs

23.1 A RFQ that is rejected by UNFPA may not be made responsive by the Supplier by correction of the non-conformity. A responsive RFQ is defined as one which conforms to all the terms and conditions of the UNFPA's RFQ solicitation documents without material deviations. UNFPA shall determine the responsiveness of each RFQ against the UNFPA solicitation documents.

23.2 UNFPA reserves the right to reject any RFQ if a Supplier has previously failed to perform properly or complete on time in accordance with contracts or the Supplier who in UNFPA's perspective is not in a position to perform the contract.

23.3 The Suppliers waive all rights to appeal against the decision made by UNFPA.

24 UNFPA's Right to Annul a RFQ Process

24.1 UNFPA reserves the right to annul the RFQ process and reject all QUOTATIONs at any time prior to award of purchase order, without thereby incurring any liability to the affected Supplier(s) or any obligation to provide information on the grounds for UNFPA's action.

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F. Award of Contract

25 Award Criteria

25.1 In the event of a contract award, UNFPA shall award the *[Contract/Purchase Order]* to the lowest priced Supplier(s) whose QUOTATION has been determined to be substantially responsive with the RFQ documents.

25.2 If required, the Supplier shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products. The Supplier shall also provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary. UNFPA may inspect the manufacturing facilities of the lowest evaluated responsive Supplier to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.

25.3 UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest Supplier cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest, second lowest, third lowest, etc., RFQ which meets the requirements.

26 Right to Vary Requirements at Time of Award

26.1 UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of goods specified in this RFQ without any change in unit price or other terms and conditions.

27 Signing of the contract

27.1 Prior to the expiration of the period of RFQ validity, UNFPA shall send the successful Supplier the [Contract/Purchase Order*]*, which constitute the notification of award. The successful Supplier shall sign, date the contract and return it to UNFPA within 10 days of receipt of the contract. After receipt of the contract, the successful Supplier shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its RFQ in conjunction with UNFPA terms and conditions.