

Request for Proposal (RFP)

Ref. no. RFP10/00224

Date: 13 September 2010

Dear Sir/Madam,

Subject: RFP for the provision of mobile fluoroscopic C-Arm system.

1. You are requested to submit a proposal for the delivery, installation and putting into function of the mobile fluoroscopic C-Arm system, as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
 - i. Instructions to Offerors (Annex I)
 - ii. General Conditions of Contract (Annex II)
 - iii. Terms of Reference (TOR) (Annex III)
 - iv. Proposal Submission Form (Annex IV)
 - v. Price Schedule/Financial Proposal (Annex V)
3. Your offer comprising of technical proposal and price schedule/financial proposal, in separate sealed envelopes, marked with “**RFP: Mobile fluoroscopic C-Arm system**” should reach the UNDP office no later than **13 October 2010, 16:30**, local time.

Offers can be submitted either in hard copy or electronically.

a) Documents/offers in hard copy need to be addressed to:

**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement**

b) Offers sent electronically need to be addressed to the following e-mail address:


tenders-Moldova@undp.org

Offers shall be clearly marked with “**RFP: Mobile fluoroscopic C-Arm system**”

Contact person for clarifications: Dumitru Budianschi, Project Manager
(dumitru.budianschi@undp.org)

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,



Matilda Dimovska,
Deputy Resident Representative



Instructions to Offerors

A. Introduction

1. General

The purpose of this Request for Proposal (RFP) is to solicit proposals from the qualified companies for the **delivery, installation and putting into function of the mobile fluoroscopic C-Arm system, provision of training and maintenance and warranty services.**

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by

an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form (Annex IV);
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule/financial proposal, completed in accordance with clauses 9 and 10 (Annex V).

8. Operational and technical documentation

The operational and technical part of the Proposal shall contain the following documents:

- **Company profile:**
 - a) Provide a brief description of your Company: Name of Bidding Company, Address, Year established, branches or affiliates,
 - b) Company's Experience
- **Copy of registration certificate;**
- **Technical Proposal;**
- **Installation Proposal;**
- **Performance/acceptance test proposal;**
- **Training proposal;**
- **Warranty Proposal;**
- **Post warranty Proposal;**
- **CVs of personnel to be involved (training, service);**
- **Quality certifications;**
- **Manufacturer's Authorization to submit a bid and deliver the equipment (if case);**
- **Reference/s:** 3 to 5 business references: Name and address, volume, Name of reference person and contact details, Description of actual services provided by your company;
- **Financial balance sheets for the last three years (certifying that the average annual business income for the last 3 years is over 100,000.00 USD);** The bidder must include an audited annual report for the last three years and demonstrate a sound financial standing. These reports in the form of Balance Sheet will display the annual turnover, annual profit and company's own capital;
- Other relevant documents.

9. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule/Financial Proposal, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

11. Proposal currencies

All prices shall be quoted in **US Dollars or any other convertible currency and shall be exclusive of VAT**. For comparison purposes, all other currencies shall be converted into US Dollars using the UN Operational Rate of Exchange on the day of competition deadline.

12. Period of validity of proposals

Proposals shall remain valid for one hundred twenty (120) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

13. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

14. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposals

15. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

**UNDP Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: UNDP Registry Office/Procurement**

and,

- marked with –

“RFP: Mobile fluoroscopic C-Arm system”

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Operational and technical documentation*) and in Clause 9 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule/financial proposal duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

(c) In case of electronic submission, the Offeror shall send two messages by e-mail to the following address: tenders-Moldova@undp.org

The first e-mail message shall contain the information specified in Clause 8 (*Operational and technical documentation*) and Clause 9 (*Proposal form*) above and shall have the following subject: **“Technical Proposal for RFP: Mobile fluoroscopic C-Arm system”**. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: **“Financial Proposal for RFP: Mobile fluoroscopic C-Arm system”**.

Important Note for Offerors submitting proposals in electronic format/via e-mail:

Having prepared the Proposal in paper format as specified in Clause “D. Submission of Proposals”, hereof, the entire Proposal should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to one or more E-mails. The Subject line of E-mail(s) should state: **“Technical Proposal for RFP: Mobile fluoroscopic C-Arm system”** and separate e-mail **“Financial Proposal for RFP: Mobile fluoroscopic C-Arm system”** - DO NOT OPEN IN ADVANCE. The opening of the financial proposal must be secured with the password protected ZIP archive by the Offeror, which will be given to the procuring UNDP entity upon its request after the completion of the technical proposal evaluation.

To assist procuring UNDP entity in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open “Options”, then “Voting and Tracking Options” and select “Request a delivery receipt for this message” AND “Request a read receipt for this message”. This

option path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording might be somewhat different.

16. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address or e-mail address specified under clause *Sealing and marking of Proposals* no later than **13 October 2010, 16:30**, local time.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

18. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

19. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

20. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

21. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its

Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

In submitting a proposal, the Offeror acknowledges that UNDP reserves the right to:

- (a) Contact any/all referees provided;
- (b) Request additional supporting or supplementary information;
- (c) Arrange interviews with the proposed project team/consultants;
- (d) Reject any/all of the proposals submitted;
- (e) Accept any proposals in whole or in part;
- (f) Negotiate with the most favourable Offeror(s);

22. Evaluation and comparison of proposals

A two-stage procedure will be utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price schedule/financial proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals.

The **technical proposal** is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and the Instructions to Offerors.

In the Second Stage, the **financial proposal** of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The **cumulative analysis scheme** will be applied with a total score being obtained upon the combination of weighted technical and financial attributes. An Offeror's response to the solicitation document is evaluated and points are attributed based on how well they meet the defined desirable criteria. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 1000 of all the desirable factors of the RFP. The contract will be awarded to the offeror obtaining the highest cumulative score. The following formula will be applied in calculating the cumulative score:

$$B = T + \frac{C_{low}}{C} \times 300,$$

where

T – is the total technical score awarded to the evaluated proposal;

C – is the price of the evaluated proposal; and

C_{low} – is the lowest of all evaluated proposal prices among responsive proposals.

Technical Evaluation Criteria

	TECHNICAL EVALUATION FORMS	Points Obtainable
1.	FIRM'S ORGANIZATIONAL CAPACITY, EXPERIENCE AND FINICIAL SUSTAINABLITY	50
2.	TECHNICAL COMPLIANCE WITH SPECIFICATION FOR MOBILE C-ARM	400
3.	DELIVERY AND INSTALLATION	50
4.	PERFORMANCE/ACCEPTANCE TEST	20
5.	TRAINING	30

6.	WARRANTY	100
7.	POST WARRANTY	50
	TOTAL	700

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Firm’s Organisational Capacity, Experience and Financial Sustainability

Form 2: Technical compliance with specifications for Mobile C-Arm

Form 3: Delivery and Installation

Form 4: Performance/acceptance test

Form 5: Training

Form 6: Warranty

Form 7: Post warranty

	FORM 1. FIRM’S ORGANIZATIONAL CAPACITY, EXPERIENCE AND FINACIAL SUSTAINABLITY	Points Obtainable
1.1.	Organisation	15
1.2.	Experience	25
1.3.	Financial sustainability	10
	SUBTOTAL FORM 1	50

	FORM 2. TECHNICAL COMPLIANCE WITH SPECIFICATION FOR MOBILE C-ARM	Points Obtainable
2.1.	C-arm	200
2.2.	Software	60
2.3.	Monoblock and generator	10
2.4.	Flat screen detector	60
2.5.	Monitors	20
2.6.	Accessories	20
2.7.	Consoles	10
2.8.	DICOM functionality	20
	SUBTOTAL FORM 2	400

	FORM 3. DELIVERY AND INSTALLATION	Points Obtainable
3.1.	Delivery period	30
3.2.	Installation team	10
3.3.	Installation time	10
	SUBTOTAL FORM 3	50

	FORM 4. PERFORMANCE/ACCEPTANCE TEST	Points Obtainable
4.1.	Performance/Acceptance procedure.	5
4.2.	Experience and qualification of the bidders proposed testing team	5
4.3.	Time for Performance/Acceptance Test	10
	SUBTOTAL FORM 4	20

	FORM 5. TRAINING	Points Obtainable
5.1.	Complexity of the offered training programs	15
5.2.	Qualification and experiences of the proposed tutors	15
	SUBTOTAL FORM 5	30

	FORM 6. WARRANTY	Points
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		Obtainable
6.1.	Response time	30
6.2.	Availability of consumables and spare parts	10
6.3.	Frequency of preventive maintenance visits	10
6.4.	Exchange (update) of software	40
6.5.	Qualification of the bidders repair/maintenance personnel	10
	SUBTOTAL FORM 6	100

	FORM 7. POST WARRANTY	Points Obtainable
7.1.	Response time	15
7.2.	Availability of consumables and spare parts	5
7.3.	Frequency of preventive maintenance visits	5
7.4.	Exchange of software	20
7.5.	Qualification of the bidders repair/maintenance personnel	5
	SUBTOTAL FORM 7	50

Financial Evaluation Criteria

The financial proposals will be evaluated based on offered price for **Mobile fluoroscopic C-Arm system** (INCOTERMS 2000, DDU Chisinau, Moldova), including transportation, installation, performance/acceptance test, training and three years full warranty including three years maintenance services, as per methodology described above.

F. Award of Contract

23. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

24. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

25. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

Failure of the successful Offeror to comply with the requirement of Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.

General Conditions of Contract**1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment

owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) Name UNDP as additional insured;
- (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
- (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in

its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract

- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

Terms of Reference**1. BACKGROUND**

The Republic of Moldova is a low income country from South East of Europe. The population is affected by poverty and has a reduced access to qualitative public services and infrastructure. UNDP together with Government commenced several initiatives, among them PPP Development Project to alleviate this situation. The Public Private Partnership Development project implemented by UNDP Moldova in partnership with Orange Moldova SA and Orange Moldova Foundation, Ministry of Economy and Ministry of Health of the Republic of Moldova and UNFPA through its component “Support to Corporate Social Responsibility Initiatives”, facilitate the development of social projects by the private companies. The main fields where private companies are invited to contribute are social assistance and health care.

In 2009, within the framework of this project, through the financial support of ORANGE Moldova Foundation was procured and put into function at the Neurologic and Neurosurgery Institute from Chisinau city a modern multi-slice Computerized Tomographer Unit. This enables to increase the quality of diagnostics, optimize the flow of patients, increase the quality of interventions and improve the informative of post-operative investigations. Now, for further improvement of medical services provided by this institution it is intended to procure a Mobile fluoroscopic system.

The Institute of Neurology and Neurosurgery (INN) is a leading institution in the Republic of Moldova specialized in diagnostic, treatment and prophylaxis of neurological system diseases. In INN are annually treated about 7000 patients, including about 2000 surgical interventions. Among the priorities of future development of INN are the treatment of chronic pain and mini-invasive surgical treatment of the spine diseases.

The supplier should deliver, install and put into function the equipment together with all required accessories by guaranteeing a full warranty period for Mobile Fluoroscopy C-Arm system during 3 years. The supplier should be able to deliver post-warranty services as to ensure the well functioning of the Mobile Fluoroscopy C-Arm system after the expiration of the warranty period. Training of the medical and technical personnel for operating with and maintaining the CT system, are also required.

2. CONTRACT OBJECTIVES AND SCOPE OF SUPPLY.

The main objectives of this contract are procurement of one of the Mobile Fluoroscopy C-Arm system, including transportation, installation and performance&acceptance test at beneficiary’s location in Chişinău-Moldova, professional training for the medical personnel who will operate the machine, warranty and maintenance.

The bidder shall comply with the following minimum requirements:

2.1 Mobile C-arm System**Description of technical requirements for a brand new mobile C-arm system to be installed in a hospital in Chisinau, Moldova for spinal surgery**

The proposed mobile C-arm system must include:

- Mobile C-arm with motor driven orbital movement and capability to perform 3D reconstructions
- High frequency generator
- Monoblock
- Digital flat screen image intensifier
- 2 High res flat screen monitors
- 2 operating consoles with touch screen display
- Digital imaging system
- DICOM connectivity
- Accessories

2.1.1 Clinical Applications

The mobile C-arm system must be able to perform the following investigations:

- Fluoroscopy for general orthopaedic applications
- Fluoroscopy, including 3D reconstructions, for specialised spinal surgery and spinal interventional radiology procedures, including
 - Spinal fusion and stabilisation, including minimally invasive surgical procedures
 - Spinal biopsy
 - Injection therapy including
 - Facet joint injections
 - Epidural injections
 - Nerve root blocks
 - Verteboplasty, kyphoplasty and sacroplasty
- On table angiography
 - Intra-operative delineation of spinal arteriovenous malformations, vascular tumours etc

2.1.2 Mobile C-arm

The mobile C-arm must comply with the following minimum requirements:

- The basic platform should have been introduced to the market less than 3 years ago
- Motor driven C-arm with isocentric movement
- Motor driven orbital rotation: minimum 130°
- Vertical travel: minimum 420mm
- Horizontal travel: minimum 220mm
- Swivelling (panning): minimum +/- 10°
- Angulation: minimum 220°
- Focus – image receptor distance: minimum 1000mm
- C-arm vertical free space: minimum 800mm
- C-arm depth: minimum 750mm
- Parallel movement of C-arm stand with operating table
- Wheels steering and braking system
- Cable deflection system on wheels

The above minimum requirements must be confirmed in the bidder's proposal and supported by technical documentation

2.1.3 High Frequency Generator

The high frequency generator must comply with the following minimum requirements:

- Microprocessor controlled HF generator
- Fluoroscopy kV range: minimum 40-110kV
- Fluoroscopy mA range: minimum 1.5-20mA
- Fluoroscopy pulse rate: minimum 25 pulses/sec
- Digital radiography kV range: minimum: 40-110kV
- Digital radiography max mA: minimum 20mA
- Minimum working possibilities:
 - Pulsed fluoroscopy
 - Digital radiography
- Application oriented anatomical programmes in fluoroscopy and digital radiography
- Real time detection programme for moving objects in the operating field

The above minimum requirements must be confirmed in the bidder's proposal and supported by technical documentation

2.1.4 Monoblock

The monoblock must comply with the following minimum requirements:

X-ray tube with one or two focal spots
Focal spot size in fluoroscopy: 0.6mm
Maximum anode heat capacity: minimum 45kHU
Monoblock heat capacity :>4000Khu
Maximum anode heat dissipation: minimum 500W
Continuous heat dissipation in clinical performance: <400W
Additional filtration: >0.1mmCu
Total filtration >4mmAl

The above minimum requirements must be confirmed in the bidder's proposal and supported by technical documentation

2.15. Collimators

The collimators must comply with the following minimum requirements:

Iris collimator
Slot collimator with rotation of cones
Two independent shutters with minimum of 90° rotation
Collimator rotation +/- 90°
Virtual collimation without radiation

The above minimum requirements must be confirmed in the bidder's proposal

2.1.6. Digital flat panel image intensifier

The digital flat panel image intensifier must comply with the following minimum requirements:

Detected field size: minimum 19x19 cm
Detector matrix: minimum 1024x1024 pixels
Dynamic range: minimum: 72dB

The above minimum requirements must be confirmed in the bidder's proposal and supported by technical documentation

2.1.7. Monitors

Two high resolution flat screen monitors must be supplied, each to the following minimum requirements:

Minimum 18" on a mobile trolley
TFT high res monitors 1280x1024
Brightness: min 600cd/m²
Contrast ratio: minimum 600:1
Viewing angle (horizontal and vertical): minimum 170°
Adjustable viewing angle

The above minimum requirements must be confirmed in the bidder's proposal and supported by technical documentation

2.1.8. Digital memory

The system must be supplied with digital memory complying to the following minimum requirements:

Fluoroscopic sequential image storage and display: minimum 25 images/sec
Memory storage capacity on HDD: minimum 60,000 images with 1024x1024 matrix
Memory matrix: 1024x1024 pixels
Image matrix: 1024x1024 pixels
Digital image processing: minimum 32bit

The above minimum requirements must be confirmed in the bidder's proposal and supported by technical documentation

2.1.9. User interface consoles

Two user interface consoles are to be supplied, with synchronised displays, one on the monitor trolley and one on the C-arm stand, each with the following minimal requirements:

- TFT touch screen displays
- Displays with intuitive icons for equipment operation

The above minimum requirements must be confirmed in the bidder's proposal

2.1.10. Hardware

The system must be supplied with appropriate hardware for the clinical applications outlined above including the support of 3D reconstructions. This will be to the following minimum requirements:

- Microprocessor: minimum 2 cores
- Microprocessor frequency: minimum 2.5 GHz
- RAM: minimum 2048RAM
- USB port
- CD/DVD +/-RW

The above minimum requirements, as well as the ability to support 3D reconstruction and the outlined clinical applications, must be confirmed in the bidder's proposal

2.1.11. Software

The system must be supplied with appropriate software for the clinical applications outlined above including the support of 3D reconstructions. This will be to the following minimum requirements:

- 3D reconstruction and visualisation software
- Axial, sagittal and coronal slice planes
- 3D volume size: minimum 128x128x128mm
- 3D reconstruction resolution: 512x512x512 voxels
- Maximum acquisition images for 3D reconstruction: minimum 100
- Minimum memory capacity on HDD: 500 scans at 512³ voxel volume, with image resolution of 1kx1k
- Digital measurement function: length and angle
- Cine loop
- Thick slice filter function
- Zoom function

The above minimum requirements, as well as the ability to support 3D reconstruction and the outlined clinical applications, must be confirmed in the bidder's proposal and supported by technical documentation

2.1.12. Real time imaging functions

The system must be supplied with the appropriate real time imaging functions for the outlined clinical applications. As a minimum this will include:

- Recursive filter for noise filtration
- Stack filter for noise filtration
- Edge enhancement filter
- Grayscale inversion
- Digital image rotation and reversal without radiation
- Digital shutters
- Contrast and brightness
- Remasking, landmarking, subtraction/native and pixel shift

The above minimum requirements must be confirmed in the bidder's proposal

2.1.13. Image post processing

The system must be supplied with appropriate post processing functions to support the outlined clinical applications. As a minimum this will include:

- Edge enhancement filter
- Zoom function
- Grayscale inversion
- Digital image rotation
- Digital measurement function: length and angle
- Digital shutters
- Annotation
- Contrast and brightness
- Pixel shift, remasking image, subtraction and native

The above minimum requirements must be confirmed in the bidder's proposal

2.1.14. Patient based data management system

The system supplied must include the capability for pre-registration either manually or via a DICOM worklist.

This capability must be confirmed in the bidder's proposal

2.1.15. DICOM connectivity

The bidder's proposal must demonstrate DICOM Connectivity and the system supplied must include the following as a minimum:

- DICOM store
- DICOM query
- DICOM retrieve
- DICOM worklist
- DICOM media
- DICOM print
- DICOM viewer for DVD and USB

The above minimum requirements must be included in the bidder's proposal

2.1.16. Other functions

The system supplied must include the following:

- Laser positioning device integrated in the generator or digital detector housing
- Measured dose are product with digital display

The above requirements must be included in the bidder's proposal

2.1.17. Accessories

The system supplied must include the following:

- Two pedals, one for exposure and one for fluoroscopy
- Two manual switches, one for exposure and one for fluoroscopy
- Video printer for paper and film, 210mm
- USB port
- DVD-RW for saving images in various formats
- X-ray protective materials
 - Wraparound protective aprons x4
 - Thyroid protection collars x4
 - Protective glasses x4
 - Lead gloves x2

Disposable sterile covers
English and Romanian language operating manuals

The above requirements must be included in the bidder's proposal

2.2 Delivery and Installation

The supplier is responsible for the transportation of the C-arm to the beneficiary's premises and its installation. This includes all equipment, tools, measuring tools and personnel required for the unloading and installation of the C-arm. The equipment will be used in the room at the second floor, and the room will be prepared for appropriate use of C-arm by the beneficiary based on the requirements provided by the supplier. The installation work is completed when the C-arm is ready for acceptance testing.

Completion of installation will be certified by the head of the installation team and a representative appointed by UNDP-Moldova.

The bidder must supply details of the installation team and demonstrate that they are experienced in the installation of similar equipment.

The supplier must make good any damage to the beneficiary's building or equipment sustained as a result of the installation.

All tools, packaging and other waste materials must be removed before installation is considered complete. All costs relating to the installation work including, but not limited to, labour, lodging and travel must be paid for by the supplier.

The bidder must provide a detailed schedule, including timings, for the transportations and installation of the equipment.

The bidder must provide brief details of the packaging and transportation used during delivery of the equipment.

All of the above criteria regarding delivery and installation will be included in the evaluation of each bidder's proposal.

2.3. Acceptance/Performance Tests

After installation is accepted as complete, the supplier and personnel from the beneficiary will test the equipment supplied to ensure it meets and comply with the specifications and agreed requirements.

The acceptance/performance tests will be certified complete by the head of the supplier's testing team and a representative appointed by UNDP-Moldova.

The bidder must include in the proposal details of the proposed acceptance/performance tests. This will include details of the testing team and the time required for testing.

Before putting the Mobile Fluoroscopy C-Arm into function the Beneficiary must obtain all required authorization according to national legislation for the rooms and equipments. The bidder shall in his proposal confirm in writing that he will assist in providing documents, calculations, drawings etc beneficiary to obtain the required permission for the C-Arm.

All of the above criteria regarding acceptance/performance testing will be included in the evaluation of each bidder's proposal.

2.4. Training

Appropriate training of individuals in the operation of the mobile C-arm supplied is included in the scope of supply.

As a minimum it is anticipated that initial training of two people for three days at the beneficiary's institution will be required, immediately after installation.

Follow-up training of the two individuals for a minimum of two further days, 4-6 weeks after installation, will also be required to resolve any early operational issues,

The bidder must include in the proposal details of the proposed training programme and the training team.

All of the above criteria regarding training will be included in the evaluation of each bidder's proposal.

2.5. Maintenance and warranty

The bidder's proposal will include a full description of a service and preventative maintenance warranty including as a minimum:

- Frequency of routine visits
- Work carried out during routine visits, including details of the quality check programme
- Consumables and spare parts included in the warranty
- Proposals for software updates during warranty period
- Response times including for both telephone consultation and emergency technician call-out
- Availability of spare parts and consumable in the region.
- Costs to be borne by the beneficiary during the warranty period

The bidder will supply three years full warranty including service and maintenance.

The selected full warranty period will begin immediately after acceptance of the equipment by the beneficiary following successful acceptance/performance testing of the mobile C-arm.

If the bidder intends to contract a local company for service and maintenance during the warranty:

- a. Details of the local company need to be included in the bidder's proposal
- b. The local company needs to be authorised and licensed by the manufacturer and confirmation of this included in the bidder's proposal
- c. The bidder must provide confirmation in the proposal that all maintenance and service personnel have passed the manufacturer's most recent training programme for maintenance and repair of the C-arm to be supplied.

Spare parts are to be supplied for a minimum of 10 years following acceptance of the equipment by the beneficiary. Confirmation of this must be included in the bidder's proposal.

All of the above criteria regarding warranty and maintenance will be included in the evaluation of each bidder's proposal.

PRICE SCHEDULE/FINANCIAL PROPOSAL

The Contractor is asked to prepare the Price Schedule/financial proposal and submit it in a separate envelope from the rest of the RFP response as indicated in Section D paragraph 15 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Clause 18. '

The Price Schedule/financial proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In addition to the hard copy, if possible please also provide the information on diskette (IBM compatible).

Description	Price/ Currency
Mobile Fluoroscopy C-Arm including all accessories, installation and performance/acceptance test (INCOTERMS 2000, DDU Chisinau, Moldova).	
Training	
Warranty and maintenance services for three years	
Total Financial Proposal	

Please, also provide the information, as requested below:

Description	Price/ Currency
Warranty and maintenance services for one year.	
Warranty and maintenance services for two years	
Post warranty service for one year.	
Post warranty service for two years	
Post warranty service for three years	