



## Pre-bidding Conference Minutes

### ITB for the supply of mobile fluoroscopic C-Arm system (ITB11/00456)

**3 November 2011, 14:00**  
**UN House Conference Room**

#### **Participants:**

1. Radu Dusciac, UNDP Procurement Associate
2. Alexandru Spinu, UNDP Technical Consultant
3. Jana Midoni, PPP Project Associate
4. Representatives of 5 local companies

#### **Summary of discussions:**

##### ***Description of the ITB process***

A detailed description of the ITB process was made, highlighting the most important parts of the published document: minimum presentation requirements, general and special conditions applicable, minimum qualifications for bidders, submission details and deadlines, evaluation criteria, details of the Schedule of Requirements, Technical Specifications and required format and modality for presenting the price quotations, as well as award criteria and methodology and procedures for identifying the winner of the competition.

Important points related to the preparation of documents and presentations of offers were briefly presented, as per ITB and its annexes. Offers shall be evaluated as per the criteria stated under Clause 22 of the Instructions to Bidders, according to which the offer should include information that will demonstrate bidders' compliance with the various evaluation criteria. As a result of evaluation, the contract will be offered to the lowest priced technically qualified offer. In Annex VI, technical specifications are presented. They contain either minimum/maximum values for various parameters, or a range of values to be covered by the offered equipment in order to be considered technically qualified. Annex VII is one of the mandatory documents to be presented and its Word format is available on-line.

Annex VIII, also available in Word format on-line, refers to financial offer and includes 3 options. The options of the financial offer differ only by the number of warranty years. As the budget for the procurement is limited, one of the 3 options that does not exceed the project budget will be considered. Although the 3<sup>rd</sup> option is desired (3 years of warranty), if the lowest priced technically qualified bid exceeds the budget, then the 2<sup>nd</sup> option will be considered (2 years of warranty), and so on.

The following were also emphasized: UNDP is procuring a radiological mobile C-Arm, used according to the destination of the producer – for use in the spinal and orthopedic surgery. There are more types of equipment that meet the respective needs, but the most important for bidders is to meet the minimum requirements described in the technical specifications and schedule of requirements. More sophisticated equipment will cost more. If a bidder wishes to offer more equipment options, it can do so, and each option will be taken into consideration for evaluation.

**Questions** (addressed by the representatives of the companies) **and answers** (offered by UNDP technical consultant and UNDP Procurement Unit representative)

**Q: Is the 3D criterion an important one?**

**A:** Yes, all requested points are important. If the offer does not correspond to a parameter it is not considered technically qualified.

**Q: Is the weight of the equipment an important parameter?**

**A:** No, it is not taken into consideration for the evaluation of offers. The parameters which refer to weight, height, width, length, color are only informative. In the technical specifications the values for these parameters are not limited in any way.

Technical specifications have 3 parts: the 1<sup>st</sup> refers to general conditions and standards which should be met; the 2<sup>nd</sup> is the specific part, the mandatory technical parameters to be met; and the 3<sup>rd</sup> is requirements for technical support, warranty and post-warranty.

**Q: In Annex VI it is mentioned that 3 years of warranty are requested, but in Annex VIII it is mentioned that 3 warranty options are requested. How should the offer be presented in regard to warranty period?**

**A:** The Bidders should confirm the existence of the real capacity to provide 3 years of warranty. The financial offers should include 3 price options: for 1, 2, and 3 years of warranty.

**Q: Annex VI requests to list all necessary consumables for a period of 5 years. What do you mean by this?**

**A:** The equipment has parts which need to be replaced periodically. Depending on the usage period, some components become consumables. For ex: the radiologic tube is not a consumable, but for a 10-year equipment life it becomes a consumable. There are also components the useful life of which is determined by the number of investigations done, hence the number of patients per day is given.

**Q: In this case, almost all parts can become consumables?**

**A:** You should list the parts of equipment which would require replacement during a period of 5 years. Their prices could change in the future, but we are interested in their approximate value, to know what will be the cost the beneficiary will have to pay after the warranty period expires. 5 years have been indicated as it is half of the equipment's life period. This information is not part of the evaluation.

The delivery contract will be signed between UNDP and winning company and the company will have to provide the warranty for the selected period. Then, the warranty and maintenance agreements will be passed to the beneficiary and the beneficiary will sign an individual maintenance contract with the winner or the company indicated as the provider of warranty and post-warranty technical assistance. The consumables' prices will be offered to the beneficiary, who will have a general picture of the prices. They will serve as a base for further negotiations of maintenance contracts.

The beneficiary will be the one to further choose the type of services required after the warranty period expires.

The price for the warranty should include the prices for all types of services during the chosen warranty period.

**Q: What does DAP INCOTERMS 2010 mean?**

**A:** It is the same as DDU from INCOTERMS 2000. The project is included in the list of projects exempted of VAT, as per the Government decision.

**Q: What should be the language of the offer?**

**A:** It's recommended to be in English because the competition results will be approved at the higher level and they need to be presented in English. If it's not possible to present the offer in English, then at least the most important parts should be in English.

**Q: What do you mean by the 15 % increase or decrease of your right to vary requirements at time of award?**

**A:** UNDP reserves the right to increase or decrease the order by 15% without change to other terms and conditions offered. This would be done only with the winner of the competition, and based on the grounded necessities.

**Q: Can the offer be accompanied by an offer of discount?**

**A:** Bidders should apply all discounts to the offered price.

**Q: Do you request bank guarantee?**

**A:** UNDP does not request a bank guarantee. Point 13 states that that bank guarantee is not required for this competition. A performance guarantee will also not be required. Payments shall be done in installments based on the achieved milestones, e.g. delivery of equipment, installation of equipment, training etc.

Additional questions can be addressed by e-mail until **11 November 2011 (COB)**, i.e. not later than 2 weeks before the submission deadline. The answers will be published on the UNDP Moldova website within 2 working days from the date the questions are received.