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Pre-bidding Conference Minutes
ITB for supply of pathology, analytical and general laboratory equipment
02 July 2012, 11:00
UN Conference Room

Agenda of the day:
1. Short introduction and description of ITB process
2. Qs & As

1. Short introduction and description of ITB process

Purpose of the ITB: Selection of one or more companies to supply pathology, analytical and general laboratory equipment for the Center of Forensic Medicine. Procurement of the equipment aims to strengthen the institutional and operational capacity of the Centre of Forensic Medicine in the examination of the torture and other cruel, inhuman or degrading treatment or punishment cases at the national level.

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, Bid Security Form and Performance Security Form. Requirements to how the Price Schedule and Technical Compliance Form should be prepared and presented were also mentioned.

It was emphasized the fact that the supplier is responsible for providing metrological certificates from the National Institute of Standardization and Metrology of Republic of Moldova for all the equipment that requires certification.

2. Qs & As

Questions received during the Pre-bidding Conference:

Question: ***Taking into account the fact that metrological certification of equipment that was never imported in Moldova before could last from 2 to 3 months, could you please clarify the terms of provision of the certificates. Please specify if UNDP would consider division of the payment in several tranches (e.g. 90% and 10%) that would be done upon delivery, installation of equipment and provision of metrological certificates.***

Answer: The payment could be done in tranches, but not using the proposed ratio. A partial payment (e.g. 70%) could be negotiated with the contractor to be paid upon delivery of the equipment and the final tranche upon submission of the metrological certificates.

Question: ***Could you please explain point 9 (b) of the Annex I and what document shall be furnished.***

Answer: In accordance with Annex V the supplier is not only responsible for delivery of the equipment, but also shall install and test the equipment and provide training. Therefore the company shall provide proof of experience in these areas and a qualified team to provide these services.

Question: ***What criteria were used when separating in lots the equipment?***

Answer: The equipment was divided in lots according to their performance and its connection within an integrated system. The equipment was grouped in accordance with the purpose it will be used for. The division into lots was performed by an international expert contracted to develop the technical specifications of the laboratory equipment.

Question: ***Please state if the separation in lots is fixed or it can be changed. Some of the items from the LOT3 require special medical licenses; will it be possible to separate these items in a different lot?***

Answer: The composition of the lots was decided based on criteria described above. Taking into account the costs incurred by the UNDP for the administration of each contract, a different distribution of the items into lots is not being considered at this stage of the competition.

Question: ***Why the technical specifications are developed based on the technical description more than the applications and purpose it will be used for?***

Answer: The different types of specifications (functional, performance and design/technical) are present in the descriptions provided in the solicitation documents. Describing just the applications and purpose for which the equipment will be used could be insufficient and may lead to obtaining bids offering equipment which do not meet the needs and requirements of the beneficiary. In an Invitation to Bid bidders are required to meet the precise specifications of goods needed by UNDP.

Question: ***Please clarify the reason why three years experience in supply of <u>medical</u> equipment is required from the supplier.***

Answer: Experience in supply of medical equipment is required only for companies bidding for LOT3 which includes medical equipment. For suppliers that will bid for other lots a three years experience in supply of similar equipment is required only.

Question: ***One of the participants of the pre-bidding conference has expressed his concern that technical specifications limit the competition, due to the fact that some specifications copy the information of actual equipment models and also because of the existing distribution per lots.***

Answer: The participants were requested to submit in written form their concerns regarding the technical specifications and the distribution per lots, indicating the exact parameters or reasons which in their view lead to restricting the competition. The issues will be addressed to the international consultant contracted to develop the technical specifications of the equipment, and UNDP will provide a reply in due course.