



**Pre-bidding Conference Minutes  
ITB "Supply of Medical Equipment for Rybnitsa Maternity"**

**ITB13/00698**

**02 September 2013, 11:00  
"Le Roi" Conference Room**

**Introduction:**

The Pre-bidding conference was opened by Mr. Viorel Albu, Project Manager of Community Empowerment Project, who presented the team and welcomed the participants. The meeting was attended by 3 companies that expressed the interest to participate at the Pre-bidding conference.

The meeting continued with clarifications of instructions and references of the ITB13/00698. Mr. Viorel Albu focused on the main aspects of the Invitation to Bid, submission requirements and methods, rules and regulations to be applied in the process of evaluation. Also, were underlined the documents required to be submitted in Section 1: Letter of Invitation and the main aspects of Section 2: Instruction to Bidders to take in consideration while filling in the application forms and compiling the documents for applying to the tender.

Further to this, was mentioned that under this tender, Vendor will not have to submit the Bid Security and Performance Security as to create a more attractive framework and to encourage companies to participate at this competition. Also, an Advanced Payment upon signing of contract, up to a maximum of 20% of contract, could be provided to the winning company. If the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the template in Section 10.

Another point which was underline was the Preferred Currency of Bid and the Method for Currency conversion. The Bid (Price Schedule Form, Section 7) can be submitted in US dollars or in other convertible currency. However, where Bids are quoted in a different currency than US dollars, for the purposes of comparison of all Bids, UNDP will convert the currency quoted in the Bid into US dollars, in accordance with the prevailing UN operational rate of exchange on 16 September 2013 (the ITB deadline). The equipment price offered by the companies participating in this tender should be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

The Technical Bid and the Price Schedule can be submitted personally/by courier, in original and one copy, or in electronic manner to [tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org), password protected. After the closing of the tender, 16 September 2013, 11:00, the Bidders who sent the Bids in electronic manner, will receive an e-mail from UNDP asking for the password, in order to proceed with opening and evaluating the submitted Bids. Please, make sure that a person who knows the password for the application documents will answer to the e-mail on password request, on September 16, by 11.00. For more information please see the Instruction to Bidders, points Bid 21-24.

At the section 26, required documents, it is important to submit all the documents you hold, including Environmental Compliance Certificates which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it

manufactures.

### **Questions and Answers:**

**1. Regarding the need for an engineer intervention in the period of warranty of the medical equipment. How it will be organized the travel of the engineer to the beneficiary institution which is located on the left side of Nistru River?**

**Response:** The travel of the engineer to the left bank of Nistru River is not difficult and it will be organized by the Bidder, informing UNDP accordingly.

**2. Should all the equipment requested in the Bid for the Maternity Unit and Intensive Therapy Care Unit from Rybnitsa town be provided by one company?**

**Response:** All the equipment for the supply of the Maternity Unit and Intensive Therapy Care Unit from Rybnitsa town as per the Schedule of Requirements (Section 3) and Technical Specifications (Annex 1) must be provided by one company. In cases of partial bids, the company's proposal will be disqualified.

**3. What represents the current ratio of not less than 1.0, specified in the Bid Instruction at the point 32?**

**Response:** The current ratio is a financial ratio that measures whether or not a firm has enough resources to pay its debts over the next 12 months and it is calculated as: Current Assets divided to Current Liabilities and it has to be of not less than 1.0. This ratio will be calculated based on the Financial Statement which will be submitted to UNDP by the bidders (Income Statement and Balance Sheet).

**4. Is the Section 5 from the Invitation to Bid need to be fill in with the information from the Instruction to Bid point 15?**

**Response:** The Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder should be filled in with the information from point 15: Technical Bid Format and Content. The Bidder shall fill in this Form in accordance with the instructions.

**5. Has the Maternity Unit and Intensive Therapy Care Unit from Rybnitsa town a centralized functional oxygen system to be used for the table for newborn resuscitation?**

**Response:** The Maternity Unit and Intensive Therapy Care Unit from Rybnitsa dispose of a centralized oxygen system, though it is not an advanced one.

**Note:** In case of certain technical irregularities in the Technical Specifications of required equipment, the Bidders may request clarifications no later than 10 days before the submission date. Any request for clarification must be sent in writing via courier or through electronic means to Ms. Olga Vasiliev, Project Officer at: [olga.vasiliev@undp.org](mailto:olga.vasiliev@undp.org). The answers/clarifications will be addressed to a medical expert contracted for this matter by UNDP and then will be responded in writing, transmitted by electronic means (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid. Also, the Questions & Answers will be published on the tenders' web page.