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Pre-bidding Conference Minutes
ITB "Supply of Medical Equipment for Tiraspol, Slobozia, Grigoriopol and Rybnita perinatal centers, Transnistrian Region"

ITB14/00855

19 September 2014, 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 5 companies that expressed the interest to participate at the Pre-bidding.

The meeting continued with clarifications of instructions and references of the ITB. 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 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 in case of this tender UNDP is requiring the Bid Security at the bid submission stage and Performance Security in the amount of 10% of the contract. The Performance Security shall be presented only by the successful bidder upon signature of the contract. Also, it was mentioned that an Advanced Payment upon signing of contract in not allowed.

Other points which were underlined during the meeting were the Required Documents that must be Submitted to Establish Qualification of Bidders and Criteria for the Award and Evaluation of Bid. It is important to present all the documents you hold regarding the company profile, quality certificate and other similar certificates, certification of authorised Service Centre in Republic of Moldova or other country, warranty on parts and services.

Questions and Answers:

1. **Question: In case one of the Bidder want to participate in the ITB as a group of legal entities that forms a joint venture or consortium, which of the companies shall be the subject to the eligibility and qualification assessment by UNDP evaluation comision?**

Answer: All entities that participate in the ITB as a consortium are subject to the eligibility and qualification assessment by UNDP. When creating a consortium one of the companies shall take the role of the leading entity and submit the documents for the ITB on behalf of the joint venture. The documents shall include all the information for both of the companies (company profile, certificate of registration of the business, management structure of the organization etc), and details regarding the expected role of each of the entity in the consortium in delivering the requirements of the ITB.

2. **Question: Regarding the authorised Service Centre from the Republic of Moldova or neighboring countries–Romania or Ukraine. Which of the consortium companies shall provide the authorized maintenance service of the medical devises?**

Answer: The authorized maintenance service of the medical devises shall be provided by any of the consortium companies and this shall be clearly stipulated in the consortium contract.

3. Question: Is it mandatory for the bidding company to be national?

Answer: All the companies are invited to participate in this ITB, since it is an open international competition.

4. Question: Shall the ITB documents include both audited financial statement and accountant balance sheet?

Answer: The national companies shall present the copy of stamped accountant balance sheet and the international companies -the audit financial statement.

5. Question: Since there are no advance payments when signing the contract, does the UNDP provide any bank guaranties for execution of works?

Answer: UNDP does not provide any bank guarantees to other parties and, all the contractual risks shall be undertaken by the winning bidder.

6. Question: Is it possible to extend the deadline for accomplishment of all activities related to medical equipment delivery (deliverable 1)?

Answer: The delivery period of 50 days is considered a reasonable timeframe for that kind of works. We consider that, the company that will meet the ITB requirements will have enough capacity to perform such an order.

7. Question: Are there any specific customs procedure when handling over the medical equipment to Transnistrian beneficiaries?

Answer: There are no additional costs and specific customs procedure for that. UNDP is open to provide all the support regarding the facilitation of logistical arrangements concerning the medical equipment passage to Transnistrian region. Nevertheless, the contractor remains totally responsible for customs procedure and quality of all the supporting documents. The winning company shall organize individually the medical equipment delivery, taking into consideration the large number of equipment positions and delivery destinations.

8. Question: Is it possible to re-negotiate the contract amount in case some exceptional circumstances (that implies additional costs) occur at the delivery time?

Answer: No, the contract cannot be amended. This is a risk factor, the bidder shall take into consideration at the planning stage.

9. Question: According to the new Medical Devices Law – all the medical devises shall be registered in a fixed period of time before entering the country. The case review at the Medicines Agency can last up to 90 days, consequently this could affect the delivery schedule. Can UNDP somehow interfere to prevent the delaying of the case review at the Medicines Agency?

Answer: UNDP cannot influence this decision. It is the responsibility of companies to manage this process.

10. Question: Item 3 specifications say the Battery Backup should be able to work for a minimum of 30 minutes; however, further on it is specified that the device must have an autonomy of approximately 60 minutes. Please explain.

Answer: "Battery Backup" refers to the device's internal battery, whose function is to memorize and retain existent settings, whereas autonomy refers to the capacity of ensuring uninterrupted operation without an external power source. The Annex 1 will be amended accordingly.

11. Question: No specifications are provided at Item 3 as to the type of the waste anesthetic gas exhaust system. Should the device come with one or there is a centralized system available in the medical institution?

Answer: The beneficiary medical institutions don't have centralized systems to exhaust waste anesthetic gases. So the Bidders need to make sure that the anesthetic equipment incorporates a waste gas exhaust system.

12. Question: Item 3 specifications indicate a range of the tidal volume of 20-1500 ml. In some cases the lower limit value might be too high for the neonates.

Answer: We indicated the values that will be used in the current clinical practice, however this is the minimal operating range. If you can offer a device that delivers a tidal volume of 0-1600ml for example, it will include the specified range as well.

13. Question: Item 3 specifications indicate a respiratory rate of 5-60 bpm. This is too low for the neonates.

Answer: We indicated the values that will be used in the current clinical practice, however this is the minimal operating range. If you can offer a device with a respiratory rate of 1-100 bpm for example, it will include the specified range as well.

14. Question: Item 3 specifications say "No gas needed to drive the ventilator". What does this mean?

Answer: It means the device must not be powered mechanically by gases without being connected to a power source, but must be powered electromechanically and be connected to an external power source. The Annex 1 will be amended accordingly.

15. Question: Item 1 specifications require the pressure in the cylinders to be maximum 2900psi, and 19994kpa in parentheses. It is supposed to be a very concrete and precise value.

Answer: This is just a 'psi' to 'kpa' pressure conversion. The Annex 1 will be amended accordingly.

16. Question: Item 1 specifications indicate a range of 0-25 cmH2O for PEEP; but this is supposed to be a rather concrete and specific value.

Answer: This is a value that is used in the current clinical practice. If we look at the neonatal resuscitators existing on the market, we can see that practically all of them have the same PEEP value, including our requirement.

17. Question: Item 1 specifications indicate a margin of precision of ±3% for the "Precision blender 21-100%"; but this is supposed to be a concrete and specific value.

Answer: The delivery/measurement accuracy for oxygen concentration in medical equipment as per national and international standards is ±3% irrespective of the manufacturer.