

**Minutes of the Pre-bidding Conference for ITB15/01046:  
Medical and Emergency equipment for pediatric and perinatal wards  
in Tiraspol, Bender, Rabnita, Slobozia and Grigoriopol hospitals**

**16 July 2015, 11:00**

Le Roi Business Centre, room 305

**Agenda:**

- I. Presentation and description of procedures
- II. Questions and answers

**I. Presentation and description of procedures**

The Pre-bidding conference was opened by Viorel ALBU, Project Manager of Community and Infrastructure Development Project, SCBM Programme, who welcomed the participants.

Mr. Albu made a short presentation of the project emphasizing its main objectives. Further, he presented the submission requirements and procedures as indicated in the ItB document, paying particular attention to the Data Sheet provisions presented in the **Instructions to Proposers** of this ItB. He drew special attention to the fact that bids shall be submitted in time, to the special address or e-mail set in Data Sheet of the ItB document, shall include all the documents required to establish eligibility of a company and shall meet the minimum qualification requirements for the required equipment.

Corneliu Pişlaru, UNDP National Consultant/Bioengineer, underlined and encouraged the bidders to fill in the parameters of each equipment item as per specifications required and listed in the Annex 1. Technical Specifications.

**II. Questions and Answers**

**Question 1:** How the availability of authorized service center in place can be proved? Is it enough to provide a letter from manufacturer stating the name of authorized service center in place (whether it be Moldova or neighboring countries)?

**Answer:** Actually, a letter is not enough. It is necessary to provide a copy of Registration Certificate of the Service Center and a contract between parties or a Memorandum of Understanding describing responsibilities of parties in case the competition will be won and a contract signed.

**Question 2:** What is the preferred currency to submit Bid in and what if provided in Euro?

**Answer:** The preferred currency for Bids is US dollars. If the bid will be claimed in other currency than US dollars it will be converted for the evaluation purpose following the UN operational rate of exchange on the day of

competition deadline. The contract, however, will be signed in the currency of the offer.

**Question 3: What if an item equipment proposed in a bid will be superior higher than required technical specifications?**

**Answer:** Following the evaluation process announced under present competition, the bids will be evaluated on pass/fail criteria, minimum technical requirements and then the 1<sup>st</sup> lowest priced bid will be the winner. Considering the above, it is important that the proposed items of equipment are equal or of higher quality than required, but still, the price will be decisive.

**Question 4: What is the delivery term?**

**Answer:** The total delivery term for the completion of all deliverables announced in Section 3a of the ITB document is 75 calendar days. Specific deliverables and terms are listed below:

**Deliverable 1:** Accomplishment of all activities related to custom clearance, supply and installation of all equipment within **60 calendar days** from Contract signature.

*Please, pay attention to the fact that Bidder will be responsible to undertake custom clearance procedures. Also, please, note that UNDP is exempt of customs taxes and 0% VAT. Considering this, UNDP will provide all necessary letters and supporting documents in order you may prove tax exemption for this equipment at Customs Department. Also, given that equipment shall be delivered in Transnistria region, UNDP will provide support to contracted company for obtaining permit from de facto Transnistria authorities to cross so called check-points.*

**Deliverable 2:** Testing of the installed equipment within **65 calendar days** from contract signature.

**Deliverable 3:** Training of relevant local staff within **70 calendar days** from contract signature.

**Deliverable 4:** Commissioning of the supplied equipment within **75 calendar days** from contract signature.

All the above, are the maximum allowed terms and will be duly listed in the contract.

**Question 5: In case the delivery term will be 1 month, which is the term in which the payment from UNDP may be received after the acceptance of goods and services and signature of the receipt report?**

**Answer:** Regardless of the delivery term, the standard period for UNDP to conclude the payment is 1 calendar month. This period is the maximum possible. Generally, UNDP is also interested to conclude the payment quickest possible.

**Question 6: Shall be the receipt of goods and services made in the presence of UNDP representatives? Or in the presence of Hospital representatives?**

**Answer:** The Hospital representatives will confirm receipt of goods and services in place. The SCBM Experts will undertake additional follow up filed visits to check and evaluate the provided equipment. This will serve for UNDP proof and grounds for proceeding with the payment. Still, the final papers, such as Final Report on Receipt of goods and services, Invoice and Fiscal Note shall be addressed to and signed with UNDP.