



**ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ**

**B8 Διεύθυνση**

**Επιχειρηματικής Ανάπτυξης**

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**Αρμόδιος: Ευθύμιος Μασούρας, Γραμματέας ΟΕΥ Γ΄**

**ΠΡΟΣ: - ΠΙΝΑΚΑ ΑΠΟΔΕΚΤΩΝ (μ.σ. – μ.η.)**

**ΚΟΙΝ.: - Γραφείο Συνδέσμου στην Πρίστινα**

- MA E.E.

- MA OHE

**Ε.Δ.: - Διπλωματικό Γραφείο κ. Πρωθυπουργού**

- Διπλωματικό Γραφείο κ. Υπουργού

- Διπλωματικό Γραφείο κ. ΑΝΥΠΕΞ

- Διπλωματικό Γραφείο Υφυπουργού κ. Φραγκογιάννη

- Γραφείο κ. Γενικού Γραμματέα

- Γραφείο κ. Γενικού Γραμματέα ΔΟΣ και Εξωστρέφειας

- Γραφεία κ.κ. Α΄, Β΄ και Γ΄ Γενικών Διευθυντών

- Α3, Β2 και Γ1 Δ/σεις

- Μονάδα Διαχείρισης Κρίσεων

**ΑΔΙΑΒΑΘΜΗΤΟ**

**ΕΠΕΙΓΟΝ**

**ΠΡΟΘ. ΑΠΟ 03-08.04.2020**

Αθήνα, 2 Απριλίου 2020

Α.Π. 18252

**ΘΕΜΑ: Πρόταση προμήθειας ασθενοφόρων, νοσοκομειακών κλινών και αναπνευστήρων για το Κόσσοβο (ΟΡΘΗ ΕΠΑΝΑΛΗΨΗ ΩΣ ΠΡΟΣ ΤΟΥΣ ΑΝΑΠΝΕΥΣΤΗΡΕΣ)**

**ΣΧΕΤ. Έγγραφο Γραφείο Συνδέσμου στην Πρίστινα με ΑΠ. 1102 (1159) /ΑΣ 121/31.03.2020 (μη προς όλους)**

Αποστέλλουμε, συνημμένα, προς ενημέρωσή σας, ανωτέρω σχετικό έγγραφο του Γραφείου Συνδέσμου στην Πρίστινα, μαζί με το οποίο επισυνάπτονται τρεις προσκλήσεις ενδιαφέροντος που εστάλησαν από το Γραφείο Προγραμμάτων ΟΗΕ για το Κόσσοβο (UNOPS, UN Office for Project Services), στο πλαίσιο της βοήθειας από την Ε.Ε. προς το Κόσσοβο, για την καταπολέμηση του κορωνοϊού.

Οι ενδιαφερόμενοι δημόσιοι ή ιδιωτικοί φορείς μπορούν, αφενός, να εκδηλώσουν ενδιαφέρον για όλες τις κατηγορίες προκηρύξεων προμήθειας υλικού, με διαφορετικές ημερομηνίες λήξης, αφετέρου, για κάθε μία κατηγορία ξεχωριστά.

Ειδικότερα, οι καταληκτικές ημερομηνίες λήξης των σχετικών προκηρύξεων έχουν ως εξής:

- 1. RFQ Ref No: UNOPS-PRPC-RFQ-2020-001 "Supply and Delivery of ICU Ventilators" (αναπνευστήρες), στις 3 Απριλίου 2020,**
- 2. UNOPS-PRPC-RFQ-2020-003 "Supply and Delivery of Hospital Beds" (νοσοκομειακές κλίνες), στις 7 Απριλίου 2020**
- 3. UNOPS/RFQ/004 - Supply and Delivery of Medical Ambulance Vehicles COVID-19 (ασθενοφόρα), στις 8 Απριλίου 2020.**

Παρακαλούμε για την ενημέρωση των μελών σας.

Ο Διευθυντής κ.α.α.

Κωνσταντίνος Κουρούμαλος  
Γραμματέας ΟΕΥ Α΄

EM

Συν: Τρία (3) ηλ. αρχεία

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## ΠΙΝΑΚΑΣ ΑΠΟΔΕΚΤΩΝ

- ΣΥΝΔΕΣΜΟΣ ΦΑΡΜΑΚΕΥΤΙΚΩΝ ΕΠΙΧΕΙΡΗΣΕΩΝ ΕΛΛΑΔΟΣ
- ΣΥΝΔΕΣΜΟΣ ΕΤΑΙΡΕΙΩΝ ΦΑΡΜΑΚΩΝ ΕΥΡΕΙΑΣ ΧΡΗΣΗΣ (ΕΦΕΧ)
- ΠΑΝΕΛΛΗΝΙΟΣ ΣΥΛΛΟΓΟΣ ΠΡΟΜΗΘΕΥΤΩΝ ΙΑΤΡΙΚΩΝ ΕΙΔΩΝ (ΠΑΣΥΠΠΕ)
- ΣΥΝΔΕΣΜΟΣ ΕΠΙΧΕΙΡΗΣΕΩΝ ΙΑΤΡΙΚΩΝ & ΒΙΟΤΕΧΝΟΛΟΓΙΚΩΝ ΠΡΟΙΟΝΤΩΝ (ΣΕΙΒ)
- ΙΝΣΤΙΤΟΥΤΟ ΦΑΡΜΑΚΕΥΤΙΚΗΣ ΕΡΕΥΝΑΣ ΚΑΙ ΤΕΧΝΟΛΟΓΙΑΣ Α.Ε.
- ΣΥΝΔΕΣΜΟΣ ΕΛΛΗΝΙΚΩΝ ΚΛΙΝΙΚΩΝ
- ΠΑΝΕΛΛΗΝΙΑ ΕΝΩΣΗ ΙΔΙΩΤΙΚΩΝ ΚΛΙΝΙΚΩΝ
- ΠΑΝΕΛΛΗΝΙΟΣ ΣΥΝΔΕΣΜΟΣ ΙΑΤΡΙΚΩΝ ΔΙΑΓΝΩΣΤΙΚΩΝ ΚΕΝΤΡΩΝ
- ΕΛΛΗΝΙΚΟΣ ΣΥΝΔΕΣΜΟΣ ΤΟΥΡΙΣΜΟΥ ΥΓΕΙΑΣ
- ΚΕΝΤΡΙΚΗ ΕΝΩΣΗ ΕΠΙΜΕΛΗΤΗΡΙΩΝ ΕΛΛΑΔΟΣ (ΚΕΕΕ)
- ΕΜΠΟΡΙΚΟ ΚΑΙ ΒΙΟΜΗΧΑΝΙΚΟ ΕΠΙΜΕΛΗΤΗΡΙΟ ΑΘΗΝΩΝ
- ΕΜΠΟΡΙΚΟ ΚΑΙ ΒΙΟΜΗΧΑΝΙΚΟ ΕΠΙΜΕΛΗΤΗΡΙΟ ΘΕΣΣΑΛΟΝΙΚΗΣ
- ΕΜΠΟΡΙΚΟ ΚΑΙ ΒΙΟΜΗΧΑΝΙΚΟ ΕΠΙΜΕΛΗΤΗΡΙΟ ΠΕΙΡΑΙΩΣ

# **Request for Quotation (RFQ) for provision of Goods**

## **Supply and Delivery of ICU Ventilators**

**RFQ Ref No: UNOPS-PRPC-RFQ-2020-001**

Version: v2017.2

## Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the **Supply and Delivery of ICU Ventilators**, with RFQ Case No.: **UNOPS-PRPC-RFQ-2020-001**.

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

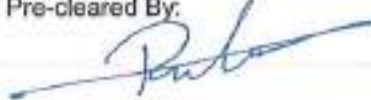
The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Quotation Forms:
  - Form A: Quotation Submission Form
  - Form B: Price Schedule Form
  - Form C: Technical Quotation Form
  - Form D: Previous Experience Form
  - Business Registration Certificate.

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Pre-cleared By:



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Rula Abu Nimreh  
Procurement Advisor - ECR

Approved by:

Name: Brendan Keirnan  
Title: Head of Office  
Date: 30/03/2020

Signature: 

## Section I: RFQ Particulars

Scope of Quotation	<p>This RFQ refers to the <b>Supply and Delivery of ICU Ventilators in Kosovo</b><sup>1</sup> with RFQ Case No.: <b>UNOPS-PRPC-RFQ-2020-001</b>.</p> <p>These Goods are further described in <b>Section III: Schedule of Requirements</b>.</p> <p>The bids shall include the Supply and delivery of Goods and the RFQ Document is being issued in two (2) Lots listed below:  <b>Lot Description:</b>  <b>Lot 1:</b> Supply and Delivery of ICU Ventilators in Kosovo;  <b>Lot 2: (Optional)</b> LTAs for Supply and Delivery of ICU Ventilators (UNOPS LTAs). UNOPS may use the results of this solicitation process to establish a non-exclusive Long Term Agreement (FAC incoterm) with a vendor for a period until 17 July 2020 with a possible extension of a further 1 year. Prices quoted against this Lot of the RFQ shall remain fixed for an initial 3 months period from the date of signature of the Long Term Agreement. The supplier may be allowed to request for a price adjustment after every 3 months period subject to the UNOPS approval process stipulated in the UNOPS Procurement Manual.</p> <p><b>Bidders are invited to submit a Quotation per individual Contract (Lot) or for both two Lots.</b></p> <p><b>UNOPS reserves the right to award multiple contracts under each Lot.</b></p> <p><b>Lot 2 is Optional. Evaluation shall be done per Lot.</b></p>
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p style="text-align: center;">United Nations Office for Project Services  Pristina Project Centre  Procurement Unit  Contact person: Ninez Kosumi</p> <p style="text-align: center;">Email: <a href="mailto:NinezK@unops.org">NinezK@unops.org</a></p>
Bidder Eligibility	No nationalities are excluded from submitting a quotation.
Clarifications	<p>Requests for clarification from bidders will be accepted no later than <b>02 April 2020 at 12:00noon</b>.</p> <p>Responses to requests for clarification will be communicated: <b>to all Bidders directly</b>.</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 30 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be made in <b>USD</b> (United States Dollars) or <b>EURO</b> .

<sup>1</sup> All references to Kosovo on this document are made in the context of UN Security Council Resolution 1244 (1999)

Duties and Taxes	All quotations shall be submitted net of any direct taxes and custom duties. Please note that UNOPS is exempt from all direct taxes, and customs restrictions, duties, and charges of a similar nature.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in <b>English</b> .
Deadline for Quotation Submission	All quotations must be submitted by <b>10:00 am (CET) Pristina, Kosovo Time on Friday, 03 April 2020</b> .
Quotation submission	All interested parties must complete and return the provided Returnable Bidding Forms to the following email addresses: <a href="mailto:NinezK@unops.org">NinezK@unops.org</a> and <a href="mailto:LinditaP@unops.org">LinditaP@unops.org</a>
Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> <li><b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>Bidder is eligible as defined in Instructions to Bidders, Section II - Article 3</li> <li>Completeness of the Quotation: <ul style="list-style-type: none"> <li>All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> </ul> </li> <li>Bidder accepts UNOPS General Conditions of Contract</li> </ul> </li> <li><b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>Bidder should be in continuous business of supplying similar goods for the last 2 years</li> </ul> </li> <li><b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> <li>Goods offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements</li> <li>The selection of a substantially non-compliant offer is not permitted if a substantially compliant offer exists;</li> <li>The technical advantages offered by a higher priced quotation may justify selection of an offer other than the lowest priced;</li> <li>Selection of the most technically acceptable offer is allowed in cases where none of the offers fully meets the requirement specification.</li> </ul> </li> <li><b>Financial evaluation.</b> Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. In case where the full quantity requested cannot be provided by one supplier, an additional order can be placed with the supplier offering the second lowest priced.</li> </ol> <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p> <p><b>Note to Bidders: UNOPS have the right to award multiple contracts under Lot1, and multiple LTAs under Lot 2</b></p>

Partial quotations	<p>Bidders shall be allowed to quote prices for one or more items identified in Section III: Schedule of Requirements. Evaluation will be done separately per each Lot.</p> <p>Partial quotations are allowed. UNOPS reserves the right to split the contract between several suppliers and place several contracts or place multiple awards under each respective lot.</p> <p><b>Note to Bidders: UNOPS have the right to award multiple contracts under Lot1 and multiple LTAs under Lot 2</b></p>
Alternative quotations	<p><b>Alternative quotations are accepted.</b></p> <p>Alternative offers are evaluated simultaneously with other original offers (i.e. bidders are allowed to present more than one technical solution – multiple offers – to the requirement, each of which will be individually assessed).</p> <p>An alternative offer is an offer that does not comply with the exact requirements of the tender, or which may represent an improvement over the original offer by exceeding the minimum performance parameters of the request. Alternative offers not complying with the mandatory criteria will only be considered in cases where none of the offers fully meets the requirement specification.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>● Form A: Quotation Submission Form</li> <li>● Form B: Price Schedule Form</li> <li>● Form C: Technical Quotation Form</li> <li>● Form D: Previous Experience Form</li> <li>● Business Registration Certificate.</li> </ul>
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): <b>Purchase Order</b></p>
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: <b>UNOPS General Conditions of Contract for the provision of Goods.</b></p> <p>The General Conditions of Contract are available at <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	<p>UNOPS plans to award the Contract by 3-5 days after the tender closure date.</p>
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at <a href="http://www.unqgm.org">www.unqgm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract Award, the Bidder must register on the UNGM prior to Contract signature.</p>

## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

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Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

### 2. INTERPRETATION OF THE RFQ

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This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

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Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;



- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

#### **4. CLARIFICATION OF THE RFQ**

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Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

#### **5. REMUNERATION FOR AND COSTS OF QUOTATIONS**

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Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

#### **6. QUOTATION CURRENC(IES)**

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The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

#### **7. DUTIES AND TAXES**

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Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

#### **8. PAYMENT TERMS**

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UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

## **9. PUBLICATION OF CONTRACT AWARD**

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UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

## **10. ETHICS AND PROSCRIBED PRACTICES**

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UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

## **11. AUDIT**

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UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

## **12. BID PROTEST**

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Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at [www.unops.org](http://www.unops.org).

## Section III: Schedule of Requirements

### General Requirements

UNOPS General Requirements and relevant services
<ul style="list-style-type: none"> <li>● The company should be authorized for selling and installation of offered products. <b>Manufacturer Authorization</b> is mandatory to be provided</li> <li>● <b>Statement</b> for the supply and delivery time of offered products to be submitted</li> <li>● <b>Declaration of Conformity</b> (Certificate of Conformance) for offered products to be submitted (European conformity marking - CE Mark or compliance to other internationally recognized medical devices regulatory systems). Bidders shall ensure conformity of the equipment with all applicable regulations.</li> <li>● <b>Proof of experience:</b> The company should complete the Previous Experience table in Form C for the previous implemented projects/ deliveries in the field of <b>Medical Equipment (ICU Ventilators)</b> (for last two years 2018 and 2019)</li> <li>● Training and installation services may be provided by a local Agent, which should be properly indicated in the applicable bid form.</li> <li>● If training and installation cannot be provided on-site, the Bidder shall commit to provide remote support for installation and remote training sessions.</li> </ul>
Bidder must confirm unloading all goods within a Lot at final places of destination (must be done on the day of delivery of the equipment)
Commissioning works on putting equipment into operation (must be done within 7 calendar days after delivery of the equipment)
<b>Working conditions.</b> If not specified specifically, all equipment must maintain full-time work in ambient temperature range from +15°C to + 30°C. If not specified specifically all active (which is powered from the power line) equipment must operate from alternating current 220V+/-10% and frequency 50 Hz+/-1 Hz. Equipment should be resistant to cleaning and disinfection.
<b>Medical equipment standards.</b> All offered medical equipment, tools and consumables shall be in possession of European conformity marking (CE Mark), according to 93/42/EEC and 2007/47 directives, and applicable IEC/ISO 60601 and 80601 family standards, or FDA approval or compliance to other internationally recognized medical devices regulatory systems. Manufacturer of the goods shall be ISO 13485 and/or ISO 9001 certified. Bidders shall ensure conformity of the equipment with all applicable regulations by submitting in the bid copy of the valid certificates.
All mentioned equipment and software should be supplied together with all drivers and connection cables foreseen by the design that is to enable its use as part of hardware complexes.
<p><b>Training.</b> Theoretical and practical training for all required main users and technical staff should be provided preferably on-site.</p> <p>Training and installation services may be provided by a local Agent, which should be properly indicated in the applicable bid form.</p> <p>If training and installation cannot be provided on-site, the Bidder shall commit to provide remote support for installation and remote training sessions.</p> <p>The training shall be performed by qualified and authorised personnel. Training materials shall be provided, preferably translated in the local language or the locally most diffused international or UN language.</p>

User and service/maintenance manuals in hard and soft copy, including drawings of the technical systems, shall be provided.

**After-sale services.** Availability of spare parts, renewables and technical service, from the Supplier or from the Manufacturer, should be  $\geq 5$  years after installation.

**The period of validity of the Warranty.** The warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination. The Warranty should include preventive maintenance, replacement of defective parts/equipment, repair of equipment, labour for equipment repair and/or parts replacement.

**Warranty service.** Within the warranty period, the Supplier or its authorized service centre shall provide maintenance and/or repair services to the equipment operation site not later than 10 (ten) workdays from the date of receipt of written or E-mail notification from an authorized party. The name of the company, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. The service centre shall have at least one certified engineer in its staff. All costs connected with warranty maintenance are covered by the Supplier.

## Technical Specifications

ICU Ventilators		
Item No	UNOPS Minimum Technical Requirements	QTY
1.0	<b>Ventilators for Mechanical Ventilation in the ICU with Proportional assist Ventilation Options</b>	<b>30</b>

<b>1</b>	<b><u>Ventilation Modes</u></b>
1.1	Controlled and Assist Controlled ventilation (IPPV, IPPV/Assist CMV, Assist/Control or equivalent)
1.2	SIMV with pressure support in spontaneous breathing (PS, ASB or equivalent)
1.3	Spontaneous breathing with CPAP
1.4	Ventilation in two levels of positive pressure with active Exhalation valve, with the support of spontaneous breaths (PAP Bi-Level or BIPAP, Biphasic ventilation, Dual or DuoPAP, PS/ASV or equivalent)
1.5	APRV (Ventilation in two levels of positive pressure with extremely inverse I:E ratio)
<b>2</b>	<b><u>Cycling Types</u></b>
2.1	Volume ( in controlled & SIMV modes)
2.2	Pressure ( in controlled & SIMV modes)
2.3	Volume target pressure cycling (PRVC/VG/ Auto Flow/ VC+/ ASV or equivalent)
<b>3</b>	<b><u>Spontaneous breathing support options</u></b>
3.1	Pressure support (PS/ASB or equivalent)
3.2	Volume target pressure support which is automatically adjusted to the patient spontaneous breathing and respiratory mechanics (Auto flow/VS/ASV or equivalent)
3.3	Ventilator should have closed loop ventilation with positive feedback, namely ventilation with pressure support that is proportionate to the patient inspiratory effort (diaphragm activity), with automatically load-adjustable gain factors (PAV, PAV+ or equivalent)
3.4	Tube Compensation (TC, ATC, SBT or equivalent)
<b>4</b>	<b><u>Non-invasive ventilation</u></b>
4.1	NIV – non-invasive ventilation with options for PC i PSV/CPAP breathing, Automatic and manual leak compensation with algorithmic automatic adjustment of the trigger sensitivity. Helmet use possibility. Time & flow determination of the end of the breathing support
<b>5</b>	<b><u>APNEA Ventilation</u></b>
5.1	Automatic turn on/ off controlled ventilation (VC or PC) in case of apnea. APNEA time can be set 10-60sec
<b>6</b>	<b><u>Triggering</u></b>
6.1	Flow triggering, adjustable
6.1	Pressure triggering, adjustable
6.2	Adjustable expiratory trigger
<b>7</b>	<b><u>Ventilation parameters</u></b>
7.1	Values of the all breathing parameters that were set( Volume, pressure, resp. rate, I/E, inspiratory time, PEEP, PS etc) , PEEP, PS ) should be in compliance with clinical practice proven values
<b>8</b>	<b><u>Other options</u></b>
8.1	Automatic leak compensation up to 50L/min with algorithm of automatic adjustment of the flow sensitivity in invasive and NIV
8.2	Adjustable base flow (base flow/flow-by) in the range of 3 L/min to 20 L/min.
8.3	Graphic & numeric trends, at least 72h.
8.4	Ventilator should be with compressor/turbine to use air from room in case of air supply failure
<b>9</b>	<b><u>Monitoring</u></b>
9.1	Respiratory volumes( Vt, Vmin controlled and spontaneous)
9.2	Pressure (Ppeak, Plato, Pins.end, Pmean,PEEP)
9.3	Respiratory rate
9.4	EtCO2 with waveform

9.4	FiO2
<b>10</b>	<b><u>Respiratory mechanics and weaning</u></b>
10.1	Measurements of compliance of the lungs and thorax: C compliance, Ppl –plateau pressure; C20/C - the ratio of compliance of the last 20% of inspiration to the compliance of the entire inspiration;
10.2	Measurements of the respiratory resistance:R resistance,intrinsic PEEP/Auto-PEEP, Peak Expiratory Flow PEF, End Expiratory Flow EEF; Time constant (τ).
10.3	Measurements and calculation of the parameters/ predictors of the weaning: rapid shallow breath index(RSBI or f/VT), negative inspiratory force maneuver NIF, occlusion pressure maneuver with pressure wave analyzes during maneuver (P0.1), peak inspiratory flow during spontaneous breathing (PIF/PSF)
<b>11</b>	<b><u>Alarms</u></b>
11.1	ISO standardized alarms of all respiratory parameters and ventilator status
<b>12</b>	<b><u>Gas and electricity supply requirements:</u></b>
12.1	O2 and air from central supply inlet network, DIN type, 5 Bar
12.2	A/C power and integrated battery with min 60 minutes duration
<b>13</b>	<b><u>Monitor and network communication</u></b>
13.1	15" TFT touch color screen with min 1024x768 pixels, or wider
13.2	Possibility of 3 waves & 2 loops display on the screen at the same
13.3	Memory and reproduction of wave/loop sequence in duration of min 30s
13.4	RS 232, USB port, possibility to connect a printer
13.5	VGA or HDMI port
<b>14</b>	<b><u>Protecting patients and medical staff from bacterial - viral contamination and prevention of intrahospital infections</u></b>
14.1	Autoclavable mechanical inspiratory and heated exhalation filter, reusable, bacterial/viral filtration of at least 99,999%
<b>15</b>	<b><u>Accessories &amp; disposables</u></b>
15.1	Transportable cart with brakes on the front wheels, Circuit Arm support included.
15.2	Adult breathing circuit, additional set of autoclavable inspiratory & expiratory filters.
15.3	Humidifiers should be included.
15.4	N. 1 adult and n. 1 paediatric test lungs.

## Bidder's delivery requirements

### Delivery requirements for Lot 1

UNOPS Delivery Requirements	
Delivery time	Bidder shall deliver the entire goods <b>as soon as possible</b> , but no later than <b>30 days from the date of Contract Signature</b> . <i>Note: Bidders are encouraged to provide the earliest available delivery time, preferably under 30 days</i>
Delivery place	All Goods and Services shall be supplied in Kosovo. The exact address will be provided upon Contract Signature.
Incoterms rules	<b>DAP<sup>2</sup></b> (Delivered at Place), Kosovo, net of any direct taxes, customs duties, indirect taxes and VAT. The international Bidders must include in the price all costs related to exportation/importation procedures, if required, including the costs of freight forwarder and the custom clearance company. UNOPS shall facilitate all the necessary logistical arrangements related to provision of goods/services.
	<b>FCA<sup>3</sup></b> Bidder to specify FCA delivery time for the quantity ranges as per the price form. Bidder to specify FCA delivery point. Incoterm 2010 apply.
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.

### Delivery requirements for Lot 2

UNOPS Delivery Requirements	
Delivery time	Bidder to specify FCA delivery time for the quantity ranges as per the price form.
Delivery place and Incoterm Rules	Bidder to specify FCA delivery point. Incoterm 2010 apply.
Freight	Bidder accepts that UNOPS may place orders on both FCA and CIP or CPT terms depending on the case (Incoterm 2010) In case of FCA orders, UNOPS will organize freight on its own.
Payment terms	UNOPS standard payment term is 30 days after delivery. However, a specific payment agreement can be reached for each individual order.

<sup>2</sup> Incoterms 2010 defines DAP as 'Delivered at Place' - the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. Under DAP terms, the risk passes from seller to buyer from the point of destination mentioned in the contract of delivery.

<sup>3</sup> Incoterms 2010 defines FCA as 'Free Carrier' (named place of origin) - the seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises). The goods can be delivered to a carrier nominated by the buyer, or to another party nominated by the buyer.

## Section IV: Returnable Quotation Forms

**Note to Bidders: Instructions to complete each Quotation Form are highlighted in blue in each Form. Please complete the Returnable Quotation Forms as instructed and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

### Form A: Quotation Submission Form

United Nations Office for Project Services  
Pristina Project Centre  
UN House, Zagrebi Str., No. 58  
10000 Pristina  
Kosovo

#### Guidance to bidders:

- *Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted*
- *Bidders are requested to advise their intention to Bid for each Lot by ticking either Lot 1 or Lot 2 below (or both)*

Date: **[Insert submission date]**

**Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city],** RFQ Case No. **[Insert RFQ ref. number],** Lot 1  Lot 2 , dated **[insert date]**

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of **[insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations]** from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. **[If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];**
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DP, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;



- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this quotation and bind **[insert full name of bidder]** should UNOPS accept this quotation:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name	
Title	
Email Address	
Phone number	

## Form B: Price Schedule Form (Lot 1)

RFQ Case No.: UNOPS-PRPC-RFQ-2020-001

### Guidance to bidders:

- *Bidders shall fill out Form B: Price Schedule Form in accordance with the instructions indicated*
- *Where a rate is not provided in the Schedule of Rates such rate shall be deemed to be allocated within the total contract price*

Item	Description	Unit	Required Qty	Available/ Offered Qty	Currency: USD or EUR			
					Unit price (DAP including customs clearance) VAT free	Total price (DAP including customs clearance) VAT free	Unit price (FCA)	Total price (FCA)
<b>Lot 1 - ICU Ventilators in Kosovo</b>								
1.1	Ventilator for ICU	pcs	30					
<b>Total</b>							<b>Total</b>	

### Other Services

Item	Description	Unit	Currency: USD or EUR	
			Total price	
1.2	Training & Installation*	One Training Session		
<b>Total</b>				

Payment terms 30 days accepted:  Yes

### List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]

(B) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by \_\_\_\_\_ **[insert full name of bidder]** to sign this Proposal and bind \_\_\_\_\_ **[insert full name of bidder]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form B: Price Schedule Form (Lot 2)

RFQ Case No.: UNOPS-PRPC-RFQ-2020-001

Guidance to bidders:

- Bidders shall fill out Form B: Price Schedule Form in accordance with the instructions indicated
- Where a rate is not provided in the Schedule of Rates such rate shall be deemed to be allocated within the total contract price

Currency: USD or EUR

Item	Description	Unit	Up to 100 Units		100 - 500		500 units and above	
			Unit price (FCA)	FCA delivery Time	Unit price (FCA)	FCA delivery Time	Unit price (FCA)	FCA delivery Time
<b>Lot 2 - LTA for ICU Ventilators</b>								
2.1	Ventilator for ICU	pcs						
<b>Total</b>					<b>Total</b>		<b>Total</b>	

### Other Services

Item	Description	Unit	Currency: USD or EUR
			Total price
2.2	Training & Installation*	One Training Session	
<b>Total</b>			

\*For LTAs: This price should not include Travel and Accommodation cost:

\_UNOPS will cover the cost for travel and accommodation (DSA) for the Trainer based on UNOPS travel policy.

Payment terms 30 days accepted:  Yes

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(C) [Full legal name and address of subcontractors]

(D) \_\_\_\_\_

(E) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by \_\_\_\_\_ **[insert full name of bidder]** to sign this Proposal and bind \_\_\_\_\_ **[insert full name of bidder]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Technical Quotation Form

RFQ Case No.: UNOPS-PRPC-RFQ-2020-001

Lot 1  Lot 2

### Guidance to Bidders:

1. Bidders are required to complete the Comparative Data Tables included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the "UNOPS requirements" columns of the Comparative Data Tables. Such changes might disqualify your quotation.
2. If an offered item is not literally compliant with one or more requirements but it has the same intended quality the offerent shall declare this no-compliance and explain the equivalence. The evaluation committee reserves the right to accept or reject the explanation.

### Technical specifications for Goods and Services – Comparative Data Table

#### Lot 1

Item No	UNOPS Minimum Technical Requirements	Unit	Required Qty	Available/ Offered Qty	Bidder to complete	
					Is quotation compliant? Bidder to complete	Details of goods offered Bidder to complete
<b>Lot 1 - ICU Ventilators</b>						
1.1	Ventilator for ICU	pcs	30		<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2	Training & Installation*	One Training Session			<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Lot 2

Item No	UNOPS Minimum Technical Requirements	Unit	Required Qty	Available/ Offered Qty	Bidder to complete	
					Is quotation compliant? Bidder to complete	Details of goods offered Bidder to complete
<b>Lot 2 - LTAs ICU Ventilators</b>						
2.1	Ventilator for ICU	pcs			<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.2	Training & Installation*	One Training Session			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Bidder's delivery data – Comparative Data Table Lot 1**

UNOPS Delivery Requirements		Bidder to complete	
		Is bid compliant?	Details
<b>Delivery Time</b>	Bidder shall deliver the entire goods as soon as possible, but no later than <b>30 days from the date of Contract Signature</b> . <i>Note: Bidders are encouraged to provide the earliest available delivery time, preferably under 30 days</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Insert details</b>
<b>Delivery Place</b>	All Goods and Services shall be supplied in Kosovo. The exact address will be provided upon Contract Signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Incoterms</b>	<b>DAP</b> <sup>4</sup> (Delivered at Place), Kosovo, net of any direct taxes, customs duties, indirect taxes and VAT. The international Bidders must include in the price all costs related to exportation/importation procedures, if required, including the costs of freight forwarder and the custom clearance company. UNOPS shall facilitate all the necessary logistical arrangements related to provision of goods/services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>FCA</b> <sup>5</sup> Bidder to specify FCA delivery point. Incoterm 2010 apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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<sup>4</sup> Incoterms 2010 defines DAP as 'Delivered at Place' - the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. Under DAP terms, the risk passes from seller to buyer from the point of destination mentioned in the contract of delivery.

<sup>5</sup> Incoterms 2010 defines FCA as 'Free Carrier' (named place of origin) - the seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises). The goods can be delivered to a carrier nominated by the buyer, or to another party nominated by the buyer.

**Bidder's delivery data – Comparative Data Table Lot 2**

UNOPS Delivery Requirements		Bidder to complete	
		Is bid compliant?	Details
<b>Delivery Time</b>	Bidder to specify FCA delivery time for the quantity ranges as per the price form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Insert details</b>
<b>Delivery Place and Incoterm rules</b>	Bidder to specify FCA delivery point. Incoterm 2010 apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Freight</b>	Bidder accepts that UNOPS may place orders on both FCA and CIP or CPT terms depending on the case (Incoterm 2010) In case of FCA orders, UNOPS will organize freight on its own.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	UNOPS standard payment term is 30 days after delivery. However, a specific payment agreement can be reached for each individual order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Payment terms</b>	Bidder to specify FCA delivery time for the quantity ranges as per the price form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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Name :

Title :

Date :

Signature :

## Form D: Previous experience form

RFQ Case No.: UNOPS-PRPC-RFQ-2020-001

**Note to Bidders:**

*Bidder should be in continuous business of supplying similar goods for the last 2 years*

**Previous experience**

Item No	Description of goods	Country	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken	Value of Services (€)
1					
2					
3					
4					
5					

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_





# **Request for Quotation (RFQ) for provision of Goods**

## **Supply and Delivery of Hospital Beds**

**RFQ Ref No: UNOPS-PRPC-RFQ-2020-003**

Version: v2017.2

## Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the **Supply and Delivery of Hospital Beds**, with RFQ Case No.: **UNOPS-PRPC-RFQ-2020-003**.

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services for the project financed by the European Union for the *Supply of Specialized Laboratory Equipment Protection/ Treatment of Covid-19* in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

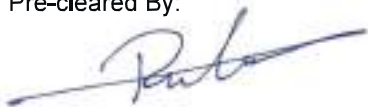
The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Quotation Forms:
  - Form A: Quotation Submission Form
  - Form B: Price Schedule Form
  - Form C: Technical Quotation Form
  - Form D: Previous Experience Form
  - Business Registration Certificate.

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Pre-cleared By:



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Rula Abu Nimreh  
Procurement Advisor - ECR

### Approved by:

Name: Brendan Keirnan

Title: Head of Office

Date: 31/03/2020

Signature: **Brendan Keirnan**  
Digitally signed by Brendan Keirnan  
DN: cn=Brendan Keirnan,  
o=UNOPS, ou=PRPC,  
email=brendank@unops.org,  
c=GB  
Date: 2020.03.31 18:32:28 +0200

## Section I: RFQ Particulars

Scope of Quotation	<p>This RFQ refers to the <b>Supply and Delivery of Hospital Beds in Kosovo</b><sup>1</sup> with RFQ Case No.: <b>UNOPS-PRPC-RFQ-2020-003</b>.</p> <p>These Goods are further described in <b>Section III: Schedule of Requirements</b>.</p> <p>The bids shall include the Supply and delivery of Goods and the RFQ Document is being issued in two (2) Lots listed below:</p> <p><b>Lot Description:</b></p> <p><b>Lot 1:</b> Supply and Delivery of <b>Hospital Beds</b> in Kosovo;</p> <p><b>Lot 2: (Optional)</b> LTAs for Supply and Delivery of <b>Hospital Beds</b> (UNOPS LTAs); UNOPS may use the results of this solicitation process to establish a non-exclusive Long Term Agreement (FAC incoterm) with a vendor for a period until 17 July 2020 with a possible extension of a further 1 year. Prices quoted against this Lot of the RFQ shall remain fixed for an initial 3 months period from the date of signature of the Long Term Agreement. The supplier may be allowed to request for a price adjustment after every 3 months period subject to the UNOPS approval process stipulated in the UNOPS Procurement Manual.</p> <p><b>Bidders are invited to submit a Quotation per individual Contract (Lot) or for both two Lots.</b></p> <p><b>UNOPS reserves the right to award multiple contracts under each Lot.</b></p> <p><b>Lot 2 is Optional. Evaluation shall be done per Lot.</b></p>
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p style="text-align: center;">United Nations Office for Project Services Pristina Project Centre Procurement Unit Contact person: Ninez Kosumi</p> <p style="text-align: center;">Email: <a href="mailto:NinezK@unops.org">NinezK@unops.org</a></p>
Bidder Eligibility	No nationalities are excluded from submitting a quotation.
Clarifications	<p>Requests for clarification from bidders will be accepted no later than <b>07 April 2020 at 13:00 (CET) Pristina, Kosovo Time</b>.</p> <p>Responses to requests for clarification will be communicated: <b>to all Bidders directly</b>.</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 30 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be made in <b>USD</b> (United States Dollars) or <b>EURO</b> .

<sup>1</sup> All references to Kosovo on this document are made in the context of UN Security Council Resolution 1244 (1999)

Duties and Taxes	All quotations shall be submitted net of any direct taxes and custom duties. Please note that UNOPS is exempt from all direct taxes, and customs restrictions, duties, and charges of a similar nature.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in <b>English</b> .
Deadline for Quotation Submission	All quotations must be submitted by <b>16:00 (CET) Pristina, Kosovo Time on Wednesday, 08 April 2020</b> .
Quotation submission	All interested parties must complete and return the provided Returnable Bidding Forms to the following email addresses: <a href="mailto:NinezK@unops.org">NinezK@unops.org</a> and <a href="mailto:LinditaP@unops.org">LinditaP@unops.org</a>
Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>• Bidder is eligible as defined in Instructions to Bidders, Section II - Article 3</li> <li>• Completeness of the Quotation: <ul style="list-style-type: none"> <li>o All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> </ul> </li> <li>• Bidder accepts UNOPS General Conditions of Contract</li> </ul> </li> <li>2. <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>• Bidder should be in continuous business of supplying similar goods for the last 2 years</li> </ul> </li> <li>3. <b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> <li>• Goods offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements</li> <li>• The selection of a substantially non-compliant offer is not permitted if a substantially compliant offer exists;</li> <li>• The technical advantages offered by a higher priced quotation may justify selection of an offer other than the lowest priced;</li> <li>• Selection of the most technically acceptable offer is allowed in cases where none of the offers fully meets the requirement specification.</li> </ul> </li> <li>4. <b>Financial evaluation.</b> Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. In cases where the full quantity requested cannot be provided by one supplier, an additional order can be placed with the supplier offering the second lowest price.</li> </ol> <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p> <p><b>Note to Bidders: UNOPS have the right to award multiple contracts under Lot 1, and multiple LTAs under Lot 2</b></p>

	<p><b>The evaluation will be conducted per lot</b>  <b>Lot 2: For the evaluation purpose the average between priced ranges will be used.</b></p>
Partial quotations	<p>Bidders shall be allowed to quote prices for one or more items identified in Section III: Schedule of Requirements. Evaluation will be done separately per each Lot.</p> <p>Partial quotations are allowed. UNOPS reserves the right to split the contract between several suppliers and place several contracts or place multiple awards under each respective lot.</p> <p><b>Note to Bidders: UNOPS have the right to award multiple contracts under Lot 1 and multiple LTAs under Lot 2</b></p>
Alternative quotations	<p><b>Alternative quotations are accepted.</b></p> <p>Alternative offers are evaluated simultaneously with other original offers (i.e. bidders are allowed to present more than one technical solution – multiple offers – to the requirement, each of which will be individually assessed).</p> <p>An alternative offer is an offer that does not comply with the exact requirements of the tender, or which may represent an improvement over the original offer by exceeding the minimum performance parameters of the request. Alternative offers not complying with the mandatory criteria will only be considered in cases where none of the offers fully meets the requirement specification.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>● Form A: Quotation Submission Form</li> <li>● Form B: Price Schedule Form</li> <li>● Form C: Technical Quotation Form</li> <li>● Form D: Previous Experience Form</li> <li>● Business Registration Certificate.</li> </ul>
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): <b>Under Lot 1 - Purchase Order and under Lot 2 - Potential LTAs</b></p>
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: <b>UNOPS General Conditions of Contract for the provision of Goods.</b></p> <p>The General Conditions of Contract are available at <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	<p>UNOPS plans to award the Contract by 3-5 days after the tender closure date.</p>
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract Award, the Bidder must register on the UNGM prior to Contract signature.</p>

## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

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Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

### 2. INTERPRETATION OF THE RFQ

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This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

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Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bid, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;

- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

#### 4. CLARIFICATION OF THE RFQ

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Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

#### 5. REMUNERATION FOR AND COSTS OF QUOTATIONS

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Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

#### 6. QUOTATION CURRENCY(IES)

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The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

#### 7. DUTIES AND TAXES

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Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

#### 8. PAYMENT TERMS

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UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

## **9. PUBLICATION OF CONTRACT AWARD**

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UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

## **10. ETHICS AND PROSCRIBED PRACTICES**

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UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

## **11. AUDIT**

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UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

## **12. BID PROTEST**

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Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at [www.unops.org](http://www.unops.org).



## Section III: Schedule of Requirements

### General Requirements

UNOPS General Requirements and relevant services
<ul style="list-style-type: none"> <li>● The company should be authorized for selling and installation of offered products. <b>Manufacturer Authorization</b> is mandatory to be provided</li> <li>● <b>Statement</b> for the supply and delivery time of offered products to be submitted</li> <li>● <b>Declaration of Conformity</b> (Certificate of Conformance) for offered products to be submitted (European conformity marking - CE Mark or compliance to other internationally recognized medical devices regulatory systems). Bidders shall ensure conformity of the equipment with all applicable regulations.</li> <li>● <b>Proof of experience:</b> The company should complete the Form D: Previous Experience Form for the previous implemented projects/ deliveries of supplying Medical Equipment Furniture including <b>Hospital Beds</b> (for last two years 2018 and 2019)</li> <li>● Installation services may be provided by a local Agent.</li> </ul>
Bidder must confirm unloading all goods within a Lot at final places of destination (must be done on the day of delivery of the equipment)
Commissioning works on putting equipment into operation (must be done within 7 calendar days after delivery of the equipment)
<b>Working conditions.</b> If not specified specifically, all equipment must maintain full-time work in ambient temperature range from +15°C to + 30°C. If not specified specifically all active (which is powered from the power line) equipment must operate from alternating current 220V+/-10% and frequency 50 Hz+/-1 Hz. Equipment should be resistant to cleaning and disinfection.
<b>Medical equipment standards.</b> All offered medical equipment, tools and consumables shall be in possession of European conformity marking (CE Mark), according to 93/42/EEC and 2007/47 directives, and applicable IEC/ISO 60601 and 80601 family standards, or FDA approval or compliance to other internationally recognized medical devices regulatory systems. Manufacturer of the goods shall be ISO 13485 and/or ISO 9001 certified. Bidders shall ensure conformity of the equipment with all applicable regulations by submitting in the bid copy of the valid certificates.
All mentioned equipment and software should be supplied together with all drivers and connection cables foreseen by the design that is to enable its use as part of hardware complexes.
<b>Training.</b> Training materials shall be provided, preferably translated in the local language or the locally most diffused international or UN language. User and service/maintenance manuals in hard and soft copy, including drawings of the technical systems, shall be provided.  <b>*Installation:</b> Installation services may be provided by a local Agent
<b>After-sale services.</b> Availability of spare parts, renewables and technical service, from the Supplier or from the Manufacturer, should be ≥ 5 years after installation.

**The period of validity of the Warranty.** The warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination. The Warranty should include preventive maintenance, replacement of defective parts/equipment, repair of equipment, labour for equipment repair and/or parts replacement.

**Warranty service.** Within the warranty period, the Supplier or its authorized service centre shall provide maintenance and/or repair services to the equipment operation site not later than 10 (ten) workdays from the date of receipt of written or E-mail notification from an authorized party. The name of the company, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. The service centre shall have at least one certified engineer in its staff. All costs connected with warranty maintenance are covered by the Supplier.

## Technical Specifications (Lot 1 & Lot 2)

<b>Hospital Beds</b>		
Item No	UNOPS Minimum Technical Requirements	QTY
<b>1</b>	<b>Hospital Bed, Electrical, with 4 sections and mattress</b>	<b>400</b>
<p><b><u>Technical Characteristics</u></b></p> <p><i><u>Operational characteristics:</u></i></p> <ul style="list-style-type: none"> <li>● Ergonomic Hospital Bed with polymer/plastic base, removable and suitable for disinfection.</li> <li>● Stainless steel structure (AISI 304), or other metal heavy-duty alloy, high quality epoxy-polyester powder external coating, all parts shall be anti-corrosion and resistant to hospital-grade disinfectant products;</li> <li>● Should have 4 section structure functions: <ul style="list-style-type: none"> <li>○ Head and foot boards should be made of polymer/plastic material;</li> <li>○ Head and foot adjustments should be motorized (electrical motors);</li> <li>○ Head and foot adjustments should be controlled by a hand remote control panel.</li> <li>○ Head adjustment should have a min.10 cm backward sliding system.</li> </ul> </li> <li>● Electrical motors and actuators should comply to IP66 or better protection level;</li> <li>● Foot sections suitable for vascular positioning;</li> <li>● Provided with mattress holders on each corner of the mattress base and with mattress retainers;;</li> <li>● Plastic bumpers on each corner of the bed;</li> <li>● Supplied with metallic and chrome/nickel coated or equivalent anti rust IV pole and urine/liquid sack holder;</li> <li>● Mounted on castor anti-static wheels, with a double braking system;</li> <li>● Diameter of castors <math>\geq 125</math> mm;</li> <li>● Equipped with downside-foldable or sliding side barriers;</li> <li>● Easily removable head and foot ends without lock mechanism;</li> <li>● Bed should have four side rails; and the distance between two side rails' cannot be more than 6cm, each side rail should work independently;</li> <li>● Mattress base consists of rigid non-conductive and radiolucent surfaces to allow x-ray exams and cardiopulmonary resuscitation;</li> <li>● Mattress thickness 120 mm, density <math>\geq 28</math> kg/m<sup>3</sup>, enclosed in a removable waterproof cover;</li> <li>● Anti-bacterial, non-allergenic, latex-free, non-toxic and non-carcinogenic, water resistant and fire resistant mattress and upholstery, suitable for disinfection and resistant to hospital-grade disinfectant product;</li> <li>● Movements range (approximate): <ul style="list-style-type: none"> <li>○ Head adjustment of the bed should be adjustable between 0° and 70°.</li> <li>○ Foot adjustment of the bed should be adjustable between 0° and 30°.</li> <li>○ Adjustable bed platform height: approximately 45-80 cm;</li> <li>○ Adjustable inclination of central sections.</li> </ul> </li> <li>● Overall dimensions of the bed should be: Width min 95 cm and max 110 cm, Length min 210 cm and max 215 cm;</li> <li>● Mattress base dimension should be approximately: 83 x 190 cm;</li> <li>● Bed's frame part should be profile dimension with approximately: 50 x 30 x 1.5 mm;</li> <li>● Mattress approximately dimensions 190 x 90 x 12 h cm;</li> <li>● Load capacity <math>\geq 160</math> kg;</li> <li>● User, Technical and Maintenance/Service manuals included, English language and Albanian if available;</li> <li>● Any accessory and part needed to the proper equipment operation shall be included.</li> </ul> <p><b><u>Standard Accessories: included in the offer</u></b></p> <p><b><u>Utility Requirements</u></b></p> <ul style="list-style-type: none"> <li>● A 220/230 VAC, 50 Hz mono-phase electrical source with line connection plug CEE 7/7 – Type F or Compatible.</li> </ul>		

## Bidder's delivery requirements

### Delivery requirements for Lot 1

UNOPS Delivery Requirements	
Delivery time	Bidder shall deliver the entire goods <b>as soon as possible</b> , but no later than <b>30 days from the date of Contract Signature</b> . <i>Note: Bidders are encouraged to provide the earliest available delivery time, preferably under 30 days</i>
Delivery place	All Goods and Services shall be supplied in Kosovo. The exact address will be provided upon Contract Signature.
Incoterms rules	<b>DAP</b> <sup>2</sup> (Delivered at Place), Kosovo, net of any direct taxes, customs duties, indirect taxes and VAT. The international Bidders must include in the price all costs related to exportation/importation procedures, if required, including the costs of freight forwarder and the custom clearance company. UNOPS shall facilitate all the necessary logistical arrangements related to provision of goods/services.
	<b>FCA</b> <sup>3</sup> Bidder to specify FCA delivery time for the quantity ranges as per the price form. Bidder to specify FCA delivery point. Incoterm 2010 apply.
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.

### Delivery requirements for Lot 2

UNOPS Delivery Requirements	
Delivery time	Bidder to specify FCA delivery time for the quantity ranges as per the price form.
Delivery place and Incoterm Rules	Bidder to specify FCA delivery point. Incoterm 2010 apply.
Freight	Bidder accepts that UNOPS may place orders on both FCA and CIP or CPT terms depending on the case (Incoterm 2010) In case of FCA orders, UNOPS will organize freight on its own.
Payment terms	UNOPS standard payment term is 30 days after delivery. However, a specific payment agreement can be reached for each individual order.

<sup>2</sup> Incoterms 2010 defines DAP as 'Delivered at Place' - the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. Under DAP terms, the risk passes from seller to buyer from the point of destination mentioned in the contract of delivery.

<sup>3</sup> Incoterms 2010 defines FCA as 'Free Carrier' (named place of origin) - the seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises). The goods can be delivered to a carrier nominated by the buyer, or to another party nominated by the buyer.

## Section IV: Returnable Quotation Forms

**Note to Bidders: Instructions to complete each Quotation Form are highlighted in blue in each Form. Please complete the Returnable Quotation Forms as instructed and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

### Form A: Quotation Submission Form

United Nations Office for Project Services  
Pristina Project Centre  
UN House, Zagrebi Str., No. 58  
10000 Pristina  
Kosovo

**Guidance to bidders:**

- *Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted*
- *Bidders are requested to advise their intention to Bid for each Lot by ticking either Lot 1 or Lot 2 below (or both)*

Date: **[Insert submission date]**

**Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city], RFQ Case No. [Insert RFQ ref. number], Lot 1  Lot 2 , dated [insert date]**

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of **[insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations]** from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. **[If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];**
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DP, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

- h. We have not offered and will not offer fees, gifts and/or favours of any kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this quotation and bind **[insert full name of bidder]** should UNOPS accept this quotation:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone number</b>	

## Form B: Price Schedule Form (Lot 1)

RFQ Case No.: UNOPS-PRPC-RFQ-2020-003

Guidance to bidders:

- Bidders shall fill out Form B: Price Schedule Form in accordance with the instructions indicated
- Where a rate is not provided in the Schedule of Rates such rate shall be deemed to be allocated within the total contract price

Item	Description	Unit	Required Qty	Available / Offered Qty	Currency: USD or EUR				
					Unit price (DAP including customs clearance) VAT free	Total price (DAP including customs clearance) VAT free	Unit price (FCA)	Total price (FCA)	
<b>Lot 1 - Hospital Beds and Mattresses in Kosovo</b>									
1.1	Hospital Beds, completely equipped with monitoring and assistive devices, for the rooms specially prepared for COVID 19, including Mattress	pcs	400						
<b>Total</b>							<b>Total</b>		

Payment terms 30 days accepted:  Yes

**List of subcontractors or suppliers**

Bidders must identify the names of all subcontractors/suppliers who will be providing goods/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]\_\_\_\_\_

(B) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by \_\_\_\_\_ **[insert full name of bidder]** to sign this Proposal and bind \_\_\_\_\_ **[insert full name of bidder]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form B: Price Schedule Form (Lot 2)

RFQ Case No.: UNOPS-PRPC-RFQ-2020-003

Guidance to bidders:

- *Bidders shall fill out Form B: Price Schedule Form in accordance with the instructions indicated*
- *Where a rate is not provided in the Schedule of Rates such rate shall be deemed to be allocated within the total contract price*

Currency: USD or EUR

Item	Description	Unit	Up to 100 Units		100 - 500		500 units and above*	
			Unit price (FCA)	FCA delivery Time	Unit price (FCA)	FCA delivery Time	Unit price (FCA)	FCA delivery Time
<b>Lot 2 - LTA for Hospital Beds and Mattresses</b>								
2.1	Hospital Beds, completely equipped with monitoring and assistive devices, for the rooms specially prepared for COVID 19, including Mattress	pcs						
			<b>Total</b>		<b>Total</b>		<b>Total</b>	

- **UNOPS reserves the right to negotiate on sizable orders outside these ranges**
- **Lot 2: For the evaluation purpose the average between priced ranges will be used.**

Payment terms 30 days accepted:  Yes

**List of subcontractors or suppliers**

Bidders must identify the names of all subcontractors/suppliers who will be providing goods/services under this Contract and the type of work being subcontracted, if applicable.

(C) [Full legal name and address of subcontractors]\_\_\_\_\_

(D) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by \_\_\_\_\_ **[insert full name of bidder]** to sign this Proposal and bind \_\_\_\_\_ **[insert full name of bidder]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_



## Form C: Technical Quotation Form

RFQ Case No.: UNOPS-PRPC-RFQ-2020-003

Lot 1  Lot 2

### Guidance to Bidders:

- Bidders are required to complete the Comparative Data Tables included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the "UNOPS requirements" columns of the Comparative Data Tables. Such changes might disqualify your quotation.
- If an offered item is not literally compliant with one or more requirements but it has the same intended quality the offerer shall declare this no-compliance and explain the equivalence. The evaluation committee reserves the right to accept or reject the explanation.

### Technical specifications for Goods and Services – Comparative Data Table

#### Lot 1

Item No	UNOPS Minimum Technical Requirements	Unit	Required Qty	Available/ Offered Qty	Bidder to complete	
					Is quotation compliant? Bidder to complete	Details of goods offered Bidder to complete
<b>Lot 1 - Hospital Beds and Mattresses for Kosovo</b>						
1.1	Hospital Beds, completely equipped with monitoring and assistive devices, for the rooms specially prepared for COVID 19, including Mattress	pcs	400		<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Lot 2

Item No	UNOPS Minimum Technical Requirements	Unit	Required Qty	Available/ Offered Qty	Bidder to complete	
					Is quotation compliant? Bidder to complete	Details of goods offered Bidder to complete
<b>Lot 2 - LTAs for Hospital Beds and Mattresses</b>						
2.1	Hospital Beds, completely equipped with monitoring and assistive devices, for the rooms specially prepared for COVID 19, including Mattress	pcs			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Bidder's delivery data – Comparative Data Table Lot 1**

UNOPS Delivery Requirements		Bidder to complete	
		Is bid compliant?	Details
<b>Delivery Time</b>	Bidder shall deliver the entire goods as soon as possible, but no later than <b>30 days from the date of Contract Signature</b> . <i>Note: Bidders are encouraged to provide the earliest available delivery time, preferably under 30 days</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Insert details</b>
<b>Delivery Place</b>	All Goods and Services shall be supplied in Kosovo. The exact address will be provided upon Contract Signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Incoterms</b>	<b>DAP</b> <sup>4</sup> (Delivered at Place), Kosovo, net of any direct taxes, customs duties, indirect taxes and VAT. The international Bidders must include in the price all costs related to exportation/importation procedures, if required, including the costs of freight forwarder and the custom clearance company. UNOPS shall facilitate all the necessary logistical arrangements related to provision of goods/services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>FCA</b> <sup>5</sup> Bidder to specify FCA delivery point. Incoterm 2010 apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

<sup>4</sup> Incoterms 2010 defines DAP as 'Delivered at Place' - the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. Under DAP terms, the risk passes from seller to buyer from the point of destination mentioned in the contract of delivery.

<sup>5</sup> Incoterms 2010 defines FCA as 'Free Carrier' (named place of origin) - the seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises). The goods can be delivered to a carrier nominated by the buyer, or to another party nominated by the buyer.

ANY DEVIATION MUST BE LISTED BELOW:

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**Bidder's delivery data – Comparative Data Table Lot 2**

UNOPS Delivery Requirements		Bidder to complete	
		Is bid compliant?	Details
<b>Delivery Time</b>	Bidder to specify FCA delivery time for the quantity ranges as per the price form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Insert details</b>
<b>Delivery Place and Incoterm rules</b>	Bidder to specify FCA delivery point. Incoterm 2010 apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Freight</b>	Bidder accepts that UNOPS may place orders on both FCA and CIP or CPT terms depending on the case (Incoterm 2010) In case of FCA orders, UNOPS will organize freight on its own.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	UNOPS standard payment term is 30 days after delivery. However, a specific payment agreement can be reached for each individual order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Payment terms</b>	Bidder to specify FCA delivery time for the quantity ranges as per the price form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form D: Previous experience form

RFQ Case No.: UNOPS-PRPC-RFQ-2020-003

**Note to Bidders:**

*Bidder should be in continuous business of supplying similar goods for the last 2 years*

**Previous experience**

Item No	Description of goods	Country	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken	Value of Services (€)
1					
2					
3					
4					
5					

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

# **Request for Quotation (RFQ) for provision of Goods**

## **Supply and Delivery of Medical Ambulance Vehicles**

**RFQ Ref No: UNOPS-PRPC-RFQ-2020-004**

Version: v2017.2

## Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the **Supply and Delivery of Medical Ambulance Vehicles**, with RFQ Case No.: **UNOPS-PRPC-RFQ-2020-004**.

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services for the project financed by the European Union, managed by the European Union Office In Kosovo, for the *Supply of Specialized Laboratory Equipment Protection/ Treatment of Covid-19* in accordance with UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

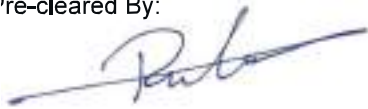
The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Quotation Forms:
  - Form A: Quotation Submission Form
  - Form B: Price Schedule Form
  - Form C: Technical Quotation Form
  - Form D: Previous Experience Form
  - Business Registration Certificate.

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Pre-cleared By:



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Rula Abu Nimreh  
Procurement Advisor - ECR

**Approved by:**

Name: Brendan Keirnan

Title: Head of Office

Date: 31/03/2020

Signature: **Brendan Keirnan**  
Digitally signed by Brendan Keirnan  
DN: cn=Brendan Keirnan,  
o=UNOPS, ou=PRPC,  
email=brendank@unops.org,  
c=GB  
Date: 2020.03.31 19:36:56 +02'00'

## Section I: RFQ Particulars

Scope of Quotation	<p>This RFQ refers to the <b>Supply and Delivery of Medical Ambulance Vehicles in Kosovo</b><sup>1</sup> with RFQ Case No.: <b>UNOPS-PRPC-RFQ-2020-004</b>.</p> <p>These Goods are further described in <b>Section III: Schedule of Requirements</b>.</p> <p>The bids shall include the Supply and delivery of Goods and the RFQ Document is being issued in two (2) Lots listed below:</p> <p><b>Lot Description:</b></p> <p><b>Lot 1:</b> Supply and Delivery of <b>Medical Ambulance Vehicles</b> in Kosovo;</p> <p><b>Lot 2: (Optional)</b> LTAs for Supply and Delivery of <b>Medical Ambulance Vehicles</b> (UNOPS LTAs);</p> <p>UNOPS may use the results of this solicitation process to establish a non-exclusive Long Term Agreement (FAC incoterm) with a vendor for a period until 17 July 2020 with a possible extension of a further 1 year. Prices quoted against this Lot of the RFQ shall remain fixed for an initial 3 months period from the date of signature of the Long Term Agreement. The supplier may be allowed to request for a price adjustment after every 3 months period subject to the UNOPS approval process stipulated in the UNOPS Procurement Manual.</p> <p><b>Bidders are invited to submit a Quotation per individual Contract (Lot) or for both two Lots.</b></p> <p><b>UNOPS reserves the right to award multiple contracts under each Lot.</b></p> <p><b>Lot 2 is Optional. Evaluation shall be done per Lot.</b></p>
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p style="text-align: center;">United Nations Office for Project Services Pristina Project Centre Procurement Unit Contact person: Ninez Kosumi</p> <p style="text-align: center;">Email: <a href="mailto:NinezK@unops.org">NinezK@unops.org</a></p>
Bidder Eligibility	No nationalities are excluded from submitting a quotation.
Clarifications	<p>Requests for clarification from bidders will be accepted no later than <b>07 April 2020 at 13:00 (CET) Pristina, Kosovo Time</b>.</p> <p>Responses to requests for clarification will be communicated: <b>to all Bidders directly</b>.</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 30 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be made in <b>USD</b> (United States Dollars) or <b>EURO</b> .

<sup>1</sup> All references to Kosovo on this document are made in the context of UN Security Council Resolution 1244 (1999)

Duties and Taxes	All quotations shall be submitted net of any direct taxes and custom duties. Please note that UNOPS is exempt from all direct taxes, and customs restrictions, duties, and charges of a similar nature.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in <b>English</b> .
Deadline for Quotation Submission	All quotations must be submitted by <b>16:00 (CET) Pristina, Kosovo Time on Wednesday, 08 April 2020</b> .
Quotation submission	All interested parties must complete and return the provided Returnable Bidding Forms to the following email addresses: <a href="mailto:NinezK@unops.org">NinezK@unops.org</a> and <a href="mailto:LinditaP@unops.org">LinditaP@unops.org</a>
Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> <li><b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>Bidder is eligible as defined in Instructions to Bidders, Section II - Article 3</li> <li>Completeness of the Quotation: <ul style="list-style-type: none"> <li>All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> </ul> </li> <li>Bidder accepts UNOPS General Conditions of Contract</li> </ul> </li> <li><b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>Bidder should be in continuous business of supplying similar goods for the last 2 years</li> </ul> </li> <li><b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> <li>Goods offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements</li> <li>The selection of a substantially non-compliant offer is not permitted if a substantially compliant offer exists;</li> <li>The technical advantages offered by a higher priced quotation may justify selection of an offer other than the lowest priced;</li> <li>Selection of the most technically acceptable offer is allowed in cases where none of the offers fully meets the requirement specification.</li> </ul> </li> <li><b>Financial evaluation.</b> Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. In case where the full quantity requested cannot be provided by one supplier, an additional order can be placed with the supplier offering the second lowest priced.</li> </ol> <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p> <p><b>Note to Bidders: UNOPS have the right to award multiple contracts under Lot1, and multiple LTAs under Lot 2</b> <b>The evaluation will be conducted per lot</b></p>



	<b>Lot 2: For the evaluation purpose the average between priced ranges per item will be used.</b>
Partial quotations	<p>Bidders shall be allowed to quote prices for one or more items identified in Section III: Schedule of Requirements. Evaluation will be done separately per each Lot.</p> <p>Partial quotations are allowed. UNOPS reserves the right to split the contract between several suppliers and place several contracts or place multiple awards under each respective lot.</p> <p><b>Note to Bidders: UNOPS have the right to award multiple contracts under Lot1 and multiple LTAs under Lot 2</b></p>
Alternative quotations	<p><b>Alternative quotations are accepted.</b></p> <p>Alternative offers are evaluated simultaneously with other original offers (i.e. bidders are allowed to present more than one technical solution – multiple offers – to the requirement, each of which will be individually assessed).</p> <p>An alternative offer is an offer that does not comply with the exact requirements of the tender, or which may represent an improvement over the original offer by exceeding the minimum performance parameters of the request. Alternative offers not complying with the mandatory criteria will only be considered in cases where none of the offers fully meets the requirement specification.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>● Form A: Quotation Submission Form</li> <li>● Form B: Price Schedule Form</li> <li>● Form C: Technical Quotation Form</li> <li>● Form D: Previous Experience Form</li> <li>● Business Registration Certificate.</li> </ul>
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): <b>Under Lo1 - Purchase Order and under Lot 2 - Potential LTAs</b>
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: <b>UNOPS General Conditions of Contract for the provision of Goods.</b></p> <p>The General Conditions of Contract are available at <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	UNOPS plans to award the Contract by 3-5 days after the tender closure date.
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract Award, the Bidder must register on the UNGM prior to Contract signature.</p>

## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

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Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

### 2. INTERPRETATION OF THE RFQ

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This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

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Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;

- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

#### 4. CLARIFICATION OF THE RFQ

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Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

#### 5. REMUNERATION FOR AND COSTS OF QUOTATIONS

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Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

#### 6. QUOTATION CURRENCY(IES)

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The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

#### 7. DUTIES AND TAXES

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Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

#### 8. PAYMENT TERMS

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UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

## **9. PUBLICATION OF CONTRACT AWARD**

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UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

## **10. ETHICS AND PROSCRIBED PRACTICES**

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UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

## **11. AUDIT**

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UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

## **12. BID PROTEST**

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Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at [www.unops.org](http://www.unops.org).

## Section III: Schedule of Requirements

### General Requirements

UNOPS General Requirements and relevant services
<ul style="list-style-type: none"> <li>• The company should be authorized for selling and installation of offered products. <b>Manufacturer Authorization</b> is mandatory to be provided</li> <li>• <b>Statement</b> for the supply and delivery time of offered products to be submitted</li> <li>• <b>Declaration of Conformity</b> (Certificate of Conformance) for offered products to be submitted (European conformity marking - CE Mark or compliance to other internationally recognized medical devices regulatory systems). Bidders shall ensure conformity of the equipment with all applicable regulations. <ul style="list-style-type: none"> <li>○ A sub-declaration (an original statement from the bidder) to be provided after signing the contract for the Installation and functionality of the equipment, training for personnel for use and servicing</li> </ul> </li> <li>• <b>Proof of experience:</b> The company should complete the Previous Experience table in Form C for the previous implemented projects/ deliveries in the field of <b>Medical Ambulance Vehicles</b> (for last two years 2018 and 2019)</li> <li>• The bidder should provide the catalog for each product offered, where technical specifications should be highlighted.</li> </ul>
Bidder must confirm unloading all goods within a Lot at final places of destination (must be done on the day of delivery of the equipment)
Commissioning works on putting equipment into operation (must be done within 7 calendar days after delivery of the equipment)
<b>Working conditions.</b> If not specified specifically, all equipment must maintain full-time work in ambient temperature range from +15°C to + 30°C. If not specified specifically all active (which is powered from the power line) equipment must operate from alternating current 220V+/-10% and frequency 50 Hz+/-1 Hz. Equipment should be resistant to cleaning and disinfection.
<b>Medical equipment standards.</b> All offered medical equipment, tools and consumables shall be in possession of European conformity marking (CE Mark), according to 93/42/EEC and 2007/47 directives, and applicable IEC/ISO 60601 and 80601 family standards, or FDA approval or compliance to other internationally recognized medical devices regulatory systems. Manufacturer of the goods shall be ISO 13485 and/or ISO 9001 certified. Bidders shall ensure conformity of the equipment with all applicable regulations by submitting in the bid copy of the valid certificates.
All mentioned equipment and software should be supplied together with all drivers and connection cables foreseen by the design that is to enable its use as part of hardware complexes.
<b>Training.</b> Training materials shall be provided, preferably translated in the local language or English language. User and service/maintenance manuals in hard and soft copy, including drawings of the technical systems, shall be provided. User and service/maintenance manuals in hard and soft copy, including drawings of the technical systems, shall be provided.
<b>After-sale services.</b> Availability of spare parts, renewables and technical service, from the Supplier or from the Manufacturer, should be ≥ 7 years after installation for the Medical Equipment and ≥ 10 years for the ambulance vehicle (Manufacturer Declaration that will support the distributor for the required timeframes required to be provided).

The **Warranty for Medical Equipment** (for all replacement parts including updates) shall remain **valid for at least three (3) years** (after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination).

The **Warranty for Ambulance Vehicles** should be comprehensive and remain **valid for at least three (3) years** after the date of delivery.

The Warranty should include preventive maintenance, replacement of defective parts/equipment, repair of equipment, labour for equipment repair and/or parts replacement.

**Warranty service.** Within the warranty period, the Supplier or its authorized service centre shall provide maintenance and/ or repair services to the equipment operation site not later than 10 (ten) workdays from the date of receipt of written or E-mail notification from an authorized party. The name of the company, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. The service centre shall have at least one certified engineer in its staff. All costs connected with warranty maintenance are covered by the Supplier.

## Technical Specifications (Lot 1 & Lot 2)

### Medical Ambulance Vehicles

Item No	UNOPS Minimum Technical Requirements	QTY
1	<b>Advanced Life Support (Type B), Completely Equipped and Isolated (Emergency Ambulances)</b>	5

#### General Vehicular Design and Floor Plans

This ambulance should be either of the internationally designated testing authority approved Monologue design manufacturer. The ambulance should be designed, built and complete with operating accessories as specified herein. The assembly, sub-assembly and equipment should be integrated in such a way as to enable the vehicle function in a reliable way and in a sustained fashion with durability and ensuring safety and comfort to patient and team. The design of the vehicle and the specified equipment shall permit accessibility for servicing / replacement and adjustment of components / parts and accessories, with minimum disturbance to other components and systems.

Also, the bidder shall ensure that sufficient reinforcement is provided to protect the components, assemblies, pipelines, tubing, wirings, etc. which are susceptible to damage / hazards encountered during on-road, off road operations of ambulance. The emergency medical care vehicles, including base vehicle, equipment, devices, medical accessories and electronic equipment should be brand new standard commercial products, tested and certified to meet or exceed these specifications.

The bidder should enclose all necessary brochures, certifications and proofs in this regard along with the technical bid. The technical bid evaluation committee shall base its opinion on the enclosed documentary proofs with regards to compliance with the specifications asked for and may summarily reject the technical bid if adequate supporting documents are not enclosed with the technical bid or any of the furnished documents are found to reflect factually incorrect information. The technical bid evaluation committee reserves the right to ask for additional information if necessary.

#### Vehicle Operation, Performance and Physical Characteristics

To provide for maximum safety, the manufacturer shall locate vehicle mounted components, equipment and supplies in such a way so as to provide a vehicle that is laterally balanced and has front / rear loading that is proportional to axle loading.

A tolerance of  $\pm 5\%$  shall be permissible in all dimensions / values mentioned in this document except in case of statutory requirements or parameters critical for patient care.

- Transmission: Manual, 5 speed,
- Power assisted side mirrors
- Brake Front: Disc Brake Rear: Drum or Disc
- Front suspension: Coil springs Rear suspension: leaf springs
- Tank Capacity: 90 litres+ sub tank 70 Litre (Advanced Life Support Ambulance)
- Air bags (D+P).

#### Overall Dimensions

The overall length of the ambulance should **not exceed 5500mm**, excluding rear steps and bumper guard. The overall width of the ambulance should **not exceed 2000mm**, excluding mirror, lights and safety accessories. The overall height of the ambulance should **not exceed 2800mm** including roof mounting equipment (viz. A/c, etc) and excluding Radio Antenna.

#### Engine:

**Mount:** Front Longitudinal

#### Fuel Type: Diesel

It should be possible to maintain a sustained speed of 90 km/hr for the complete homologated ambulance with air-conditioning on & all equipment, fitments & occupants loaded over dry, hard surfaced, level roads. It should produce minimum 75BHP power and should be able to accelerate the complete homologated ambulance from 0 km/h to 70 km/h within 40s, when tested in accordance with International Standards, Water cooled.

**Steering:**

Ambulance should be fitted with a power assisted steering system, for easy and comfortable steering ability of the vehicle at low and high speeds. Left Hand Drive Power Assisted Steering, Rack and pinion.

**Tires:**

The tires fitted on the ambulance as per the type approval of the designated testing agency at the time of homologation, appropriate for the finished vehicle's load, speed performance and durability. A spare wheel should be housed at the appropriate place and indicated. The access to the spare wheel should be from outside the patient compartment. In case the spare wheel is located below the ambulance floor, a suitable mechanism should be provided to enable quick access without removing the rear footstep.

**Suspension:**

The suspension should be suitably reinforced if required to provide adequate ride comfort for the occupants.

**Wireless & GPS System:**

Suitable provision to be made for fitment of wireless and GPS equipment on all the vehicles including electrical requirements. The purchaser will provide the wireless and GPS instruments to be mounted on the prototype.

**Body Structure:**

Ambulances of monocoque or chassis ladder design.

In case of ambulances built on chassis based vehicles, the exterior construction of the patient compartment should be of joint less single panel and the driver cabin should be fully integrated with the patient compartment. Ambulance body, as a unit, shall be designed and built to provide impact and patient compartment penetration resistance and shall be of sufficient strength to support the entire weight of the fully loaded vehicle on its top or side, if overturned, without separation of joints or permanently deforming roof bow or reinforcements, body posts, doors, stringers, floor, inner linings, outer panels, rub-rails, and other reinforcements. The exterior of the body shall be finished smooth with symmetrically radius corners and edges. Wood, or wood products, shall not be used for structural framing.

**Patient Compartment:**

Patient Compartment volumetric space shall be sufficient in size to transport occupants and accommodate / store all equipment & fitments specified. The length of the patient compartment measured from partition to the inside edge of the rear loading door at the floor level shall be at least 3100 mm. The minimum width of the compartment when measured at the center point of the patient compartment shall be not be less than 1500mm and should provide 460 ± 150mm clear aisle walkway between stretcher / cot and the base of squad bench, with the cot located in the street side (non-centered) position.

An access window between Driver's Cabin and Patient Compartment should be provided at appropriate location for visual checks and voice communication between the cabin and patient compartment. This window should be latch able from the patient cabin side and should be transparent, shatter proof and shall have adjustable opening. The interior paneling of the patient compartment including sidewalls, partition between patient cabin and driver cabin, roof, door panels and all other surfaces in the patient compartment should be made from long life superior quality.

There should be PUF / PU insulation, minimum 12 mm thick between the outer and inner panels of these vehicles for reduction of heat and noise within the patient compartment. The insulating material should be non-toxic, non-settling type, vermin proof, mildew proof and non-hygroscopic.

Adequate provision for storage of medicines/consumables/equipment should be made by providing lockable cabinets & drawers. These should be made from non-wood & non-ferrous fire retardant material in sync with the ambulance's internal look and feel. The drawers should be on guideways and should be provided with appropriate self-restraining mechanisms to arrest the inadvertent opening of the unlocked drawers unless pulled while the vehicle is in motion. One number of drug storage consoles with at least 40 individual bins should be provided in easy reach of paramedic when seated. These bins must permit the user to take out the drugs without removing the bin & should be secured firmly to avoid drugs or bins from falling when the ambulance is in motion.

The floor (except the wheel humps) should be flat, anti-static & should be finished with a minimum 2mm thick two component PU coating with anti-scratch treatment or 2mm thick Anti-skid PVC vinyl matting or FRP / ABS with Anti-skid coating.

**Door:** There shall be a 'two leaf' divided rear door or 'flap type' rear door at the rear end of the patient compartment for entry and exit of personnel as well as loading and unloading of the ambulance cot. This door shall not be less than 1170mm in height with a minimum width of 1120mm and the door opening should be side-ways or bottom to top. Each door should be hinged at least at two places and should have firm latching provision. It shall be capable of being positively restrained in the open position.

A "Door-Open" warning device shall signal (indicate in the cab) when doors are not closed. Each door shall have effective compression or overlapping seals to prevent leakage of exhaust fumes, dust, water, and air. The opening of the door should be possible from inside and outside at all times. Under no condition, during travel mode, this door should open on its own. The doors of the patient's compartment shall be fitted with an appropriate mechanism to enable the following: lock and unlock from inside without use of a key; lock and unlock from outside with use of a key; unlock from the outside using a key when the door is locked from the inside.



**Windows:** In the patient's compartment, there shall be a minimum of two external windows. There shall be one on each side or one on the side and other at the rear. The windows shall be positioned or screened to ensure patient's privacy when required. Windows shall be fitted with safety glasses complying with the requirements of international standards.

**Ambulance Cot** as per specifications detailed in this document should be provided for the primary patient.

**A foldable seat** for the Doctor/Paramedic should be installed facing towards the rear of the patient compartment & it should be near to the primary patient's head for easy accessibility. This seat should have adequate restraints for the passenger and should be fitted with foldable arm rests.

**A Squad bench** with backrest suitable to accommodate a minimum four sitting patients or folding/scoop stretcher shall be installed along the side wall. The squad bench should be upholstered with waterproof washable cover and should have adequate restraints for the sitting patients as well as the stretcher.

**Grab Rail** made of stainless steel pipe with proper support / fixing, for ease in entering shall be installed in the ceiling. Minimum two IV hooks or holders to be provided at suitable locations to ensure proper patient care.

**Dust Bin**

Concealed portable dust bins for waste disposal should be provided at suitable locations.

**Fire Extinguisher**

Two numbers of multipurpose fire extinguishers of ABC Type duly filled should be provided. One fire extinguisher shall be placed in the Driver's cabin and the second in the patient's compartment, at appropriate location, where it is easily visible and symbolized.

All fittings/equipment/outlets/switches/storage spaces, etc in the patient compartment should be permanently, clearly labelled in English or Albanian Language. The font used should be easily readable and in contrasting colour of the background.

**Oxygen Delivery System**

The ambulance shall have piped a medical oxygen system (manifold) capable of storing and supplying medical grade oxygen. The manifold should have two oxygen cylinders which should be at least B-type. All oxygen cylinders being used in the ambulance including the portable cylinders. The cylinders attached to the manifold should be individually changeable from outside the patient compartment and a cylinder changing wrench should be housed at an appropriate location. The manifold should be so designed that it shall ensure proper fixation of cylinders during travel and should ensure easy cylinder changing and positioning. Minimum two medical oxygen outlets for the primary patient, flush with right side wall (distance between patient head and oxygen outlets to be less than 890mm) to be provided. The oxygen outlets should be universal in design to be able to accommodate the probe of the oxygen flow-meter and the probe of the driving gas hose of the ventilator directly in one single action without any intermediate connectors and adapters.

**Noise**

Noise testing of the patient compartment will be as per international standards.

**Air-Conditioning**

The AC unit should be installed at a suitable location in the patient cabin to ensure there is no congestion in the driver/patient cabin. With all windows & doors closed, the system should be capable of lowering the cabin temperature to a maximum of 26 degrees Celsius within 30 minutes from 35 degrees Celsius ambient temperature. The gas used for Air conditioning should be environment friendly as per International regulatory requirements. The engine idling rpm should be so designed and tuned to fulfill the requirements of the AC Unit.

**Siren**

All siren loudspeakers have to be mounted on the front of the vehicle. Hidden installation is allowed. The main sound direction must be in driving direction. The frequency range must be at least one octave and should be between 500Hz and 2.000Hz. An additional electronic air horn can be used. Further there should be a public address system that can be worked at all times ergonomically from the driver's seat. The siren switch can only be used if the warning lights are on.

**Exterior Special Lighting and Illumination**

The ambulance should have the following lighting fittings (12V): LED based flashing lights with top red lens having minimum four LED flashers visible on both sides of the ambulance (integrated or enclosed in a light bar) mounted on the rooftop.

The LED flashers should flash cyclically using appropriate flashers. At least two LED flashers & one spot lamp on both sides of the ambulance as well as two flashers & a rear loading lamp on the rear wall of the ambulance mounted at the highest position feasible. (The rear loading light shall automatically be activated when rear doors are opened.)

**Interior Patient Compartment Illumination:**

There should be diffused flicker free automotive grade (12V, minimum 4000 deg Kelvin) lighting in the patient compartment. All interior lighting shall be flush mounted and should not get loose or fall down during vehicle movement or vibration. Normal white illumination within the patient compartment without outside ambient light shall not be less than 100 Lux (lx) when measured along the centerline of the clear floor; and 150 lx on at least 90% of the surface area of the primary patient cot. At least one patient compartment light and rear loading lamp shall be automatically activated when the patient compartment rear doors are open.

**Electrical System**

The electrical system should be of uniform specification across all Advanced Life Support Ambulances. There shall be two independent forward electrical circuits in the ambulance: the Original Equipment Manufacture-Base Vehicle Circuit and the non- Original Equipment Manufacture-Base electrical circuit. At no point shall the forward Original Equipment Manufacture-Base base vehicle circuit be tampered with to provide for any non- Original Equipment Manufacture-Base electrical load requirements. Each ambulance should have additional 'supplementary battery(s)' sufficient enough to power the non- Original Equipment Manufacture-Base electrical load requirements of the homologated vehicle. These batteries should be located at a suitable location outside the patient compartment and should be automatically charged by the vehicle alternator while the vehicle is on and via 220V external AC supply if connected when stationary.

The alternator of the base vehicle should have the current rating which is at least 10% higher than the peak current consumption of the fully equipped ambulance. (Including current for charging of the batteries, running of the air conditioning system as well as all the medical and non- medical devices, etc.) A permanently fitted automotive grade battery charger should be provided to enable charging of the supplementary batteries via external 220V AC supply whenever connected.

Adequate number of power receptacles / connections should be provided in the patient compartment to simultaneously power all the equipment's & fitments asked for in this document. The mountings of all electrical outlets shall be sturdy enough to handle wire/plug pressure and vibrations during transit. There should be at least one free automotive grade 12V DC receptacle provided in the patient & driver compartment each at an easily accessible location. All switches, connectors, end-wiring should be rated to carry out a minimum 125 % of their maximum ampere load.

All wiring should conform to international standards specification. Electrical panels that are accessible to accidental contact shall have a protective cover, shield, and so forth, to prevent shorts that can result in injury, fire, or damage to the electrical system. Electrical wiring and components shall not terminate in the oxygen storage compartment except for the oxygen controlled solenoid, compartment light, and switch plunger or trigger device. Wiring necessarily passing through an oxygen compartment shall be routed in a metallic conduit.

**Radio Frequency Interference (RFI)**

The ambulance electrical / electronic and mechanical equipment in running mode / on condition, should meet the Radio Frequency Interference standards.

**Emblems, Marking & Color Scheme**

Complete body exterior should be uniform white in color. All external marking should be retro- reflective in nature and materials used for the same should meet or exceed the requirements of international standards. Guidelines in regards to Emblems and Markings for Ambulances issued by the Government from time to time shall be applicable. However, the quality parameters of the markings indicated above shall remain constant.

**Operating Manuals, etc.**

Comprehensive User Manual/s written in simple English with detailed parts description, operating instructions, service contact numbers, etc for the Base Vehicle, Patient/Driver Compartment Equipment's, Fittings, etc, shall be provided. These should be printed on high quality paper and housed in water-resistant pouches. Laminated sheets, clearly showing the Patient and Driver Cabin Layout with location of equipment, fittings, switches, consumables, etc, suitably depicted should be fixed in the patient and driver cabin at suitable locations. Laminated sheet showing the non-Original Equipment Manufacture electrical wiring diagram complete with location of various fuses and circuit breakers should be displayed in the vehicle at a suitable location.

**Layout Drawings**

Sample drawing showing the layout of the patient cabin for Advanced Life Support Ambulance is attached along with. This drawing is indicative of an ideal ambulance layout and the bidders should adhere to this guidance in consonance with the above detailed specifications as regards the location and positioning of various medical equipment & patient care ergonomics while adapting the remaining fitments to their vehicle dimensions. Any dimension/fitment/equipment depicted in the sample drawing and not asked for in this tender document may be ignored.

The bidders **MUST** provide 2D & 3D rendered drawings for all types of quoted ambulances showing location of various components, sub-assemblies for structure, interior layouts, fitment of oxygen system components, layout of seats & furniture, medical equipments, non- Original Equipment Manufacture electrical system layout, etc. along with the technical bid.

**Equipment for Advanced Life Support**

All equipment & accessories being used in the ambulance including those in the Oxygen Delivery System should be US Food and Drug Administration (FDA) or European CE certified (where ever mentioned in the Technical Specification & Copy of the certificate to be enclosed along with the technical bid).

ADVANCED LIFE SUPPORT AMBULANCES (Ambulance (TYPE B) COMPLETELY EQUIPPED AND ISOLATED (Emergency Ambulances)		
No	Ambulance Equipment List: Requested equipment	Quantity
1	Ambulance stretcher	1
2	Spine Board	1
3	Scoop Stretcher	1
4	Wheel Chair	1
5	Defibrillator / Monitor with Recorder	1
6	Pulse Oximeter	1
7	Semi-automatic External Defibrillator	1
8	Transport Ventilator	1
9	Oxygen Flow Meter with Humidifier	2
10	Suction Pump (Manual & Handheld)	1
11	Suction Pump (electronic)	1
12	Self-inflatable Resuscitation Bags	1
13	Mouth to Mask ventilation device	1
14	<b>Oxygen Cylinder (Portable) with Oxygen Pressure Reducer – Type B</b>	2
15	Laryngoscope with blades	1
16	Syringe Infusion Pump	2
17	Nebulizer	1
18	Handheld Glucometer	1
19	Stethoscope	1
20	BP Apparatus (Manual)	1
21	Pupillary Torch	1
22	Needle Sharp Container	1
23	Thermometer (Digital)	2
24	Pneumatic Splints	1
25	Cervical Collars	1

26	EMT Shears	1
27	Artery Forceps 15cm	2
28	Toothed Forceps 15cm	2
29	Magill's forceps	1
30	Kidney Tray	1
31	First Aid Kit Bag	1
32	Search Light	2
33	Rescue Equipment	1
34	Vacuum Stretcher	1
35	Head Immobilizer	1

**Ambulance stretcher**

- Roll-in Self Collapsing Ambulance stretcher;
- The Ambulance stretcher including all accessories should be compliant to international standards;
- The stretcher should be supplied with a fixation system;
- The stretcher assembly excluding the mattress & other accessories should be less than or equal to 50kg in weight;
- The stretcher should load seamlessly and no manual intervention vis-a-vis the locking mechanism, wheels, etc should be required after loading in the ambulance to close the rear doors;
- Should have at least three strap-type restraining devices (chest, hip, and knee) to prevent longitudinal or transverse dislodgment of the patient during transit;
- Should be supplied with suitable accessories to fix the supplied portable oxygen cylinder;
- One number of folding IV Poles should be provided;
- The stretcher mattress should be waterproof and upholstered with fire proof material;
- The stretcher should be able to be guided in and out of the ambulance without any part of the stretcher (including the legs) striking any part of the ambulance body including the rear footstep. The loading angle of the stretcher should not be more than 16 degrees. If required, a suitable loading platform (not necessarily be made of ABS) may be provided to ensure the same.

**Spine Board**

- Should be X ray & MRI compatible.

**Scoop Stretcher**

- Net weight: <10 Kgs;
- To be supplied with a mountable & detachable 'Double Head Immobilizer.

**Foldable Carrying Chair (Wheel Chair cum Stair Chair)**

- Net weight: less than 10 Kgs;
- Pull through, telescoping long handles built in to lift patients & carry them through narrow passages.

**Bi-Phasic Defibrillator with Cardiac Monitor and Recorder**

- Wall Mounted, Transport defibrillator with Cardiac Monitor and recorder;
- It should be supplied with an international certified fixation system;
- Manual, semi-automatic and AED Capabilities;
- Minimum 6.5 inches Colour LCD Display;
- Should be able to deliver shock from 2-200 joules through biphasic technology;
- Should have charging time up to 200J in less than 6 seconds with a new fully charged battery;
- Should have 12 lead interpretive ECG and synchronized cardioversion built in;
- Integrated Multi Parameter Monitor with the following parameters:
  - NIBP -Adult and Pediatric;
  - SpO2 - Adult & Pediatric (Masimo or Nelcor or FAST SpO2 Sensors).
- EtCO2;
- Heart Rate;
- 12 Lead ECG;
- The ambulance wall mount should be EN 1789 Certified and should have a built in charger with integrated DC charging module to directly charge the internal batteries of the device from the 12V ambulance batteries as soon as the device is placed on the bracket. AC 220 V, 50 Hz mono-phase electrical source with line connection plug CEE 7/7 – Type F or compatible;

- Should have an integrated battery backup of at least 30mins;
- Should be supplied with all adult and pediatric accessories & cables;
- Integrated printer;
- Recording of events and patient trends and data;
- Data connection port.
- At least 10 units of all consumables like electrodes, paper rolls, etc. must be supplied along with;
- At least 2 ECG cables, 3 SpO2 transducers and 5 NIBP cuffs should be included.

#### **Pulse Oximeter**

- Tabletop pulse oximeter (SpO2 and pulse-rate monitor) for adults, children and neonates;
- Oxygen Saturation Range (SpO2): 1-100%;
- Pulse Rate Range at least 30-240bpm;
- SpO2 Accuracy  $\pm 3\%$  or better;
- Pulse Rate Accuracy  $\pm 4$  bpm or better;
- Plethysmographic waveform visualization;
- Audible and visual alarms for high/low saturation and pulse rate, sensor off or disconnected, low battery;
- Self-test mode;
- Display (LED or LCD) with main parameters: SpO2, pulse rate, waveform, alarm messages, battery indication;
- Full line of adult, pediatric and neonatal reusable and disposable sensors;
- User, Technical and Maintenance/Service manuals included, English language and Albanian if available;
- Any accessory and part needed to the proper equipment operation shall be included;
- Carrying case;
- Reusable SpO2 transducers, complete with connection cables, at least: n. 2adult, n. 2pediatric
- Electrical characteristics:
  - rechargeable batteries, autonomy  $\geq 4$  h;
  - visual and audible alarm in case of low battery;
  - integrated or external battery charger;
  - (220 -240VAC, 50 Hz, plug CEE 7/7 – Type F or compatible).

#### **Semi-automatic External Defibrillator:**

- Should have the ability to analyze rhythm automatically and shock should be delivered manually after due warning;
- Should have voice prompts in English;
- Should be supplied with long life non-rechargeable battery having capability to deliver at least 100 shocks without replacing and should have a shelf life of at least three years;
- Should be supplied with all accessories & carrying case;
- At least 10 Nos of Disposable pads must be supplied along with;

#### **Transport Ventilator**

- Wall Mounted, based Transport Ventilator;
- Suitable for adults, children and infants up to 5 kg;
- Modes of ventilation: VC-AC, VC-SIMV, Spn-CPAP and PC; PEEP;
- Gas source: oxygen (Compressed air optional);
- FIO2: 100% oxygen (air mix mode -with approx. 45% to 100 %).
- Monitored Parameters: Pressure, PEEP, Tidal Volume, IE ratio, Fio2 ratio, etc.
- Visual and audible alarms in case of exceeded patient parameter value/range, malfunctions, occlusions/circuit interruption, gas pressure and disconnection, low battery and power supply fault.
- Accessories to be included:
  - Adult and pediatric accessories and patient circuits.
  - Oxygen / medical gas adapters, hose, pressure regulator with pressure gauge for cylinders
  - Wall fixing system for ambulance
- Equipment should be supplied complete with an integrated carrying bracket for ambulance mounting as well as on ambulance cot, patient circuit, driving gas hose, PEEP Valve and breathing valve. (Transport Ventilator Kit);
- Connections for external mains / AC power supply:
  - AC 220 -240V, 50Hz mono-phase electrical source with line Connection plug CEE 7/7–Type F or compatible;
  - 12 VDC electrical source with connection for use in emergency transport vehicles;
  - Integrated battery charger;
  - automatic switch between line and battery powered modes;
- Rechargeable battery with 4 hours or more operating time.
- Included renewables:
  - Bacterials filters, at least 50 pcs;
  - N. 1 adult and n. 1 paediatric test lungs;
  - N. 2 Adult Reusable /Autoclavable Patient Circuit
  - N. 2 Pediatric Reusable/Autoclavable Patient Circuit
  - N. 1 Oxygen Hose with pressure Oxygen reducer

- o N. 1 set of Rechargeable Batteries
- o At least 50 pcs Disposable adult breathing circuits
- o At least 25 pcs Disposable pediatric breathing circuits

#### **Oxygen Flow Meter with Humidifier**

- Dial setting type without any floats, needles or moving parts to indicate the flow level;
- Pressure compensated for inlet pressure range of 3 to 5 bar, be able to regulate the flow from 0 to 15 litres per min and should show the actual oxygen flow rate;
- Installed vertically so as to not interfere with the other outlets and should be easily readable from the Doctor's/Paramedic' seat;
- The inlet probe should be fully adaptable to the terminal outlet in the ambulance as well as to the outlet adapter of the portable oxygen cylinder specified below in the list of medical equipment;
- The outlet of the flow-meter should be universal in design to accept the humidifier, the flow selector switch or a direct connector;
- Should have a humidifier made up of an impact resistant polycarbonate bowl with cap and inlet outlet nipples;
- The humidifier bottle should be disinfectable and sterilizable;
- Should include a flow selector switch to bypass the flow of the oxygen through the humidifier and allow nebulization to the patient directly using the flow of the oxygen;
- Should be supplied with a direct connector to provide oxygen therapy without humidifier, insufflation kit and nasal prong.

#### **Suction Pump (Manual & Handheld)**

- Portable & Lightweight;
- Vacuum (max): 550mmHg;
- Non disposable and autoclavable container of minimum 250 ml connecting jar made out of polycarbonate with overfilling valve;
- Maximum Weight: <1Kg.

#### **Suction Pump (electric)**

- Electric Suction device with ambulance mount
- Control knob for continuously adjustable vacuum level up to at least 550 mm. Hg starting from zero
- Suction capacity of minimum 30 litre per minutes
- Minimum 500ml capacity secretion bottles with efficient over-flow protected
- Ambulance Wall / floor mounted
- Rechargeable Battery with minimum capacity of 30 minutes, integrated battery charger.
- The ambulance wall mount should have a built in charger with integrated DC charging module to directly charge the internal batteries of the device from the 12V ambulance batteries as soon as the device is placed on the bracket.
- Should be supplied with Wide – bore tubing, rigid pharyngeal curved suction tip;
- AC 220 -240V, 50Hz mono-phase electrical source with line connection plugCEE7/7–Type F or compatible and 12V DC (with ambulance vehicle connection plug) power supplies.

#### **Self-inflatable Resuscitation Bags**

- Should be made of silicon
- Hand operated, self-re-expanding bags (2L, 1L & 500ml sizes) or minimum (1500 ml, 500 ml, 200 ml), with oxygen reservoir/accumulator, clear mask (adult, child, infant and neonate sizes); valve (clear, disposable, operable in all weather conditions)
- To be supplied in proper Carrying case

#### **Mouth to Mask ventilation device**

- Suitable for Adult, Child & Infant/Neonate

#### **Oxygen Cylinder (Portable) with Oxygen Pressure Reducer – Type B**

- Should be made of Aluminium/Aluminium alloy
- Should be manufactured as per international and Sudanese standards.
- Max. Working Pressure at 15O C: 150kgf/cm<sup>2</sup>
- Built in / attached with Pressure gauge, regulator and cylinder wrench/key
- Pressure regulator with plug-in type outlet port capable to accommodate the probe of the driving gas hose of the ventilator or the inlet probe of the oxygen flow-meter directly in single action without any intermediate connectors or adapters etc.
- Adequate length tubing, mask (adult, child and infant sizes), transparent, non- rebreathing, venturi, and valveless, nasal cannulas (adult, child and infant sizes)

#### **Laryngoscope with blades**

- Standard Laryngoscope
- With Macintosh blade (1,2, 3 & 4)
- Handle should have comfortable grip
- Light source should be fibre optic

#### **Syringe Infusion Pump**

- Wall Mounted
- Flow rate programmable from 0.1 to 200 ml/hr or more in steps of 0.1 ml/hr till at least 5ml.
- Should have a user selectable flow set rate option.
- Display of Drug Name with a provision of memorizing 10~15 names
- Should have Keep Vein Open (KVO) option
- Must Work on commonly available ISI/CE/FDA approved/certified 20, 50/60 ml Syringes with accuracy of minimum of +/-2% or better.
- Automatic detection of syringe size & proper fixing.
- Anti-bolus system to reduce pressure on sudden release of occlusion
- Rechargeable Battery of at least 30 mins
- Should be suitable for use in ambulance
- Should be an ambulance wall / pole mountable and should be supplied with an appropriate mount.

#### **Nebulizer**

- The oxygen flowmeter referred above should include a flow selector switch to bypass the flow of the oxygen through the humidifier and allow nebulization to the patient directly using the flow of the oxygen
- An insufflation kit with appropriate nebulizer attachment.

#### **Handheld Glucometer**

- One unit with 100 units of disposable lancets/tips and Gluco Sticks
- The brand provided should have supplies easily available across the state
- Should be European CE or US FDA certified

#### **Stethoscope**

- Pediatric & Adult
- Tunable diaphragm and bell
- Soft sealing ear tips

#### **BP Apparatus (Manual)**

- One Nos.
- Manual, Dial Type
- Supplied with: adult cuff, large cuff, extra-large and pediatric size cuffs, 2 pcs each

#### **Pupillary Torch**

- One Nos. with Spot illumination without peripheral ring of light

#### **Needle & Syringe Destroyer and Sharp Container (Mechanical)**

- To be securely placed at an appropriate location to allow easy disposal of needles
- Maximum weight 2.5 Kgs
- Motion Tolerant

#### **Thermometer (Digital) – (Qty: Two)**

- Battery operated
- With on and off audio alarm
- Measurable in Fahrenheit and Centigrade
- Memory of the last reading

#### **Pneumatic Splints**

- Set of 6 adult sizes (Hand & wrist, Half arm, Full arm, Foot and ankle, Half leg & Full leg) with carrying case
- X-ray transparent splints
- Inflammatory tubes' extension with closing clamp makes closing easy and quick after inflation
- Fixing of splint is by zipper or belt
- Distal end left open to expose toes
- Should be washable and reusable
- Should be supplied with the appropriate pump required to inflate the splints

#### **Cervical Collars (Qty: 1)**

- Rigid and should be suitable for children aged 2 years or older, infant and adults
- Should be adjustable to 4 different sizes- Tall, Regular, Small & No neck
- Should have pre-moulded chin support, locking clips and rear ventilation panel, enlarged trachea opening.
- Should be high-density polyethylene and foam padding with one piece design enabling efficient storage where space is limited
- Should be X-ray lucent and easy to clean and disinfect

#### **EMT Shears**

- One Nos with Thermoplastic handles.
- Should be capable of cutting a Euro cent coin.
- 15 cm , made of stainless steel with one edge round and other edge sharp
- Should be as per CE/FDA/BIS/ISI standards

**Artery Forceps (Qty: 2)**

- 15cm, high tensile stainless Steel

**Toothed Forceps (Qty: 2)**

- 15cm, high tensile stainless Steel

**Magill's forceps**

- Two sizes

**Kidney Tray**

- 18/ 8 Stainless Steel.
- 500 ml capacity

**First Aid Kit Bag - complete**

- Resuscitation & First Aid Kit Bag made of Nylon/tougher material having space for Emergency Airway Management and Resuscitation including essentials drugs, equipment & a portable Oxygen Cylinder with regulator, etc.

**Search Light (Qty: 2)**

- Light Source: Xenon Bulb or LED
- Light Output: minimum 145 lumen
- Construction: Super tough - chemical and heat resistant
- It should be Waterproof
- Portable with Spot beam of around 500 metres.
- Sealed Lead Acid/ NiCd battery operated
- Capacity of 60 minutes with full intensity
- Docking station style charging base which should be wall and vehicle mountable.
- Should be chargeable from 12V DC

**Rescue Equipment**

- Hammer, four pound with 15" (35cm) handle
- One Axe
- Wrecking Bar, minimum 24-inch (61cm) (bar and two preceding items can either be separate or combined as a forcible entry tool).
- Crowbar, minimum 48 inches (122cm), with pinch point.
- Heavy duty scissors for cutting clothes, belts and boots

**Vacuum Stretcher**

- **Vacuum Mattress Set, Full Body, X- ray beam permeable, Case, Pump, Adapter, 2 Extra Sets of Handles**
- Length max. : 2020 mm ( $\pm 20$ mm).
- Width: 1010 mm ( $\pm 20$  mm).
- Height: 25 mm ( $\pm 5$  mm).
- Load : 160 Kg or higher

**Head Immobilizer**

- Polyurethane inner filling material
- Plastisol outer surface coating.
- Openings in the ear,
- Head and chin belts,
- Should be designed for all spine boards.

**DRUGS & CONSUMABLES FOR EACH AMBULANCE:**

The bidder must ensure adequate and appropriate storage space to house the drugs and consumables securely during the ambulance's day to day run as per international guidelines.



## Bidder's delivery requirements

### Delivery requirements for Lot 1

UNOPS Delivery Requirements	
Delivery time	Bidder shall deliver the entire goods <b>as soon as possible</b> , but no later than <b>30 days from the date of Contract Signature</b> . <i>Note: Bidders are encouraged to provide the earliest available delivery time, preferably under 30 days</i>
Delivery place	All Goods and Services shall be supplied in Kosovo. The exact address will be provided upon Contract Signature.
Incoterms rules	<b>DAP<sup>2</sup></b> (Delivered at Place), Kosovo, net of any direct taxes, customs duties, indirect taxes and VAT. The international Bidders must include in the price all costs related to exportation/importation procedures, if required, including the costs of freight forwarder and the custom clearance company. UNOPS shall facilitate all the necessary logistical arrangements related to provision of goods/services.
	<b>FCA<sup>3</sup></b> Bidder to specify FCA delivery time for the quantity ranges as per the price form. Bidder to specify FCA delivery point. Incoterm 2010 apply.
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.

### Delivery requirements for Lot 2

UNOPS Delivery Requirements	
Delivery time	Bidder to specify FCA delivery time for the quantity ranges as per the price form.
Delivery place and Incoterm Rules	Bidder to specify FCA delivery point. Incoterm 2010 apply.
Freight	Bidder accepts that UNOPS may place orders on both FCA and CIP or CPT terms depending on the case (Incoterm 2010) In case of FCA orders, UNOPS will organize freight on its own.
Payment terms	UNOPS standard payment term is 30 days after delivery. However, a specific payment agreement can be reached for each individual order.

<sup>2</sup> Incoterms 2010 defines DAP as 'Delivered at Place' - the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. Under DAP terms, the risk passes from seller to buyer from the point of destination mentioned in the contract of delivery.

<sup>3</sup> Incoterms 2010 defines FCA as 'Free Carrier' (named place of origin) - the seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises). The goods can be delivered to a carrier nominated by the buyer, or to another party nominated by the buyer.

## Section IV: Returnable Quotation Forms

**Note to Bidders: Instructions to complete each Quotation Form are highlighted in blue in each Form. Please complete the Returnable Quotation Forms as instructed and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

### Form A: Quotation Submission Form

United Nations Office for Project Services  
Pristina Project Centre  
UN House, Zagrebi Str., No. 58  
10000 Pristina  
Kosovo

#### Guidance to bidders:

- *Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted*
- *Bidders are requested to advise their intention to Bid for each Lot by ticking either Lot 1 or Lot 2 below (or both)*

Date: **[Insert submission date]**

**Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city], RFQ Case No. [Insert RFQ ref. number], Lot 1  Lot 2** , dated **[insert date]**

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of **[insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations]** from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. **[If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];**
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DP, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this quotation and bind **[insert full name of bidder]** should UNOPS accept this quotation:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name	
Title	
Email Address	
Phone number	

## Form B: Price Schedule Form (Lot 1)

RFQ Case No.: UNOPS-PRPC-RFQ-2020-004

**Guidance to bidders:**

- *Bidders shall fill out Form B: Price Schedule Form in accordance with the instructions indicated*
- *Where a rate is not provided in the Schedule of Rates such rate shall be deemed to be allocated within the total contract price*

Item	Description	Unit	Required Qty	Available / Offered Qty	Currency: USD or EUR				
					Unit price (DAP including customs clearance) VAT free	Total price (DAP including customs clearance) VAT free	Unit price (FCA)	Total price (FCA)	
<b>Lot 1 - Medical Ambulance Vehicles in Kosovo</b>									
1.1	Ambulances - Advanced Life Support, Completely Equipped and Isolated (Emergency Ambulances)	pcs	5						
<b>Total</b>							<b>Total</b>		

Payment terms 30 days accepted:  Yes

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors] \_\_\_\_\_

(B) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by \_\_\_\_\_ **[insert full name of bidder]** to sign this Proposal and bind \_\_\_\_\_ **[insert full name of bidder]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form B: Price Schedule Form (Lot 2)

RFQ Case No.: UNOPS-PRPC-RFQ-2020-004

### Guidance to bidders:

- *Bidders shall fill out Form B: Price Schedule Form in accordance with the instructions indicated*
- *Where a rate is not provided in the Schedule of Rates such rate shall be deemed to be allocated within the total contract price*

Currency: USD or EUR

Item	Description	Unit	Up to 100 Units		100 - 500		500 units and above	
			Unit price (FCA)	FCA delivery Time	Unit price (FCA)	FCA delivery Time	Unit price (FCA)	FCA delivery Time
<b>Lot 2 - LTA for Medical Ambulance Vehicles</b>								
2.1	Ambulances - Advanced Life Support, Completely Equipped and Isolated (Emergency Ambulances)	pcs						
			<b>Total</b>		<b>Total</b>		<b>Total</b>	

- **UNOPS reserves the right to negotiate on sizable orders outside these ranges**
- **Lot 2: For the evaluation purpose the average between priced ranges per item will be used.**

Payment terms 30 days accepted:  Yes

### List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(C) [Full legal name and address of subcontractors] \_\_\_\_\_

(D) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by \_\_\_\_\_ **[insert full name of bidder]** to sign this Proposal and bind \_\_\_\_\_ **[insert full name of bidder]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Technical Quotation Form

RFQ Case No.: UNOPS-PRPC-RFQ-2020-004

Lot 1  Lot 2

### Guidance to Bidders:

1. Bidders are required to complete the Comparative Data Tables included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the "UNOPS requirements" columns of the Comparative Data Tables. Such changes might disqualify your quotation.
2. If an offered item is not literally compliant with one or more requirements but it has the same intended quality the offerer shall declare this no-compliance and explain the equivalence. The evaluation committee reserves the right to accept or reject the explanation.

### Technical specifications for Goods and Services – Comparative Data Table

#### Lot 1

Item No	UNOPS Minimum Technical Requirements	Unit	Required Qty	Available/ Offered Qty	Bidder to complete	
					Is quotation compliant? Bidder to complete	Details of goods offered Bidder to complete
<b>Lot 1 - Medical Ambulance Vehicles in Kosovo</b>						
1.1	Ambulances - Advanced Life Support, Completely Equipped and Isolated (Emergency Ambulances)	pcs	400		<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Lot 2

Item No	UNOPS Minimum Technical Requirements	Unit	Required Qty	Available/ Offered Qty	Bidder to complete	
					Is quotation compliant? Bidder to complete	Details of goods offered Bidder to complete
<b>Lot 2 - LTAs for Medical Ambulance Vehicles</b>						
2.1	Ambulances - Advanced Life Support, Completely Equipped and Isolated (Emergency Ambulances)	pcs			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Bidder's delivery data – Comparative Data Table Lot 1**

UNOPS Delivery Requirements		Bidder to complete	
		Is bid compliant?	Details
<b>Delivery Time</b>	Bidder shall deliver the entire goods as soon as possible, but no later than <b>30 days from the date of Contract Signature</b> . <i>Note: Bidders are encouraged to provide the earliest available delivery time, preferably under 30 days</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Insert details</b>
<b>Delivery Place</b>	All Goods and Services shall be supplied in Kosovo. The exact address will be provided upon Contract Signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Incoterms</b>	<b>DAP<sup>4</sup></b> (Delivered at Place), Kosovo, net of any direct taxes, customs duties, indirect taxes and VAT. The international Bidders must include in the price all costs related to exportation/importation procedures, if required, including the costs of freight forwarder and the custom clearance company. UNOPS shall facilitate all the necessary logistical arrangements related to provision of goods/services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>FCA<sup>5</sup></b> Bidder to specify FCA delivery point. Incoterm 2010 apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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<sup>4</sup> Incoterms 2010 defines DAP as 'Delivered at Place' - the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. Under DAP terms, the risk passes from seller to buyer from the point of destination mentioned in the contract of delivery.

<sup>5</sup> Incoterms 2010 defines FCA as 'Free Carrier' (named place of origin) - the seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises). The goods can be delivered to a carrier nominated by the buyer, or to another party nominated by the buyer.

**Bidder's delivery data – Comparative Data Table Lot 2**

UNOPS Delivery Requirements		Bidder to complete	
		Is bid compliant?	Details
Delivery Time	Bidder to specify FCA delivery time for the quantity ranges as per the price form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Delivery Place and Incoterm rules	Bidder to specify FCA delivery point. Incoterm 2010 apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Freight	Bidder accepts that UNOPS may place orders on both FCA and CIP or CPT terms depending on the case (Incoterm 2010) In case of FCA orders, UNOPS will organize freight on its own.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	UNOPS standard payment term is 30 days after delivery. However, a specific payment agreement can be reached for each individual order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Payment terms	Bidder to specify FCA delivery time for the quantity ranges as per the price form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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Name :

Title :

Date :

Signature :



## Form D: Previous experience form

RFQ Case No.: UNOPS-PRPC-RFQ-2020-004

**Note to Bidders:**

*Bidder should be in continuous business of supplying similar goods for the last 2 years*

**Previous experience**

Item No	Description of goods	Country	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken	Value of Services (€)
1					
2					
3					
4					
5					

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_