

Date: June 11, 2020

REQUEST FOR QUOTATION
RFQ N° UNFPA/TLS/RFQ/2020/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following supply of services:

Purchase of Maternity Isolation

No	Product	Specifications (as requested by MOH)	UoM	Quantity
1	Plastic apron	Plastic apron	pcs	100
2	Wall clock	Wall clock	each	3
3	Stethoscope	Littmann Stethoscope, double cup, dual-use (adult and pediatric auscultation) chest piece in stainless steel or chrome plated brass.	each	4
4	Automatic sphygmomanometer	Omron automatic sphygmomanometer upper arm cuff	set	2
5	set for normal delivery kits	<p>Normal Delivery Instruments Set</p> <p>2 x S9910003 - Surg.inst.,delivery /SET: Set contents: 2 x S0726000 - Forceps,artery,Kocher,140mm,str 1 x S0770500 - Scissors,Mayo,140mm,cvd,b/b 1 x S0774700 - Scissors,gyneco,200mm,cvd,b/b</p> <p>2 x S9910004 - Surg.inst.,suture /SET: Set contents: 1 x S0726000 - Forceps,artery,Kocher,140mm,str 1 x S0737000 - Forceps,tissue,standard,145mm,str 1 x S0743600 - Needle holder,Mayo-Hegar,180mm,str 1 x S0745500 - Scalpel handle,no.4 1 x S0773550 - Scissors,Deaver,140mm,cvd,s/b 1 x S0759820 - Probe,double-ended,145mm</p>	set	2
6	Automatic delivery bed	Automatic delivery bed used for childbirth, gynecology surgical operation, examining and many other functions, including caesarean operation. The ascent and descent of the whole set is controlled by the electric push rod, with the foot switch to make the platform top rake and back slope and the back board rise.	set	1
7	Autoclave	Autoclave, sterilizer 80 Litre Capacity	each	2

8	Trolley for delivery kits	<p>Trolley for delivery kits, with work surface and storage space. Heavy duty carriage mounted on 4 swivel castors, two with brake and four with anti-static wheel. Work surface with elevated edges, along one length and both widths, is finished with an anti-slip layer Long edge has 5 side-to-side drawers, for storage of medicine, renewable and small equipment. Front of each drawer fit with prefixed holder for content identification strips. Drawers have recessed finger grip-hold, leaving front entirely flat. One central lock secures all drawers. Key is unique for each single trolley, key-bow folds away from key-blade avoiding breakage when inside lock Inside of the drawers is customizable, with organizer dividers Integrated fitting with lid for 2 waste baskets (4.5-6L each, the total capacity is 9-12L) and for 2 sharps containers (1.0-2.0L each, the total capacity is 2.0-4.0L). Flat worktop slides in/out from underneath work surface, extending the workspace One short side is fit with push-bar handle Both castors with brake are mounted at the push-bar handle side With protective bumpers at all four corners</p> <p>Trolley for delivery kits, with work surface and storage space. Heavy duty carriage mounted on 4 swivel castors, two with brake and four with anti-static wheel. Work surface with elevated edges, along one length and both widths, is finished with an anti-slip layer Long edge has 5 side-to-side drawers, for storage of medicine, renewable and small equipment. Front of each drawer fit with prefixed holder for content identification strips. Drawers have recessed finger grip-hold, leaving front entirely flat. One central lock secures all drawers. Key is unique for each single trolley, key-bow folds away from key-blade avoiding breakage when inside lock Inside of the drawers is customizable, with organizer dividers Integrated fitting with lid for 2 waste baskets (4.5-6L each, the total capacity is 9-12L) and for 2 sharps containers (1.0-2.0L each, the total capacity is 2.0-4.0L). Flat worktop slides in/out from underneath work surface, extending the workspace</p>	each	2
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		<p>One short side is fit with push-bar handle Both castors with brake are mounted at the push-bar handle side With protective bumpers at all four corners</p>		
9	Cord clamps	<p>Clamp, for umbilical cord, sterile, single-use. Disposable sterile umbilical cord clamp, safe, effective and easy to apply. Safe security lock, with a click to indicate correct locking, to protect against accidental re-opening after clamping. Grooves all along the length to prevent slip of the umbilical cord and to retain it in the same position. Finger grip to ensure safe and easy handling. Material: Plastic (polymer).</p>	each	100
10	Suction Machine set	<p>The unit provides intermediate and continuous suction. The unit is provided with two (2) collection jars with the following features:</p> <ul style="list-style-type: none"> - Made of shatterproof material. - Transparent. - Clear graduation. - Fully autoclavable at 121°C (hence reusable). - Has at least 2-liter capacity. <p>The unit has maintenance free operating and is fitted with the following features.</p> <ul style="list-style-type: none"> - Operating piston(s) requires little or no oil. - A provision which prevents fluid to flow to the pump if the collection jar is full. - A gauge indicating the negative pressure generated by the unit. (preferably in kPa or mmHg) - Fitted with a bacterial filter in the airline to the pump. - User adjustable suction between 0 and at least 600 mmHg (800 mbar). - A vacuum control and on/off switch on the casing. - Aspiration capacity at least 60 L/m (2.4 m3/h). - A suction tube of at least 1.5 meters with the following specifications: - Autoclavable at 121°C. - Made of medical grade silicone. - A foot switch for control of the suction. <p>During operating the unit's noise level will not exceed 60.5 dB.</p> <p>The unit is mounted on a stable, portable stand with:</p> <ul style="list-style-type: none"> - Castors/wheels, fully 360-degree swivel. - Castors/wheels minimum size of 75 mm. - Castors/wheels are anti-static: - Castors/wheels are lockable. <p>Easy to clean/disinfect by avoiding difficult-to-reach areas and having smooth surfaces. Sturdy, shock resistant casing. The body is to be constructed from stainless steel or material which is non-corrosive or has a corrosion resistant coating.</p>	set	2

11	Radiant Warmer/heater	<p>Radiant warmer for newborn, with accessories. System: control unit, a heating pad, a mattress and an inflatable frame. Self-diagnosis with each start-up Integrity testing of all system parameters every 5 minutes Flexible waterproof low voltage heating pad slides under mattress Electronic servo temperature control Pre-set temperature range of mattress 35 to 38C, increments 0.1C Accuracy temperature control +/-0.1C Automatic warm-up to 37C, time to stabilize approximately 20 minutes (starting at 20C) Large colour display shows operational status, with set and measured values System reports, with audio-visual alerts on high/low temperature, malfunctions (temperature sensor, connecting wires), water level, power failure, built-in back-up battery Strong soft plastic mattress fills with water, approximately 4.5L Reusable inflatable frame keeps baby in place Cotton cover frame can be tightly secured around the water mattress and heating pad Fit with connector for standard YSI skin temperature sensor.</p>	set	1
12	Vital signs monitor	Vital signs monitor	set	0
13	Digital thermometer	<p>Clinical thermometer, electronic and digital Celsius temperature scale Glass and mercury free Temperature measurement range 34 – 42 °C (minimum guaranteed) Accuracy ± 0.1 °C in the range 35 – 41 °C Liquid crystal display Beep audio alert Automatic switch-off Low battery indicator Water proof, suitable for cleaning and disinfection Battery powered, batteries included in the supply.</p>	set	2

14	Doppler foetal heart monitor	Doppler, foetal heart rate (FHR) detector, with accessories. Transducer frequency, approximately 2MHz Self-test is performed each time the device is switched Large LCD shows, foetal heart rate in beats per minute (bpm), pulse indicator and sound volume level Built-in loudspeaker with volume adjustment System reports, with audio-visual alert: operational status, malfunctions and low battery Advanced noise/disturbance suppression system assures quality diagnostic sound Regular size, approx: 18 to 20 cm. Light weight, handheld, easy to operate and carry (pocket size)	set	4
15	Big bucket with cover	Big bucket with cover	each	5
16	Bin with cover	Bin with cover	each	5
17	Rubber utility gloves for cleaning	Rubber utility gloves for cleaning	pairs	100
18	Rubber boots size M	Rubber boots size M	pairs	25
19	Rubber boots size L	Rubber boots size L	pairs	25
20	Scrub for health providers and domestic staff, size M	Scrub for health providers and domestic staff, size M	Set	50
21	Scrub for health providers and domestic staff, size L	Scrub for health providers and domestic staff, size L	Set	50
22	Alcohol swab	Alcohol swab	box	5
23	Bleach (SOS, WIPOL)	Bleach (SOS, WIPOL)	botol	50
24	Detergents (SOKLIN, RINSO, DAIA) 1 Liter	Detergents (SOKLIN, RINSO, DAIA) 1 Liter	pack	50
25	Washing brush	Washing brush	each	50
26	Home washing machine (average or big size)	Home washing machine (average or big size)	set	1

This Request for Quotation is open to all legally-constituted company or institutions, **(Local company)** operated in Timor Leste that can provide the requested for Maternity Isolation and have legal capacity to deliver / perform the service in the

country or through an authorized representative in Timor Leste. Attached is the details purpose form indicated quotation.

If you are interested, you must send your Quotation in email or in sealed envelopes to Mr. Alcino Fernandes, Program Assistant for logistic and procurement before or no later than 17.00 hours on 15 June 2020. His email is afernandes@unfpa.org, HP. 77252100/ext: 2171, UN House, Caicoli, Dili, Timor – Leste.

Approved
Mr. Ronny Lindstrom
Representative

UN House, Caicoli, Dili, Timor - Leste

This Request for Quotation is open to all legally-constituted companies that can provide the requested **Maternity Isolation** and have legal capacity to deliver in the country (Timor Leste), or through an authorized representative.

Details of the required quotation forms could be obtained from UNFPA Office, UN House, Caicoli Street, Dili. Contact person Mr. Alcino Fernandes, phone number +6703312009/ +67077252100
 UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide to UNFPA **Maternity Isolation** with all the above mentioned details. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

I. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Mr. Alcino Fernandes, Programme Asst. for Logistic & procurement</i>
Tel Nº:	<i>+670 3312618/+670 7725210</i>
Fax Nº:	-
Email address of contact person:	afernandes@unfpa.org

The deadline for submission of questions is *Tuesday, 15 June 2020, at 17.00hrs, Dili* time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

II. Content of quotations

Quotations should be submitted in a single e-mail whenever possible depending on file size or send it in a sealed envelope. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

III. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail depending on file size or send it in a sealed envelope to the contact person indicated below no later than: *Monday, 15 June, at 17.00hrs, Dili* time.

Name of contact person at UNFPA:	<i>Mr. Alcino Fernandes</i>
Email address of contact person:	<i>afernandes@unfpa.org</i>

Please note the following guidelines for electronic or hard copy submissions:

- The following reference must be included in the email or hard copy subject line: **RFQ N^o UNFPA/TLS/RFQ/2020/005 – [Title of the RFQ process as indicated above]**. Proposals that do not contain the correct email or hard copy on subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

IV. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

V. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VI. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

VIII. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representative's agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

IX. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

X. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Mr. Ronny Lindstrom, UNFPA Representative, TLS at lindstrom@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XI. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation Nº:	UNFPA/TLS/RFQ /2020/005
Currency of quotation:	USD
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1	Maternity Isolation	Ea			

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TLS/RFQ/2020/005 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place

UN Compound, Caicoli, Dili, Timor - Leste

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)