

REQUEST FOR QUOTATION
PROCUREMENT OF MEDICAL EQUIPMENT
RFQ NO N_258-MNG_2021

Date: March 1, 2021

Dear Sir / Madam,

You are kindly requested to submit your Quotation for the supply of **Medical Equipment** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of **Goods** by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. N_258-MNG_2021** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

International Development Law Organization | IDLO
Mongolia Country Office



Annex A
Instructions to Bidders



a. Description of requested goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before: Date: March 8, 2021 Time: 15:00 hours Rome, Italy
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted - bidders may submit Quotes for one or more Lots
i. Place of Delivery	Goods are to be delivered to: 1. National Institute of Forensic Science, Sukhbaatar district, 1 st khoroo, Ulaanbaatar, Mongolia
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO to location mentioned in <i>i. Place of Delivery</i> .
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	Mongolian Tughrik (MNT) <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes


<p>n. Preliminary Documents to be Submitted</p>	<p><input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</p> <p><input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Product Catalogues/Brochures ensuring compliance to Technical Specifications</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p>
<p>o. Special Packing Requirement</p>	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes, [specify] ___</p>
<p>p. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> Warranty on Parts and Labour as Annex B</p> <p><input checked="" type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input type="checkbox"/> Others</p>
<p>q. Evaluation Criteria</p>	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 4. Earliest Delivery Date 5. Lowest price
<p>r. Liquidated Damages</p>	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>




**ANNEX B
TECHNICAL SPECIFICATIONS**




Specifications for Goods



LOTS	ITEM NAME	IMAGE	SPECIFICATION	UNIT MEASURE	QUANTITY
Lot 1	Examination lamp		<ul style="list-style-type: none"> • Examination light, halogen, mobile, AC powered • Mobile examination light, mounted on a base with 5 swivel castors and 2 brakes • Low centre of gravity, sturdy construction • Halogen light source, single lamp 12 V, 40 – 50 W • Colour temperature 3,000 – 3,600 K • Spot field of view, 10 degrees light beam (or with adjustable focus depending on the available model) • Homogeneous light 40,000 – 50,000 lux at 0.5 m (depending on the available model) • Pole stand, light head mounted on adjustable flexible arm • Light head height range 100 – 140 cm • On/Off switch and electronic transformer incorporated • Power requirements 220 V / 50 Hz 	UNIT	1
Lot 2	Aneroid Sphygmomanometers		<ul style="list-style-type: none"> • Automatic digital upper arm blood pressure monitor (SYS+DIA+PULSE) • With LCD screen • Size: Cuff Size 22cm-32cm • Power: battery and plug in to 220 voltages • Meet following standard: ANSI/AAMI/ISO 81060-1:2007 	UNIT	1


LOTS	ITEM NAME	IMAGE	SPECIFICATION	UNIT MEASURE	QUANTITY
Lot 3	Laboratory Refrigerator		<ul style="list-style-type: none"> • Sample storing for chemistry, biology and laboratory • Capacity: 300 L • Temperature range: Max: 14⁰C, Min: 2⁰C • Material: steel with glass door • Power input: 220 voltages • Colour: white • Base with 4 castors for easy movement • Free contacts output for remote alarms control • Audible and visible independent alarms for temperature, probe and power failures; NiCd battery back-up, all with battery charger (support over 48 hours) • Condensate heated evaporation system • Fan stops by open door • Heated glass door with heated frame, to avoid condensation in high humidity areas • Main power switch, protected with key • Open door ajar set at 30 sec., with alarms • Remote alarm output, dry contact • Probe monitoring of condenser and ambient temperature • Temperature circular chart recorder 7 days, main powered with battery back-up, to works even with power failures situations, included 100 charts (aprox.1,5-year work) • Stainless steel drawers with telescopic guide, with high adjustment 	UNIT	1
Lot 4	Emergency Treatment Trolley		<ul style="list-style-type: none"> • Trolley, emergency, with drawers • Emergency response trolley 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 	UNIT	1

LOTS	ITEM NAME	IMAGE	SPECIFICATION	UNIT MEASURE	QUANTITY
			<ul style="list-style-type: none"> • 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 		
Lot 5	Examination Table		<ul style="list-style-type: none"> • Examination table, in 2 sections • Mounted on 4 sturdy supports, all finished with height adjustable feet • Both sections fitted with non-removable padded upholstery • Backrest angle adjustable via secured pawl and gear ratchet, safe for patient and operator • When fully extended, both sections align to perfectly flat surface • Transfer bars connect all lower distal portions of the 4 supports, providing maximal structural strength 	UNIT	1
Lot 6	Gynaecology Examination Table		<ul style="list-style-type: none"> • Gynaecological examination and delivery table, 3 sections • Mounted on 4 sturdy supports, all finished with height adjustable feet • All sections fitted with non-removable padded upholstery • Robust mechanics allow for manual repositioning of all sections between gynaecological and obstetric use 	UNIT	1

LOTS	ITEM NAME	IMAGE	SPECIFICATION	UNIT MEASURE	QUANTITY
			<ul style="list-style-type: none"> • Transfer bars connect all lower distal portions of the 4 supports, providing maximal structural strength • Back section: • Adjustable via secured pawl and gear ratchet, safe for patient and operator • Pelvic section: • Can be tilted to Trendelenburg position with lever handle • Sides of this section are fit with vertical handgrips, length 20 cm • Padded knee crutches are height and width adjustable, set with robust clamps with heavy knob • Fixing of the crutch holders is solid steel and welded to the frame of the bed • This section integrates a support for a slide-out basin-tray • Leg section: • Recesses entirely downwards, 90 degrees • When elevated and fully extended, all sections align to perfectly flat surface. 		
Lot 7	Inspection head light		<ul style="list-style-type: none"> • LED light • With rechargeable battery • Colour Temperature: 4500-5500K • Adapter Voltage: 220V 	UNIT	1
Lot 8	Hospital Screen on Casters		<ul style="list-style-type: none"> • Size: 2000*1870mm (4 pieces) • Stainless steel frame • Material: Stainless steel frame with waterproof cloth/PU leather/PVC • Caster:50mm swivel caster • Panel No#: Optional (2-foldable, 3-foldable, 4-foldable...) 	UNIT	1

LOTS	ITEM NAME	IMAGE	SPECIFICATION	UNIT MEASURE	QUANTITY
Lot 9	Neurology Diagnosis Medical Kit		<ul style="list-style-type: none"> Includes: Tuning Fork, Buck Hammer, pin wheel, brush and needle 	UNIT	1
Lot 10	Sterilizer		<ul style="list-style-type: none"> Capacity: 16 Litre or larger Sterilization type: Steam Sterilization temperature: above 120C Fully automatic Water supply: built in water tank with capacity of 2 litre or more Display: LED Power: 220 Voltages Safety: door lock, pressure lock, alarm system 	UNIT	1
Lot 11	Weighting Scale		<ul style="list-style-type: none"> Mechanical scale Display: dial With height rod Maximal weight measurement: up to 150 kg, Maximal height measurement: up to 190 cm 	UNIT	1

LOTS	ITEM NAME	IMAGE	SPECIFICATION	UNIT MEASURE	QUANTITY
Lot 12	X-ray film viewer		<ul style="list-style-type: none"> • Dimension: 430x433x120 mm • Material: inox and white plexiglass front. • Power Supply Voltage: 220V, 50Hz with fluorescent lamp 18W and switch ON/OFF. 	UNIT	1
Lot 13	Infrared No-Contact Thermometer		<ul style="list-style-type: none"> • Infrared (IR) non-contact clinical thermometer • Measurement of skin temperature through thermal radiation detection • Factory calibrated and pre-set emissivity for all skin types • Measuring distance between 3 – 12 cm / 1.22 – 6 inches, depending on the model • Handheld design with ergonomic pistol type grip or similar design. • IR sensor located at the distal end (patient side) • Digital display located at the proximal end (user side) • Handgrip with index finger or thumb switch to trigger measurements • Preferably backlit LCD display, suitable for reading in bright sunlight • Display visualisation of measured temperature, battery status, operational status, • Low and high temperature visual or audio alarms • Temperature measurement range 34 – 42 °C / 93 – 108 °F • Accuracy 0.3 °C (minimum guaranteed) • Automatic switch-off when not in use • Internal memory • Visual or audio alert on switch-on, ready-to-use and measurement completed. • Water spill proof and suitable to be cleaned and disinfected • Battery powered, 2 x 1.5 V AA or AAA commercial batteries depending on the model 	UNIT	1

LOTS	ITEM NAME	IMAGE	SPECIFICATION	UNIT MEASURE	QUANTITY
Lot 14	Medical stool		<ul style="list-style-type: none"> • Metal base • height-adjustable • On casters • Stools support up to 150 kg 	UNIT	1

Specifications for After-Sale Service for Goods

Lots	Description
1	Warranty on Parts and Labour for minimum period of 1 year for all Lots

**ANNEX C
SUPPLIER'S QUOTATION**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. N_258-MNG_2021**.

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

LOTS	ITEM NAME	UNIT MEASURE	QUANTITY	UNIT RATE IN MNT	TOTAL AMOUNT IN MNT
Lot 1	Examination lamp	UNIT	1		
Lot 2	Aneroid Sphygmomanometers	UNIT	1		
Lot 3	Laboratory Refrigerator	UNIT	1		
Lot 4	Emergency treatment trolley	UNIT	1		
Lot 5	Examination table	UNIT	1		
Lot 6	Gynaecology Examination table	UNIT	1		
Lot 7	Inspection head light	UNIT	1		
Lot 8	Hospital screen on casters	UNIT	1		
Lot 9	Neurology diagnosis medical kit	UNIT	1		
Lot 10	Sterilizer	UNIT	1		
Lot 11	Weighting scale	UNIT	1		
Lot 12	X-ray film viewer	UNIT	1		
Lot 13	Infrared No Contact Thermometer	UNIT	1		
Lot 14	Medical stool	UNIT	1		
Sub-Total					
Taxes (if applicable)					
Total amount including taxes					

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
1-Year Warranty as per Manufacturer's Standards			

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>