**The Bidding Documents for Procurement of Refrigerators and Freezers for Vaccine Cold Chain**

**（IFB No.: 2015-3MDG-CC-Equip-01）**

**Health Poverty Action**

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## Invitation for Bids

Health Poverty Action (hereinafter referred to as HPA) now invites applications for 14 Ice-lined Refrigerators, 10 Solar Refrigerators and 19 Freezers from eligible potential bidders. All those who are willing to participate in bid are kindly requested download the attached Bidding Documents for free.

The last date and time for receipt of Bid is 16:00 pm on October 10th, 2015. Bid received after that date and time will not be accepted.

**Important Notice for Bidders:**

This Invitation for Bids (IFB) does not commit HPA to award a contract or to pay any costs incurred in the preparation or submission of proposals, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. HPA reserves the right to reject any or all proposals received in response to this IFB and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of HPA. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this IFB in any combination it may deem appropriate, in its sole discretion; modify or exclude any consideration, information or requirement contained in this IFB, and to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with proposers.

## Bid Data Sheet

|  |  |
| --- | --- |
| **Components** | **Contents** |
| Items | Please see ‘Schedule of Requirements and Technical Specifications’ |
| Tenderee/Tender Agent | Health Poverty Action |
| Delivery date | Within 60 days after contract signing, including transportation and installation |
| Delivery address | Monglar, Mongla Township, Special Region Four of Eastern Shan State;  Pangsan, Pangsan Township, Wa of Northern Shan State |
| Preparation of bidding documents | 1. Bid Form 2. Summary Sheet for Bid Opening 3. Bid Schedule of Prices 4. Brief Description of the Goods 5. Responsiveness/Deviation Form for Technical Specification 6. A certificate of legal representative identity 7. Power of Attorney (provided by non-producer) 8. Certifications documents of the qualification, should at least contain information as follows: 9. Copy of business license; 10. Copy of the tax registration certificate 11. Copy of organization code certificate; 12. Authorization by the goods’ Manufacturer or Producer if the Bidder does not manufacture or otherwise produce; 13. WHO pre-qualified under PQS Certificate for each kind of refrigerator/Freezer 14. After-sales services 15. Certification of origin/Source of goods 16. Products technical documents, such as product brochures, promotional color pages. |
| The validity of bid documents | 60 days after the bid opening |
| Deadline | 16:00 10th October 2015 |
| Contact | Hu Kai/胡锴, [chinahk-87@163.com](mailto:chinahk-87@163.com),  Copy: Li Qingpu/李庆普, [arthurlee.hpa@outlook.com](mailto:arthurlee.hpa@outlook.com) |
| Phone | 0871 65729165 |
| Address | Room 1119, 11th Building, SOHO Junyuan, Lianmeng Road, Panlong District, Kunming, Yunnan  云南省昆明市盘龙区联盟路SOHO俊园11栋1119室 |

## Schedule of Requirements and Technical Specifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Items | Specification | Unit | Quantity | Remark |
| 1 | Ice-lined Refrigerator | Icelined, hot zone\*, vaccine storage capacity at least 90L, holdover time up to at least 24 hours | Piece | 14 | WHO Pre-qualified under PQS |
| 2 | Freezer | Direct cooling, hot zone, waterpack storage capacity at least 64X0.6L | Piece | 19 | WHO Pre-qualified under PQS |
| 3 | Solar Refrigerator | Solar, direct drive, temperate zone, vaccine storage capacity at least 20L, complete system | Piece | 10 | WHO Pre-qualified under PQS |
| 4 | Voltage Stabilizer | Should meet quoted refrigerators/freezers’ requirements | Piece | 43 |  |

\**hot zone: Place or Location’s mean maximum temperature in hottest month is >+32°C, and lowest winter room temperature >=+10°C to +25°C.*

Temperature control for refrigerators:

1. Temperature range for storing vaccine: +2 °C to +8 °C. Negative temperatures will not be accepted;
2. Limited transient excursions outside this range within the following limits: no excursion must exceed +20 °C; and no excursion must reach 0 °C.

Temperature control for Freezer:

1. Temperature range for storing vaccine: -15 °C to -25 °C

**Bidders should quote for at least one item. And the contract may award to different bidders by items.**

## Instructions to Bidders

#### Explanation

###### Tendering Agent

The tenderer Health Poverty Action (hereinafter referred to as HPA) is an international non-profit organization headquartered in London. HPA works to strengthen poor and marginalized people in their struggle for health. In Myanmar, HPA has developed valuable relationships of trust with many communities, and supports the residents and ethnic groups to get a better access to health services.

HPA has registered in China in 2010, and the regional office responsible for China and Myanmar programs locates in Kunming, Yuan. HPA has also registered in Myanmar in 2012 and signed the MOU with Myanmar MoH in 2013.

###### Source of Funds

HPA has already received a contribution allocated by 3MDG Fund, portion of which will be used for the payments under the contract this Invitation for Bids is issued.

###### Eligible Bidders

1. Bidders are legal persons or other organizations who participate in bidding;
2. Bidders should not be associated, directly or indirectly, with a firm or any of its affiliates of HPA;
3. The suppliers may participate in the bids only if they are legally and financially autonomous, if they operate under relevant law, and if they are not a dependent agency of the Tenderer.

###### Eligible Goods and Services

* 1. All goods and related services to be supplied under the contract shall have their origin in eligible source counties, as defined in clause 3 above, and all expenditures made under the contract will instructions to Bidders be limited to such goods and services;
  2. For purposes of this clause, ‘origin’ means the place where the goods are mined, grown or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from tis components;
  3. The orgin of goods and services is distinct from the nationality of the bidder.

###### Cost of Bid

The Invitation for bid is free to download. The bidder shall bear all costs associated with the preparation and submission of its bid, and HPA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.

#### The Bidding Documents

###### Content of Bidding Documents

The content of the bidding documents will be separated into five Sections as follows:

1. Instructions to Bidders;
2. Formats of Bids;
3. Invitation for Bids;
4. Bid Data Sheet;
5. Schedule of Requirements and Technical Specifications.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

#### Preparation of Bidding Documents

###### Language of Bid

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Tender, shall be written in Chinese or/and English (both in Chinese and English is preferred).

###### Content Comprising the Bid

The bid prepared by the Bidder shall comprise the following components:

1. A Bid Form, Bid schedule of Prices and a Summary Sheet for Bid Opening which shall be submitted in a separate envelope completed in accordance with requirements;
2. Documentary evidence established in accordance with requirements that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
3. Documentary evidence established in accordance with requirements that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents;

###### Bid Form

The Bidder shall complete the Bid Form, Summary Sheet for Bid Opening and Price Schedule and other stipulated contents furnished in ‘Formats of Bid’.

###### Bid Prices

* 1. The Bidder shall indicate on the appropriate Bid Schedule of Prices the unit prices and total bid price of the goods it proposes to supply under the contract;

The amounts cannot contain the contents that beyond the bidding document, and it also cannot lack the contents that requested in the bidding document;

* 1. The price of the goods should include all taxes, transportation, insurance, and other local costs incidental to delivery of the goods to their final destination, and other (incidental) services;
  2. Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the contract and not subject to variation on any account.

###### Bid Currency

The prices shall be quoted in USD for goods and services that the Bidder will supply.

###### Documents Establishing Bidder’s Eligibility and Qualifications

* 1. In case of a Bidder offering to supply goods under the contract which the Bidder does not manufacture or otherwise produce, the Bidder has been duly authorized by the goods’ Manufacturer or Producer to supply the goods;
  2. The Bidder should provide copy of Business License, copy of the Tax Registration Certificate, copy of Organization Code Certificate;

###### Documents Establishing Goods, Eligibility and Conformity to Bidding Documents

* 1. The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Bid Schedule of Prices of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment;
  2. The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data, and shall consist of:

1. A detailed description of the essential technical and performance characteristics of the goods; and
2. A detailed description of after-sales services for the proper and continuing functioning of the goods, following commencement of the use of the goods by the Tenderer; and
3. An item-by-item commentary on the Tenderer’s Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

###### Period of Validity of Bids

Bids shall remain valid for 60 days from the date of bid opening.

###### Format and Signing of Bids

* 1. The Bidder shall prepare an original and two copies of the bid, clearly marking each ‘ORIGINAL’ or ‘COPY’ of bid, as appropriate. In the event of any discrepancy between them, the original shall govern; The copies of bid shall be the duplicated copies of the original bid;
  2. The original bid shall be typed and shall be signed by the legal representative of the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power of attorney accompanying the bid;
  3. Any interlineation, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

#### Submission of Bids

###### Sealing and Marking of Bids

Bidders shall seal the original and each copy of the bid in an envelope, then address the envelope to the address given in the Bid Data Sheet.

###### Deadline for Submission of Bids

Bids must be received by the Tendering Agent at the address and a time no later than the time and date specified in the Bid Data Sheet.

###### Late Bids

Any bid received by the Tendering Agent after the deadline for submission of bids will be rejected, but the unopened bid will destroyed directly by Tendering Agent with no return.

#### Opening and Evaluation of Bids

###### Opening and Evaluation Methods

The Tendering Agent will establish a Procurement Committee which will open and evaluate all bids according to own and donor’s policy. No bidders’ representatives will be invited。

#### Award of Contract

###### Award Criteria

The Procurement Committee will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid or to be the best evaluated responsive bid through comprehensive evaluation, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Bidders should quote for at least one item. And the contract may award to different bidders by items.

###### Notification of Award

Once the successful Bidder has determined, the Tender Agent will issue a notification of Award to the Successful Bidder.

###### Signing of Contract

Within thirty days of release of ‘Notification of Award’, the successful bidder should complete the signing of contract in writing.

## Formats of Bids

#### Bid Form

**Bid Form**

To: Health Poverty Action

In compliance with your IFB No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Refrigerators and Freezers for 3MDG Project, the undersigned representative (full name and title) duly authorized to act in the name and for the account of the Bidder (name and address of the Bidder) hereby submit the required documents in one original and copies。

By this letter, the undersigned representative hereby declares and agrees:

1. That the Total Bid Price for the supply and delivery of the Goods specified in the attached Bid Schedule of Prices is (specify currency or currencies), that is (in wards);
2. That we agrees to furnish any other data or information pertinent to its Bid that might be requested by Health Poverty Action and that we understand that you are nor bound to accept the lowest or any bid you may receive;
3. That all official correspondence pertinent to this bid shall be addressed to:

Address：

Fax：

Tel：

Email：

Name of representative:

Name of the Bidder：

Official Seal：

Date：

#### Summary Sheet for Bid Opening

**Summary Sheet for Bid Opening**

Name of Bidder： Country/Area of Origin of Bidder: IFB No.：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial No. | Name of Goods | Model & Specification | Quantity | Name and Country/Area of Origin of Manufacturer | Bid Currency | Total Bid Price | Time of Delivery | Remark |
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Signature of Bidder：

#### Bid Schedule of Prices

**Bid Schedule of Prices**

Name： IFB No.：

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Name of Goods | Model & Specification | Quantity | Country of Origin and Name of Manufacturer | Unit Price  (Specify loading Place) | Total Price | Cost for Insurance and Transportation to the Final Destination |
| 1 | The Basic Machine and Standard Accessories |  |  |  |  |  |  |
| 2 | Spare Parts |  |  |  |  |  |  |
| 3 | Installation, Commissioning, Inspection |  |  |  |  |  |  |
| 4 | Training |  |  |  |  |  |  |
| 5 | Technical Service |  |  |  |  |  |  |
| 6 | Others |  |  |  |  |  |  |

Signature of Bidder：

Note 1: In case of discrepancy between unit price and total, the unit price shall prevail.

#### Brief Description of the Goods

**Brief Description of the Goods**

Name of Bidder： IFB No.：

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| --- | --- | --- | --- | --- |
| Item No. | Name of Goods | Main Specifications | Quantity | Time of Delivery |
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Signature of Bidder：

Note: Detailed technical performance of each item of goods shall be described separately as ‘Products technical documents’ required in Bid Date Sheet.

#### Responsiveness/Deviation Form for Technical Specifications

**Responsiveness/Deviation Form for Technical Specifications**

Name of Bidder： IFB No.：

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| --- | --- | --- | --- | --- | --- |
| Item No. | Name of Goods | Specifications Required | Specifications Provided | Responsiveness/Deviation | Remark |
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Signature of Bidder：

Note: The Bidder shall complete an item-by-item commentary on the Technical Specifications of the bidding document demonstrating substantive responses of the goods and services to those specifications, and a statement of deviations and exceptions to the provisions of the Technical Specifications. Particularly, to those specifications with specific parameters, the bidder shall furnish specific parameter value of offered goods.

#### Power of Attorney

**Power of Attorney**

KNOW ALL MEN by these presents that the undersigned (name) (title) of (firm) lawfully authorized to represent and act on behalf of the said company, whose registered address is \_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby appoint (name) (title) of (firm), whose signature appears below to be true and lawful attorney, and authorize the said attorney to execute all the necessary matters related thereto, in the name and on behalf of the said company.

We have hereto set out respective hands this \_\_\_\_\_\_day (month and year).

Signature of Legal Person (Official Seal):

Signature of Attorney