OPEN TENDER

c/o Humanitarian and Conflict Response Institute,
C1.54 Ellen Wilkinson Building,
University of Manchester,
Oxford Road,
Manchester,
M13 9PL.

Date: 20\textsuperscript{th} December 2021

INVITATION TO TENDER (ITT) FOR Virtual Stock Agreement for Pump kits and Incinerators, UK-Med

1. UK-Med invite your organisation, along with others, to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:

<table>
<thead>
<tr>
<th>Document 1:</th>
<th>Instructions and information on the tendering procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document 2:</td>
<td>Details of the work</td>
</tr>
<tr>
<td>Document 3:</td>
<td>Selection process</td>
</tr>
<tr>
<td>Document 4:</td>
<td>Declaration</td>
</tr>
<tr>
<td>Document 5:</td>
<td>UK-Med Terms and Conditions of Purchase</td>
</tr>
<tr>
<td>Document 6:</td>
<td>Bid Submission Form</td>
</tr>
<tr>
<td>Document 7:</td>
<td>Supplier Qualification Form</td>
</tr>
</tbody>
</table>

All documents will be made available on https://www.uk-med.org/tender-opportunities/

2. Please read the instructions on the tendering procedures carefully. Failure to comply with these instructions may invalidate your tender.
3. Your tender should be emailed to procurement@uk-med.org no later than 9am GMT 17th January 2022. All parts of your tender application must arrive by the deadline stated. Late tenders will not be considered.

4. This requirement is being procured using the Open Procedure. The tender is a one stage process where your response to the Invitation to Tender is evaluated simultaneously against both the Selection Criteria and Award Criteria.

5. All bidders will be advised on 21st January 2022 whether they have been successful at the winning the tender or if further meetings are required for clarifications.

6. If you have any questions about the tendering procedure, please contact procurement@uk-med.org. We will endeavour to answer all questions by the deadline listed in this tender and will post anonymised answers on https://www.uk-med.org/tender-opportunities/

We look forward to your response.

Yours sincerely,

UK-Med
INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

Introduction

1. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact UK-Med by email at procurement@uk-med.org, if you have any questions or clarifications as to what is required in the tender application or if you have any difficulty providing the information requested. Please be advised that pre-tender negotiations are not allowed.

2. Bidders should ensure they have read and fully understood the guidance set out in this document before submitting a tender.

Timeframe

3. This time frame is provisional, UK-Med will do our best to follow this timetable. Any substantial changes will be updated on https://www.uk-med.org/tender-opportunities/

<table>
<thead>
<tr>
<th>Tender publication date</th>
<th>23rd December 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for submission of questions from suppliers (only accepted via <a href="mailto:procurement@uk-med.org">procurement@uk-med.org</a>)</td>
<td>5pm GMT 4th January 2022</td>
</tr>
<tr>
<td>Deadline for UK-Med to respond to supplier questions</td>
<td>5pm GMT 6th January 2022</td>
</tr>
<tr>
<td>Submission deadline for receipt of copies of bid proposals</td>
<td>9am GMT 17th January 2022</td>
</tr>
<tr>
<td>Evaluation of tenders by UK-Med Tender Committee</td>
<td>18th January 2022</td>
</tr>
<tr>
<td>Contract award decision</td>
<td>21st January 2022</td>
</tr>
<tr>
<td>Virtual stock agreement commences</td>
<td>1st February 2022</td>
</tr>
</tbody>
</table>

Tendering process

4. You are invited to tender for a virtual stock agreement for pump kits and/or incinerators. Please note that in this document references to ‘Contract’ will mean the virtual stock agreement.

5. The tender process will be conducted in a manner that ensures bids are evaluated fairly to ascertain the tenders that deliver greatest value for UK-Med.
Incomplete Tender

6. Tenders may be rejected if the information asked for in this documentation is not provided at the time of tendering.

Queries

7. Questions relating to any aspect of the tender process should be submitted, by e-mail to procurement@uk-med.org. UK-Med will aim to post responses to questions within the timeframes provided and bidders should regularly check https://www.uk-med.org/tender-opportunities/

8. To ensure all clarification responses are provided in time for bidders to apply to their tenders, the cut-off date for receipt of questions will be 5pm GMT 4th January 2022.

Returning Tenders

8. All tenders must be received from bidders by 9am GMT 17th January 2022. UK-Med will only accept submissions from bidders by email to the following address: procurement@uk-med.org

Please note that there is a size limit of 20MB on emails sent to this address. Your bid will not be received if it exceeds this limit. All documents should be in a format readable by Microsoft Office or Adobe Suite.

Format for completed tenders

9. Bidders should include the following documents with their tender:

- Document 4: Declaration
- Document 6: Bid Submission Form
- Document 7: Supplier Qualification form

No other documentation submitted will be assessed by the tender committee.
Receipt of Tenders

10. Tenders will be received up to the time and date stated in this invitation to tender. Those received before the due date will be retained unopened until then. **It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.**

Tender Clarification Meetings

11. UK-Med may need to clarify certain issues that arise from posting the tender. We may therefore invite tenderers to a clarification meeting to clarify aspects of their tender submission.

Acceptance of Tenders

12. By issuing this invitation UK-Med is not bound in any way and does not have to accept any tender. UK-Med also reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their bid.

Inducements

13. Offering an inducement of any kind in relation to obtaining this or any other contract with UK-Med will immediately disqualify your tender from being considered.

Confidentiality of Tenders

14. Please note the following requirements. You must not:

- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

**Costs and Expenses**

15. You will not be entitled to claim from UK-Med any costs or expenses, which you may incur in preparing your tender whether or not your tender is successful.

**Debriefing**

16. Following the award of contract, debriefing will be available to unsuccessful bidders on request.

**Tender Period**

17. UK-Med requires tenders to remain valid for a period of 12 months.

**Legal Compliance**

18. In putting together their tenders, tenderers should adhere to all appropriate legislative requirements.

**Conclusion**

19. Whilst every endeavour has been made to give tenderers an accurate description of the UK-Meds requirement, tenders are encouraged to make their own assessment and propose their own solutions to the challenges posed by the specification, relating both to the methods and resources needed to meet those requirements. This applies both during the writing of the tender process and, if successful, after being awarded the contract.
This tender is for a virtual stock agreement to hold and supply the following items for UK-Med emergency medical team responses.

Due to the emergency response nature of UK-Med’s work, where the team and equipment are required by the World Health Organisation to be in country of response within 72 hours, UK-Med requires:

- the supplier’s stock to be within three hours drive of the UK-Med warehouse in Stockport, UK.
- The supplier to be able to supply one unit of the stock items listed within:
  - 48 hours on occasions when the supplier transports to UK-Med warehouse in Stockport.
  - 24 hours on occasions when UK-Med collects from the supplier’s premises.

**Lot 1 - Incinerator**

Medical incinerator designed for safe on-site incineration of Type I – IV pathological waste, infectious and contaminated surgical dressings, plastic test devices, vials and syringes, and other pharmaceutical waste.

- Exhaust gases must be retained and re-burnt at a minimum of 850oC
- Primary combustion chamber volume of at least 0.13m3
- Burn rate of at least 20kg per hour
- Fuel consumption of, on average, 4 litres per hour or higher
- Designed to operate on a range of fuels such as diesel, kerosene, light fuel oil and LPG
- Low electrical power consumption suitable for operation in remote field locations
- Separate ash door for safe collection of ash generated by incineration
- Average ash residue of 3% or less.
- Temperature monitoring and independent control of primary and secondary temperatures
- Insulated design to ensure the exterior of the incinerator does not pose a risk to operators when at full temperature
- Shipping weight of 700kg or less.

Spare parts provision to ensure maintenance and efficient operation of burners and repairs to refractory linings in the field.

Range of sizes of configurable fuel tanks and piping kits.

All items must be packaged in ISPM15 compliant wooden crates ready for international shipment.
Packaging must be reusable to enable the incinerator, and all accompanying items, to be returned to the UK after deployment.

Technical support and servicing support available upon request.

Lot 2 – Submersible Pump Kits

Please note all pump kits should be specified to fully equip a borehole to the rated head of the pump and are expected to include:

- Submersible pump, cable, and control panel
- Rising main and wellhead assembly
- Non-return and control valve assemblies
- Solar power installation kit where applicable

All Pump Kits must be packaged in ISPM15 compliant wooden crates ready for international shipment.

Suppliers must be able to provide, on the lead times listed in this document, all of the Pump Kit types listed. UK-Med will not be able to contract with suppliers who can only provide some of the Pump Kit types listed.

Pump kit 1 - Submersible, 3"

- Multi-stage 3" submersible pump fitted with single phase electric motor
- Achieving rated flow 5m³/hr at rated head of at least 60m
- Built in thermal and dry run motor protection
- Can be powered by 6kVA generator
- Suitable for pumping groundwater from depth of 25-60m.

Pump Kit 2 – Submersible, 4"

- Multi-stage 4" submersible pump fitted with electric motor.
- Achieving rated flow 8m³/hr at rated head of at least 100m
- Built in thermal and dry run motor protection
- Can be powered by a 12kVA generator
- Suitable for pumping groundwater from depth of 60-110m.

Pump Kit 3 - Solar, Submersible, 3"

- Multi-stage 3" submersible pump fitted with electric motor suitable for operation with solar power installations
- Built in thermal and dry run motor protection
- Expected that pump can achieve rated flow 2 m³/hr at rated head 30m
- Solar power kit of minimum 870 Wp that can be fully installed out-of-the-box

Pump Kit 4 - Solar, Submersible, 4”

- Multi-stage submersible pump fitted with electric motor.
- Built in thermal and dry run motor protection
- Expected that pump can achieve rated flow of at least 5m³/hr at rated head of at least 65m
- Modular Solar power kit providing 1.6 – 2.4 kWp that can be fully installed out-of-the-box
Suppliers can bid for the following combinations of Lots:

- Lot 1 only
- Lot 2 only
- Lot 1 and Lot 2

Lots will be evaluated separately.

Suppliers will be selected based on the following selection criteria.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Definition</th>
<th>Supporting documentation suggested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Qualification Form</td>
<td>Pass / Fail</td>
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</tr>
<tr>
<td>Meet stock location and lead time requirements</td>
<td>Pass / Fail</td>
<td>Bid Submission Form</td>
</tr>
<tr>
<td>Meet required minimum product(s) specification</td>
<td>Pass / Fail</td>
<td>Bid Submission Form</td>
</tr>
<tr>
<td>Price per unit</td>
<td>Scored with lowest price per Lot receiving highest mark</td>
<td>Bid Submission Form</td>
</tr>
</tbody>
</table>
DECLARATION

I hereby confirm that all information contained within this tender submission is accurate and will remain valid for the duration of the Tender Period.

Signature:

Name:

Position:

Company name:

Date:
Document 6: Bid Submission Form

1. Pricing

<table>
<thead>
<tr>
<th>Lot 1</th>
<th>Price per unit (£)</th>
<th>Min stock levels held in warehouse 3hrs from Stockport</th>
</tr>
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<tbody>
<tr>
<td>Incinerator</td>
<td></td>
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**Lot 2**

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Attachment File name</th>
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<tbody>
<tr>
<td>Pump kit 1 - Submersible, 3&quot;</td>
<td></td>
</tr>
<tr>
<td>Pump kit 2 - Submersible, 4”</td>
<td></td>
</tr>
<tr>
<td>Pump Kit 3 - Solar, Submersible, 3&quot;, Low yield</td>
<td></td>
</tr>
<tr>
<td>Pump Kit 4 - Solar, Submersible, 4”</td>
<td></td>
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</tbody>
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2. Provide full detailed specifications for the products you are proposing for each lot. (These can be annexed to your bid as attachments. If so please list the relevant file names here against each requested product)

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</tr>
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<td>Pump Kit 4 - Solar, Submersible, 4”</td>
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3. In 100 words or less, please detail how your organisation will meet the lead times and stock locations required by this virtual stock agreement.
