

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQPROC# 2023-0762 - Digital X-ray machine - MHD

Date: 16 June 2023

### SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Supply and Delivery of Stationary Digital X-ray Machine

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

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



Name: Adham Raydan

Title: Procurement Assistant

Date: 16 June 2023

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	07 – July - 2023 at 4:00 pm If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other <small>Click or tap here to enter text.</small></p> <p>Bid submission address: <a href="mailto:iomlebanonbids@iom.int">iomlebanonbids@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF or Word</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission:</li> <li>▪ Mandatory subject of email: RFQPROC# 2023-0762 - Digital X-ray machine - MHD</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN 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.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.

	<p>Latest and valid government permits, licenses and company registration Submit <b>any of the following</b> whichever is applicable in the country of business of operation</p> <ul style="list-style-type: none"> <li>• Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any</li> <li>• License to operate</li> <li>• Company Profile (including the names of owners, key officers, technical personnel) showing minimum 1 year of operation supplying similar items as per IOM requirements.</li> </ul> <p>Submit duly filled out Vendor Information Sheet and Signed Supplier's Code of Conduct.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<p>The International Organization for Migration 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 below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes Note that IOM shall settle the cost of goods and VAT in USD.</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions, and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Other: Formal Quotation based on Supplier's format</p> <p><input checked="" type="checkbox"/> Product Brochures or catalogues of offered items</p> <p><input checked="" type="checkbox"/> Eligibility Documents</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted /vendor can quote per line item.</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Adham Raydan E-mail address: <a href="mailto:araydan@iom.int">araydan@iom.int</a> copying <a href="mailto:beyproc@iom.int">beyproc@iom.int</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>

<b>Clarifications</b>	Requests for clarification from bidders must be submitted from 16 – June - 2023 until 23- June - 2023. Responses to request for clarification will be communicated via email by 27 June 2023.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer in reference to the technical specifications submitted <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria – Stage 1</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of IOM Purchase Order <input checked="" type="checkbox"/> Completeness of Offer <input checked="" type="checkbox"/> Others : Availability of In Country Aftersales Services as part of Warranty
<b>Evaluation criteria – Stage 2</b>	Quality based on DICOM CXR images to be submitted by the bidders who initially passed the Stage 1 of technical evaluation
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	Not applicable
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	12 July 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### A. Summary of Requirements

This RFQ refers to the provision of Stationary Digital X-ray Machine as further described in this document titled Annex 1: Schedule of Requirements.

#### Minimum Technical Specifications for Goods:

Parts	Sub items	IOM standard specification
<b>1. Stationary X ray machine</b>		
<b>Brand and Model of the x-ray Machine</b>	Brand/Model	<b>Vendor should specify the brand and model of the X ray machine</b>
<b>X-ray Machine Generator</b>	mA,	<b>650 or more</b>
	KVP,	<b>40 - 150 kV</b>
	Power (KW),	<b>50KW or more</b>
	<b>Automatic exposure control</b>	<b>Present</b>
<b>X-ray tube</b>	<b>Focal spot size of the tube,</b>	<b>0.6/1.2mm (dual)</b>
	<b>Tube Material</b>	<b>Tungsten-Rhenium</b>
	<b>Movability</b>	<b>Multirotating tube (capable to take decubitus view on the table), X-ray tube rotation: ± 180°</b>
	<b>Heat capacity, cooling rate and thermal protection</b>	<b>300KHU or more</b>

<b>Tube stand</b>	Floor /ceiling amounted tube,	Strong; Horizontal travel range ~ 140 cm; Vertical travel range ~150 cm; Rotation of tube around vertical axis: $\pm 90^\circ$ ; Floor mounted preferred as it needs less space and no need for strong ceiling (Vendor should specify the type, whether it is floor or ceiling mounted)
<b>Bucky Chest</b>	Bucky ( Chest Bucky)	Highest vertical and rotation Bucky movement Distance from chin rest to active area of Bucky allows to fully include the chest x-ray image and avoid cutting of the apices <b>Ergonomic</b> , Strong Bucky stand, which can be well fixed on the floor,
<b>Table</b>	X-ray Table	Four-Way Float Top Table (Minimum Simple, two-way table with locking wheel, especially for small X ray rooms, and if the use is predominantly for chest X rays and requested by the mission).
<b>Grid</b>	Grid Included	Grid ratio, 8:1 or more (the higher is the better)
<b>Exposing switch (Console)</b>	Image exposing Console ( If separate from the operator's work station)	Display automatic (Digital) with exposing button
<b>Collimator</b>	Automatic/Semiautomatic/manual, with light beam centering and timer	(Vendor should specify the type) Automatic better followed by semiautomatic and manual respectively

<b>Electricity source requirement</b>	Electricity requirement of the x-ray machine	Either Three Phase  Or  If only single phase electricity is available in the mission, the Single phase machine should be with DQE >80%)
<b>Room requirement</b>	Room size and shape needed, for stationary (Room size and x-ray arrangement should allow lateral decubitus view)	Vendor should specify the room size requirement of the X ray machine

## 2. The Detector

<b>The Detector specification</b>	Brand/model	Vendor should specify the brand and model of the detector
	One/double detector,	preferred if double for both table and Bucky instead of moving the detector between the Bucky and table
	Physical weight	Less than 5kg (smaller is better)
	Physical size of detector	17X17", better than 14X17"
	Detector Material	Cesium Iodide ( CsI ), better than Gadolinium oxysulfide (Gadox)
	Pixel number	More than or equal to 3000 x 3,000 (the higher the better)
	Pixel size/ pitch	Less than or equal to 140 μm (the lower the better)
	DQE (Detective quantum efficiency)	65% or more for three phase machine and >80% for single phase machine
	Analog to Digital (AD) Conversion	12 bits or more
	Image transfer method	Wired/wireless image transfer –or wireless through Wi-Fi router, the best specification and latest model of router
	Digital image quality	The image quality will be checked and confirmed acceptable by IOM subject matter expert.

<b>Detector Battery</b>	Charging method	1. direct electric charging preferred 2. if not, external battery charging with tethering option
	If external battery charger, number of batteries	At least 3 batteries
	If external battery charger, number of chest x-ray it can take after full charge of the battery	after full charging, can take 200 or more CXRs or lasts for 8 hours of operation
	If direct electric charging, is detector integrated(internal)/ or movable (external)	If the machine has double detector for both chest and table Bucky separate, integrated fixed detector is better. But if single detector, external (movable) detector is preferred, so that it can be moved between the chest Bucky and the table
<b>3. Computer (hardware &amp; software)</b>		
<b>Computer (hardware &amp; software)</b>	Operating system	windows 10, preferably
	Memory	16GB or more
	Processor	latest, i7 or above
	Image storage	1TB or higher (can store more than 3000 CXR images)
	Image manipulating software	Specify brand name of software
	DICOM compliance	DICOM 3 compatible & IHE compliant, with ability to network to PACS
	Ports	Ports for USB, DVD/CD burning ability
	Radiographer monitor size	minimum 17"
	HIS/RIS	included and enabled
	Other supports	Supports worklist modality, storage, printing and query and retrieve.
	Biodata fields on the display	All biodata fields can be accessible on the display
<b>4. Other Items</b>		
<b>Certification</b>	Registration by regulatory body	The machine is approved by authorized regulatory bodies and manufacturer is legally registered, and agent/vender is available in the country,
	Certification document	Vendor can submit any of the following certification documents: 1. Preferably if WHO/SRA certification such as FDA or EU certification. 2. If not, Certification from the country where the X-ray machine will be installed +/- CE marking 3. If 1 and 2 are not available, Certification from the



		country of manufacture of the X ray machine and confirmation that the X-ray machine is allowed to be installed in the country where the x-ray machine will be installed.
<b>Accessories Included</b>	Lead aprons, skirts and gloves (4 Aprons for Technicians, 3 Aprons for pregnancy, 3 normal Aprons for applicants )	Vendor to specify the type and quantity of lead accessories which can be provided
	Lateral cassette holder	Specify if Lateral cassette holder can be provided and included in the package (needed for taking lateral decubitus views)
	Child Immobilizer	Specify if include in the package
	Other accessories ( such as x-ray printer, CD burners and others)	Include in the optional list the offer for any other available accessories related to digital radiography services
<b>After sale service by the vende</b>	Availability of technical support locally	Vendor should confirm if technical support is available locally in the country where the X ray machine is going to be installed
	The capacity of the technicians	The vendor should confirm the technicians available locally are able to fix any machine related issues
	The easy availability of technical support	The vendor should confirm the technicians available locally are accessible in regular and emergency bases
	Response time to critical failure ( The equipment stops working)	Uninterrupted support with response in few hours preferred, onsite or remote,
	Response time to non critical failure (the equipment is still working)	within 3days
<b>Spare part availability</b>	Availability of spare parts in Stock	All spare parts are available locally
	Time needed to get spare part, when not available in stock	The vendor should specify how long does it take to get spare parts if not available locally (within a week )
<b>Warranty</b>	Duration of warranty	Preferably 2 years
	The parts/actions included in the warranty	The warranty is comprehensive including the X ray machine tube, detector and other high vacuum items. (including changing new detector-if the detector fails)
	The service and maintenance agreement included in the warranty	24/7 on call for troubleshooting, and regular every 3months ( calibrations, software updates)
<b>Availability of Service and maintenance services after the</b>	Service maintenance and insurance coverage services is available after the warranty period	Vender to specify if they have service and maintenance service, which can be used after the warranty period, and provide the cost in the optional offer.

<b>warranty period</b>		
<b>Global reputability of the brand in the sector including the years of experience in the market and field-proven products</b>	Good/Bad/No experience	at least 25 years experience of the manufacturer of X ray machine with no known technical issues
<b>IOM experience on the machine</b>	Good/Bad/No experience	Vendor to specify if similar items have been provided to IOM offices or clinics.  Note that IOM internal experience in using the Machine in one of IOM health assessment clinics worldwide will be taken in to consideration.
<b>Image quality checks</b>	DICOM CXR images can be provided for image quality checking	The vender agrees to send at least 5 chest X ray DICOM (Not JPEG)images taken by the same machine brand and model installed at another institution has to be checked by a radiologist to ensure the acceptability of the image it produces.
<b>Users opinion</b>	The vendor has installed the machine to other users, and can provide contact details to collect users' opinion	Vendor to provide contact list of users from where the same brand and model of machine is installed to get users opinion <b>Vendor to provide 5 recommendation letters from centers where the same brand and model of machines are installed ( this will be done if IOM Doesn't have direct experience in using the machine if the technical specifications are met.)</b>
<b>Delivery time and place,</b>	Duration of time needed for delivering the machine and certainty, and the delivery is to the site where the machine will be installed,	Please provide delivery lead time

<b>Installation</b>	Included in the Package	The installation will be done onsite by the vendor as part of the package
<b>Users training</b>	Included in the package	Training will be given to the users by the vendor onsite, and users guideline will be provided, as part of the package
<b>Assisitng the process for getting license to operate x-ray from Gov. if needed</b>	Guide in completing the requirements, when needed	The vendor can assist to get approval for license to operate x-ray from Government where the X ray machine is going to be installed, if needed
<b>Cost per unit</b>	inclusive of all in the package (including tax/VAT)	Amount for each part and the whole package
<b>5. CD Burner</b>		
<b>CD burner</b>	DICOM Compatibility	DICOM part 10 compliant and ability to network with PACS
	Automation	Automatically retrieve patient studies from networked PACS
	Label Creation	Create customized label with patient biodata information using the inbuilt printer. Printing using Inkjet or Thermal transfer technology
	Speed	Capable to produce 60 CDs in an hour. Preferably separate bin for input and output of CDs
	DICOM Viewer	Standard DICOM viewer included in the DICOM disc created
	Disc Recorders	Single or Dual Disc Recorders. Can choose dual disc recorder if the volume is very high
	Software	Easy and intuitive for the user to use
	Media	CD or DVD
<b>6.X-Ray Printer</b>		
<b>X-Ray Printer</b>	Does it include the x-ray printer	Vendor to specify if X ray printer price is included in the package. If not, please provide the unit price separately.

## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Goods shall be delivered to the place according to the delivery schedule outlined in each Purchase Order.
<b>Delivery Terms (INCOTERMS 2020)</b>	n/a – delivery to IOM Lebanon should not include IOM involvement in customs clearance.
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input checked="" type="checkbox"/> Supplier/bidder: delivery to IOM Lebanon should not include IOM involvement in customs clearance. <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	IOM Lebanon Ramlet El Bayda, Nicolas Ibrahim Sursock Street, Beirut, Lebanon
<b>Distribution of shipping documents (if using freight forwarder)</b>	Not applicable
<b>Packing Requirements</b>	Standard packaging
<b>Training on Operations and Maintenance</b>	Manuals and Instruction for Use (IFU) should be included in the standard packaging
<b>Warranty Period</b>	Option 1: 2 years Standard manufacturer’s warranty as applicable to the product Option 2: 3 years Standard manufacturer’s warranty as applicable to the product Option 3: 5 years Standard manufacturer’s warranty as applicable to the product
<b>After-sales service and local service support requirements</b>	Must be available in Lebanon Please indicate in your offer the name of the After Sales Service Center if different from Bidder.
<b>Preferred Mode of Transport</b>	By land
<b>Other information</b>	This is open to local vendors in Lebanon or vendors with capacity to deliver to IOM without involving IOM on customs clearance.