

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQPROC# 2023-0638 - Provision of Medical Services under Long Term Agreement**

Date: 29 May 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Medical Services under Long Term Agreement for one (1) Year with possibility of one (1) year extension

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 the company's official format for other services in addition to filling out the 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: Maezie LEONOR

Title: P&L Assistant - STA

Date: 29 May 2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	26 June 2023 4:00 PM Beirut Time If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. Bid submission address: : iomlebanonbids@iom.int <ul style="list-style-type: none"> ▪ File Format: PDF or Word ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: ▪ Mandatory subject of email: <u>RFQPROC# 2023-0638 - Provision of Medical Services under Long Term Agreement</u> ▪ 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”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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.
Supplier Code of Conduct	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: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	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.
General Conditions of Contract	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 https://www.iom.int/do-business-us-procurement .
Eligibility	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. Legal Eligibility <ul style="list-style-type: none"> • Latest and valid government permits, licenses and company registration Submit <u>any of the following</u> whichever is applicable in the country of business of operation <ul style="list-style-type: none"> • Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any • License to operate

	<ul style="list-style-type: none"> Company Profile (including the names of owners, key officers, technical personnel) showing minimum three (3) years of operation supplying similar items as per IOM requirements. <p>Technical Eligibility Experience and References</p> <ul style="list-style-type: none"> Provide summary of past projects providing similar goods and services. Provide list of three clients, (UN, NGO or private companies) wherein you are currently providing similar goods and services. <p>Financial Eligibility</p> <ul style="list-style-type: none"> List of all contracts entered for the last three (3) years (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements. Duly Filled Out Vendor Information Sheet and UN Code of Conduct
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<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</p> <p>Please note that payment for goods and VAT are paid both in USD.</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including catalogues, instructions, and operating manuals	English
Documents to be submitted	<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"/> Annex 3.1: Technical and Financial Offer Form</p> <p><input checked="" type="checkbox"/> Complete hospital price schedule using own format for Year 1 and Year 2 of Agreement</p> <p><input checked="" type="checkbox"/> MOPH Accreditation or similar as proof that they are authorized to provide hospital or medical services</p>
Quotation validity period	Quotations shall remain valid for 90 calendar days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted /vendor can quote per line item in each lot or combination of lots.</p>
Payment Terms	<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>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Maezie LEONOR</p> <p>E-mail address: mleonor@iom.int copying beyproc@iom.int</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders must be submitted from 29 May 2023 until 12 June 2023. Responses to request for clarification will be communicated via email by 13 June 2023.

Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the most responsive proposal considering all factors per lot. Bid/s will be ranked according to the lowest technically compliant offer per lot. Considering the large scale health activities requiring medical services, all vendors substantially conforming to bids per lot will be selected. <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 Schedule of Requirements <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract as per Section 6 <input checked="" type="checkbox"/> MOPH Accreditation or similar as proof that the Bidder is authorized to provide hospital or medical services <input checked="" type="checkbox"/> Accessibility of Hospital/Clinic Locations
Post-qualification	<p>IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> Verification of accuracy, correctness and authenticity of the information provided by the bidder; Validation of the extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team; Inquiry and reference checking with Government entities with jurisdiction over the bidder, or with previous clients, or any other entity that may have done business with the bidder. Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary. physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder. Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	Not applicable
Type of Contract to be awarded	Recurring Medical Service Agreement
Expected date for contract award.	01 August 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . 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

Terms of Reference (TOR)

Long Term Agreements (LTAs) for the Provision of Medical Services

Background

IOM Lebanon works closely with the Government of Lebanon, Governments of countries of destination, and the United Nations High Commissioner for Refugees (UNHCR) in the implementation of the resettlement programme.

IOM Lebanon's resettlement unit handles the movements of migrants and refugees traveling under the auspices of IOM from the point of departure to the destination country. IOM's assistance starts when a migrant or refugee is accepted by the resettlement country and a request to assist in the migrant/refugee's movement is sent to IOM by its government authority, such as an embassy or the immigration department. Since the conflict erupted in Syria in 2011, IOM Lebanon has resettled over 130,000 refugees to 26 countries, including Canada, Australia, and European Union Member States.

Pre-migration health activities (PMHAs) are one of the longest-standing services offered by IOM, delivered through the IOM Global Migration Health Assessment Programme (HAP) at the request of receiving country governments. Consisting of various related services, PMHAs involve several phases—these include initial migration health assessments (MHAs), usually undertaken three to six months before departure or as close as a few weeks prior; pre-departure medical procedures (PDMP), undertaken one to three weeks before departure; pre-embarkation checks (PEC) taking place one to three days before departure; travel; and post-arrival care. There may also be an interim period before departure to allow for interventions such as the management of conditions detected and stabilization care.

The Migration Health Assessment Centers (MHAC) in Beirut assists the refugees and immigrants in Lebanon through the provision of quality-assured migration health assessments (MHA) and travel assistance services. MHAC supports the health of migrants and refugees through health assessment/screening. Screening includes the care and treatment of significant health conditions, which, if left untreated, might negatively impact the migrant's health during the time of travel and possibly impact the public health of those in Lebanon, the transit countries, and the destination countries.

Furthermore, under IOM Lebanon's Public Health Unit (PHU), IOM works in close partnership with the Ministry of Public Health to strengthen the national health system and facilitate access of the most vulnerable to existing primary and secondary healthcare services. The latter includes coverage of hospitalization cases related to migrants with life-threatening and limb-saving conditions. These cases can vary from hospital/medical care admission to surgical procedures. This project will be implemented from 2023 till mid-2024.

IOM may also receive referred cases of burns and mental health conditions that require specialized care in secondary and tertiary healthcare facilities.

IOM also supports the National Tuberculosis Control Program and the National AIDS Control Program under the Middle East Response Project to Fight TB, HIV, and Malaria (MER) with the objective of ensuring continuity of treatment and essential services for people affected by TB and HIV in Lebanon.

Within the scope of MER with its third cycle that started in Jan 2022 and will end in Dec 2024 and to ensure high-quality Tuberculosis (TB) services, IOM covers diagnostic interventions for confirmed and suspected TB cases, hospitalization for TB cases with life-threatening conditions, and in-hospital investigations for selected TB extrapulmonary cases.

The availability of health facilities providing health care services close to patients’ residences and their readiness to provide health care services play a significant role in patient’s health outcomes.

Thus, as part of cooperation with health partners present in the field and in efforts to avoid duplication of support to ensure high-quality medical services, IOM is seeking to have agreements with different hospitals in different geographical locations.

Objective

The purpose of this Terms of Reference (TOR) is to present the requirements of IOM Migration Health Department (MHD) and Public Health Unit (PHU). To support the above projects, IOM must engage with different hospitals and medical clinics, government or privately owned, to provide the required and necessary medical services through Long Term Agreement (LTA) valid for one (1) year with possibility of one (1) year extension.

Location of Services

Under PHU, activities are being implemented in all regions in Lebanon. Thus, cases can be admitted to different hospitals in different geographical areas in the South, North, Bekaa, and Beirut/Mount Lebanon.

Type of Services

Below are usual services which IOM requires from various hospitals. Note, however, that the list is not exhaustive and is not limited to the below mentioned services considering that tests, treatments, and interventions can be very broad, and extensive and are always subject to the right patient management as assessed and recommended by licensed practitioner. A complete price schedule to include other services that the Medical Service Provider carries must still be submitted but will not be financially evaluated. Once winning Bidders are awarded, a Standard Operating Procedure (SOP) will be put in place to guide Procurement and Project Staff when to utilize a particular hospital or clinic in consideration of availability of required service, location, accessibility and pricing.

Lot 1 : General and Major Services

Item	Description of Service
Radiology Services	
1	Chest PA
2	Chest PA (Portable)
3	Chest PA + LAT
4	Lumbar Spine
5	Pelvis AP
6	Clavicle
7	Scapula

8	Shoulder AP+LAT
9	Humerus AP+LATERAL
10	Elbow AP + LATERAL
11	Forearm AP+LATERAL
12	AP Pelvis + both hips
13	Femur AP + LATERAL
14	Knee AP + LATERAL
15	Abdomen AP
16	Abdomen AP+ OBLIQUE
17	Teeth (Panoramic)
18	Neck, soft tissue
19	Brain (w/ contrast)
20	Brain (w/o contrast)
21	Neck (w/ contrast)
22	Neck (w/o contrast)
23	Angio Head
24	Angio Neck
25	Chest (w/ contrast)
26	Chest (w/o contrast)
27	Hip (w/ contrast)
28	Hip (w/o contrast)
29	Shoulder (w/ contrast)
30	Shoulder (w/o contrast)
31	Femur (w/ contrast)
32	Femur (w/o contrast)
33	Knee (w/ contrast)
34	Knee (w/o contrast)
35	Ankle and Foot (w/ contrast)
36	Ankle and Foot (w/o contrast)

37	Elbow (w/ contrast)
38	Elbow (w/o contrast)
39	Abdomen & Pelvis (w/ contrast)
40	Abdomen & Pelvis (w/o contrast)
41	Cervical Spine (w/ contrast)
42	Cervical Spine (w/o contrast)
43	Dorsal Spine (w/ contrast)
44	Dorsal Spine (w/o contrast)
45	Pelvis (w/ contrast)
46	Pelvis (w/o contrast)
47	Lumbar/ Sacral (w/ contrast)
48	Lumbar / Sacral (w/o contrast)
49	Angio head (w/ gadolinium)
50	Angio head (w/o gadolinium)
51	Angio neck (w/gadolinium)
52	Angio neck (w/o gadolinium)
53	Brain (w/ gadolinium)
54	Brain (w/o gadolinium)
55	Chest (w/ gadolinium)
56	Chest (w/o gadolinium)
57	Cervical Spine(w/ gadolinium)
58	Cervical Spine(w/o gadolinium)
59	Dorsal Spine (w/ gadolinium)
60	Dorsal Spine (w/o gadolinium)
61	Lumbar Spine (w/ gadolinium)
62	Lumbar Spine (w/o gadolinium)
63	Pelvis (w/ gadolinium)
64	Pelvis (w/o gadolinium)
65	Foot (w/ gadolinium)

66	Foot (w/o gadolinium)
67	Abdomen (w/ gadolinium)
68	Abdomen (w/o gadolinium)
69	Shoulder (w/ gadolinium)
70	Shoulder (w/o gadolinium)
71	Hips (w/ gadolinium)
72	Hips (w/o gadolinium)
73	Breast (w/gadolinium)
74	Breast (w/o gadolinium)
75	Neck
76	Thyroid
77	Breast
78	Whole Abdomen
79	Pelvis
80	Abdomen & Pelvis
81	Gall Bladder
82	Kidneys
83	Transvaginal Pelvis
84	Transrectal Pelvis
85	Ankle
86	Elbow
87	Foot
88	Knee
89	Shoulder
90	Wrist & Hand
91	Trans-thoracic cardiac ultrasound
92	Trans-esophageal cardiac ultrasound
Diagnostic Services	
93	FL Lumbar Puncture

94	FL Myelography Thoracic Spine
95	FL Myelography Lumbar
96	DSA Lumbar Puncture
97	DSA FNA Joints
98	DSA Discography
99	FL Shoulder Arthrogram
100	FL Hip Arthrography
101	PET CT Cardiac w/ FDG
102	PET CT Brain w/ FDG
103	PET CT Whole Body w/ FDG
104	PET CT Whole Body w/ Choline
105	PET CT Whole Body w/ Gallium
106	PET CT Brain w/ FDOPA
107	ECG
108	Laparoscopy, diagnostic
109	Colonoscopy
110	Sigmoidoscopy
111	Laryngoscopy
Laboratory Services	
112	Liver Function (SGOT)
113	Liver Function (SGPT)
114	Prothrombin Time; PT-INR; PTT
115	Alkaline Phosphatase
116	GGT
117	Arterial Blood Gas (ABG)
118	Uric Acid
119	Complete Blood Count
120	TSH
121	T3

122	T4
123	Lipid panel (TG, Cholesterol, HDL, LDL)
124	Electrolytes (Na; K; Cl;CO2)
125	Fasting Blood Sugar
126	Serum Creatinine
127	Uric acid
128	BUN
129	Bilirubin total & direct
130	Lactate
131	Protease
132	Lipase
133	Amylase
134	TB Sputum AFB Smears
135	TB Sputum Culture
136	GeneXpert MTB/RIF
137	Fecal analysis
138	Urinalysis
139	Urine Culture
140	Spot urine for Albumin, creatinine, Protein
141	Valproic Acid Levels
142	Carbamazepine Levels
143	Tacrolimus Levels
144	Lithium Levels
145	TB DST (Drug Sensitivity Testing)
146	IGRA
147	DNA testing (Paternal/Maternal)
148	Human Leukocyte Antigen Class 1 (HLA C1) testing
Intervention Services	
149	Bronchoscopy

150	Gastric aspiration
151	Pleural aspiration
152	Peritoneal aspiration
153	Pericardiocentesis
154	Arthrocentesis
155	Lumbar puncture
156	Fine needle aspiration
General Consultations, Inpatient Admissions and Special Services	
157	Admission to ICU, pediatric ICU, and neonatal ICU (including Tuberculosis)
158	Admission to Isolation Rooms
159	Admission to Special Care for child TB patient
160	Normal Stay Room and Board Charges
161	Admission to same-day care for the medical procedures
162	Outpatient consultation
163	Emergency department
164	Vaccination charges
165	Medical Waste Management
166	Pulmonologist Consultation
167	Cardiologist Consultation
168	Ophthalmologist Consultation
169	Audiometry and ENT consultation
170	Lymph node Biopsy and other tissue biopsies (adults and children)
171	Fluid Aspiration (Pleural, peritoneal, synovial, LP)
172	Gastric aspirate for children
173	Laparoscopic Cholecystectomy
174	Laparoscopic appendectomy
175	Double J insertion

Lot 2: Psychiatric Services

Item	Description of Service
1	Mental health department stay/night/Psychiatric ward
2	Psychiatric Outpatient Consultations
3	Electroconvulsive therapy

Lot 3: Burn care management and related services

Item	Description of Service
1	Burn care including needed interventions
2	Graft: derma-fat fascia
3	Burn dressing change