



Based on the donation provided by the Japan – the Grassroots Programme through ITF Enhancing Human Security (ITF), ITF would like to announce the following:

INVITATION NOTICE FOR SUBMISSION OF OFFERS FOR PURCHASE AND INSTALLMENT OF THE MEDICAL/REHABILITATION EQUIPMENT

1. Publication reference:

The Procurement and Installment of the Medical/Rehabilitation Equipment

2. Procedure:

Participation is open on equal terms for private business entities (companies)

3. Contracting Authority:

ITF Enhancing Human Security (ITF)

4. Description of the Procurement of Equipment:

Ceiling rail lifter GH (or similar)	2 pcs
“Redcord” suspension exercise system (or similar)	1 pc
Barrier free sliding door systems (or similar)	1 pc
Training platform for walking skills (or similar)	1 pc
Training platform for ergotherapy (or similar)	1 pc
Rehabilitation table Bobat Advanced (or similar)	3 pcs
Wrist trainer CPM W2 (or similar)	1 pc
Forearm trainer CPM PS1 (or similar)	1 pc

Please find detailed description of the equipment in Annex I:

5. Eligibility and rules of origin

Participation is open on equal terms for private business entities (companies).

Tenderer shall not be considered eligible if:

1. Tenderer is bankrupt, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They are the subject of proceedings for a declaration of bankruptcy, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgment, which has the force of res judicata;
4. They have been convicted by final judgment of participating in a criminal organization, corruption, fraud or money laundering;
5. They are guilty of professional misconduct proven by any means, which the Contracting Authority can justify;
6. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established; or have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in the supplying of the information required by the Contracting Authority as a condition of participation in the Invitation notice for submission of offers procedure.
8. They have been declared to be in serious breach of Contract for failure to comply with obligations in connection with another Contract with the same Contracting Authority or another Contract financed by community funds.

Tenderers shall certify by an affidavit statement (Form of Affidavit Statement – Annex II) signed by their representative to the Contracting Authority that none of the situations detailed in Sub-Clauses 1 to 8 inclusive above applies to them.

If it is determined that the above statements are not accurate the Tenderer agrees that the offer will be declared inadmissible by Contracting Authority, and as such rejected as administratively non-compliant. Such rejection applies to and can occur at any stage of the tender selection process, contract signing and/or during implementation of the project works.

6. General terms

- Ukrainian Research Institute for Prosthetics and Rehabilitation in Kharkiv is acting as the recipient in this Invitation notice for submission of offers.
- The currency of donation is the United States Dollars (USD), therefore prices of the offer should be expressed in USD separately indicating VAT, customs and import duties, installation and delivery costs.
- In case of equipment import DDP classification will apply.
- The equipment must be delivered to the address: Ukrainian Research Institute for Prosthetics and Rehabilitation, located at Klochk:ivska Street 339, Kharkiv, Ukraine. The transportation costs must be included in the final price presented in the offer.
- The Contracting Authority reserves the right to select the best Tenderer for each/separate type of equipment and final selection will be made based on the funds available for the project.
- The Tender, all correspondence, documents related to the Tender exchanged by the Tenderer, and the Contracting Authority shall be written in English, which is the language of procedure for this tender. In addition, all correspondence for payments including pro-forma invoice invoices, and final payment certificates shall be sent to the Contracting Authority in English or local language with English translation.

- The laws of the Republic of Slovenia govern this Invitation notice for submission of offers.
- Tenderer shall bear all costs associated with the preparation and submission of his Offer. In no case, the Contracting Authority will be responsible or liable for such costs, regardless of the process or results of the Invitation notice for submission of offers procedure.
- The original of the offer shall be typewritten or written in indelible ink and signed by a person or persons authorized to sign on behalf of the Tenderer using the Form of Tender provided in Annex III.
- In case the Tenderer acts as a party in a joint venture or a consortium of tenderers, the contract shall be enclosed (i.e. a Partnership Agreement) stipulating how the public contract awarded within this procurement procedure will be executed, specifying, in particular, the leading partner authorized to assume from the Contracting Authority obligations, instructions, and possibly payments on behalf of and for the account of all the partners, and the share and type of services to be performed by each individual partner. The Agreement shall clearly stipulate that in relation to the Contracting Authority, all the partners are jointly and severally liable for the entire obligation and each part of it.

7. Documents showing the legal status

All Tenderers shall supply the information and copies of documents showing the legal status and place of the tenderer's headquarters registration in the form of Registration certificate. In addition, written Power of attorney authorizing the signatory of the Tender shall be provided.

8. Evaluation of proposals

Acceptable offers will be evaluated by the Contracting Authority applying the criteria off technically the most suitable equipment and the lowest price. The tenderer will be asked to provide a sample (if needed) to inspect prior to final decision.

9. Appeal procedure

Un-successful tenderer can complain to the decision of the Evaluation commission in writing in 7 calendar days after receipt of the notification on unsuccessful tender and until the deadline written in the notification. The Appeal has to be addressed to the chairperson of the Evaluation commission and has to be sent with registered mail or be delivered personally. The confirmation of payment in amount of 400 EUR or equivalent in local currency has to be enclosed to the Appeal. The payment has to be made on the ITF account - IBAN: SI56 0292 2025 3197 640, BIC: LJBASI2X, NOVA LJUBLJANSKA BANKA, D.D., Ljubljana Trg republike 2, 1520 Ljubljana. In the case of justified Appeal, the amount will be returned to the tenderer. The chairperson, if the Appeal was sent in the prescribed deadline and if the confirmation of the payment is enclosed, sends the answer on the Appeal latest in 7 calendar days after the receipt of the Appeal.

10. POC

Please direct procedural questions regarding this Invitation to:

Ms Urša Marinšek Šrot

Mail: Ursa.Marinsek-Srot@itf.si

Phone number: +38614796597 or +38614796580

and for technical questions related to the equipment to:

Mr. Urban Špital

Mail: Urban.Spital@itf.si

Phone number: +38614796591 or +38614796580

11. Tender validity

The Tenders offer prices shall be valid for period of minimum 90 (ninety) days after the deadline for submission of Tender.

12. Contract Agreement

The successful Tenderer will be required to enter into a Contract Agreement in a Form accepted for the Contracting Authority.

13. Deadline for submission of offers

The offers shall be received via email (ursa.marinsek-srot@itf.si) by **ITF Enhancing Human Security** on **31 August 2018 until 23:59**. Any offer received after this deadline will not be considered for further evaluation.

14. Deadline for delivery/transportation/installation

Purchased equipment must be delivered and installed no latest by **15 October 2018**.

Annex I: Detailed description of the equipment (brands in the description are used for illustration purposes, we are accepting offers for every equipment that can be used for same treatment. The price has to include the installment of the equipment.

- 2x ceiling rail lifter GH 1 (or similar): Relief systems, such as ceiling rail lifters are used as active rehabilitation modules to recover the mobility and will enhance results achieved in the walking ability. This is a multi-functional module that can be used for mobility rehabilitation and on the rehabilitation treadmill. The lifting module has to have lifting capability of at least 200kg.
- 1x suspension exercise system (or similar): The system has to ensure the long- lasting effect of physical rehabilitation in terms of muscle recovery and training. The treatment consists of specifically selected exercises and steps using special suspension systems, such as Redcord mini, Redcord Trainer and Redcord Professional that provide prompt and long-lasting results where various locomotor apparatus injuries are involved.
- 1x barrier free sliding door systems: Barrier free access is a standard requirement to be met to provide access to individuals with disabilities. Sliding door systems will enable free movement and comfortable rehabilitation environment. The doors have to be both procured and installed at the hospital.
- 1x training platform to exercise walking on varied reliefs and types of surfaces: To reinforce walking skills in natural conditions, it is needed to create a platform with different reliefs, types of surfaces, slopes, steps, etc.
- 1x training platform for ergotherapy: different exercises on dedicated equipment are needed to train patients with deficient upper extremities in everyday tasks and finger movements. Up to 600 patients could be treated and benefit from this equipment on an annual basis.
- 3x rehabilitation table Bobat Advanced (or similar): The Institute provides services to children with disabilities annually, where majority of them have ICP (infantile cerebral paralysis). One of the most effective rehabilitation techniques for these children is a Bobath therapy, when muscle spasticity is treated on a special table. Up to 1.500 patients could be treated and benefit from this equipment on an annual basis.
- 1x wrist trainer CPM W2 (or similar): a trainer system is used for continuous wrist training for patients with durable joint immobilization, rehabilitation of children and adults with cerebral palsy, stroke, contraction, distal fracture of radial bone, etc.
- 1x forearm trainer CPM PSI (or similar): a system is used for continuous training of forearm and rotation of elbow to support rehabilitation of patients with dynamic fractures of radial bone, radial and elbow bone, durable joint immobilization, rehabilitation of children and adults with cerebral palsy.

Annex II:

FORM OF AFFIDAVIT STATEMENT

With moral and legal responsibilities, I can confirm that:

- 1. _____ (Name of the Company) are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- 2. _____ (Name of the Company) are not the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- 3. _____ (Name of the Company) have not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- 4. _____ (Name of the Company) have not been convicted of participating in a criminal organization, corruption, fraud or money laundering;
- 5. _____ (Name of the Company) are not guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- 6. _____ (Name of the Company/Organization) have fulfilled obligations relating to the payment of taxes and social security contributions in accordance with the legal provisions of the country where they are established;
- 7. _____ (Name of the Company/Organization) they are not guilty of serious misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in an invitation for submission of offer;
- 8. _____ (Name of the Company/Organization) have not been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with Community funds;

If it is determined that the above statements are not accurate we agree that the tender may be declared inadmissible by Contracting Authority, as administrative noncompliant.

Name and Surname: _____

Duly authorized to sign this tender:

Signature:

[.....]

Place and date:

Stamp of the Company

Annex III:

FORM OF PROPOSAL

**PROPOSAL FOR PARTICIPATION IN THE PROCUREMENT AND INSTALLMENT OF THE
MEDICAL/REHABILITATION EQUIPMENT**

Date and Place: _____

1 SUBMITTED by

Name of Tenderer	Nationality

2 CONTACT PERSON (for this proposal)

Name	
Company	
Address	
Telephone	
Fax	
e-mail	

We, the undersigned, hereby declare that:

1. This Proposal is valid for a period of **90 days** from the proposal submission deadline;
2. We agree to abide by the Ethics Clauses in the Invitation notice for submission of offers and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in this procedure at the time of the submission of this application;
3. We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Contracting Authority.

Name and first name: [.....]

Duly authorized to sign this Offer on behalf of:

[.....]

Place and date: [.....]

Stamp of the Legal entity:

This Invitation for submission of offers includes the following annexes:

[Numbered list of annexes with titles]