**Invitation to Tender (“ITT") - ITT/ICMP/HQ/010924 –**

**Procurement of a Computed Tomography CT scanner**

The International Commission on Missing Persons (“ICMP”) invites true and compliant tenders in response to the specifications and instructions indicated below.

1. **Instructions**
2. By issuing this invitation, ICMP is not bound in any way and does not have to accept the lowest tender or any tender and reserves the right to accept a portion of any tender and to rescind the invitation at any time and without cause;
3. While every effort has been made to give bidders an accurate description of ICMP’s requirements, bidders should make their own assessment about the methods and resources needed to meet those requirements;
4. Offering an inducement of any kind or failing to declare a conflict of interest in relation to this tender, will disqualify a bid from being considered;
5. Bidders will not be entitled to claim from ICMP any cost or expense which they might incur in preparing their bid whether that bid is successful or not;

The submission of a tender in response to this ITT implies the bidder’s acceptance of all terms and conditions stipulated in it. This will be binding on the successful bidder for the duration of the potentially awarded contract. Bidders are moreover required to confirm acceptance of ICMP’s General Terms and Conditions (“GTC”).

1. **Background to ICMP**

ICMP is a grant-funded, treaty-based international organisation with Headquarters in The Hague, the Netherlands. ICMP works with governments, civil society, justice institutions and other organizations throughout the world to address the issue of missing persons. Its mandate includes securing the cooperation of governments and other authorities in locating persons missing as a result of armed conflicts, human rights abuses, natural and man-made disasters, and other involuntary reasons, and to assist them in doing so.

More about ICMP and its mandate can be found on ICMP’s website at: www.icmp.int.

1. **Scope of Tender**

ICMP is inviting suppliers and manufacturers for the provision, delivery, maintenance, and training on the use of:

1. **(one) Computed Tomography (“CT”) scanner.**
	1. Delivery location and timetable

The successful bidder should deliver the required CT scanner to Kyiv, Ukraine by **1st May 2025** at the latest. A detailed address will be provided later by ICMP.

* 1. Product specifications

The product should meet the following specifications as a minimum:

|  |  |  |
| --- | --- | --- |
| **Technical specifications** | **Details** | **Comment**  |
| Slices | 64  |   |
| Rotation times | up to 0.33 s |   |
| Tube | 7.0MHU | 17.5 MHU equivalent value |
| Power | 75kW | 187 kW equivalent value  |
| High voltage |  70–140 k in 10-kV steps Sn100, Sn110, Sn120, Sn130, Sn140 |   |
| mA | up to 825 mA |   |
| z-coverage  | 32 x 0.7 mm |   |
| Max. table load |  up to 307 kg |   |
| Scannable range  | 1600 mm  | Up to 2000 mm preferred |
| Weight  | 1310 kg  | Gantry with tablet, remote control and uninterruptable power supply (UPS)  |
| Patient table  | 340 kg  | 592 kg for 2000 mm table |
| Control unit with TFT monitor, control box, keyboard  |   |   |
| Wireless access point  |   |   |
| Operating console  |   |   |
| **Room dimensions** |
| Room height  | Up to 2300 mm  | Measured from the highest point of the finished floor to the lowest point of the ceiling  |
| Door height | 1250mm | Final clearance |
| **Transport** |
| Transport device  | 3500 x 1050 x 1870 (L x W x H) 1500kg | Gantry with transport device |
| Weight  | 1500Kg  | Total weight of gantry with transport device (heaviest item)  |
| Outer diameter of gantry foot  | 54 mm  |   |
| Weight capacity  | Min. 400kg  | Per slab/plate (static point load) |
| Ability to manage power outage |  | Can run on three-phase generators |

1. **Bidder Requirements**

The successful bidder should:

* 1. Be able to provide a CT scanner that meets the specifications laid out in this ITT.
	2. Be able to organize delivery and installation.
	3. Be able to provide introductory and where required, advanced user training.
	4. Provide warranty (warranty to include all parts) and maintenance for up to 2 (two) years with the possibility of warranty extension).
	5. Provide maintenance throughout the warranty period, including one annual on-site preventive visit by a service technician.
	6. Be able to provide in-country technical assistance/support in Ukraine.
	7. Possess good knowledge of spoken and written business English to enable smooth collaborative working with the ICMP.
	8. Be willing and able to accept ICMP’s GTC.
1. **Deliverables**

The successful bidder should ensure the:

* 1. The CT scanner is delivered and installed at the relevant forensic medical institution in Ukraine no later than 1st May 2025.
	2. Delivery of at least 5 (five) days training to forensic medical specialists on the set-up and use of the CT scanner and associated software.
	3. Ongoing annual service and maintenance of the CT scanner during the warranty period.
1. **ITT Timeline**

The proposed timetable for this ITT and the resulting deliverables, are outlined below**:**

|  |  |
| --- | --- |
| **Activity** | **Date and Time** |
| ITT issued | 2 Sep 2024 |
| ITT clarification question deadline | 11 Sep 2024 (@15:00HRS CET) |
| ITT submission deadline | 23 Sep 2024 (@15:00HRS CET) |
| Notification of award | 11 Oct 2024 |
| Instrument/platform (delivery (to Ukraine) deadline | 1 May 2025 |

1. **Budget**

ICMP is a grant funded, treaty-based international organisation with Headquarters in The Hague, the Netherlands.

All bids should be provided in Euro, both including and excluding Value Added Tax (“VAT”).

ICMP’s standard payment term is 30 days from the later of:

1. Satisfactory performance of the Services and/or delivery of any applicable Goods;
2. Acceptance by ICMP thereof; and,
3. Receipt of an original, conforming invoice issued by the Contractor.
4. **ITT Clarification Questions**

ICMP invites clarification questions related to this ITT. Please direct any questions through ICMP’s Procurement Team, who can be contacted at tender@icmp.int by 15:00 CET on 11 September 2024.

ICMP will endeavor to respond to clarification questions within 3 working days.

1. **ITT Submission**

Responses to this ITT must be made using the templates provided in Annexes A (Technical Response Template) and B (Financial Response Templates). The submission may include a brochure with complete specifications about the CT scanner and information about its country of manufacture. Submissions can be submitted in Word or PDF format via a single email not exceeding 20 MB in size to tender@icmp.int, with the email subject **Tender ITT/ICMP/HQ/010924**, by 15:00 CET on 23 September 2024. Submissions received after this time and date will be rejected.

The bidder will guarantee that any submission is free from any form of virus or corrupt content.

Incomplete tenders which do not comply with the conditions laid out in this ITT will not be considered.

1. **Publication**

This ITT and its annexes have been published in English on the website of ICMP at <https://www.icmp.int/about-us/procurement/>, as well as through ICMP’s LinkedIn page at <https://nl.linkedin.com/company/international-commission-on-missing-persons-icmp-> and on [www.playtender.com](http://www.playtender.com).

1. **Contract Award**

If ICMP decides to award a contract, it will be under the best value for money principle. In that case, the bidder with a competitively priced offer, that is technically accepted, and has received the highest combined technical and financial score(s) will be awarded the contract with consideration of price, delivery time, after sales service, overall quality, and all other requirements mentioned in this invitation.

In the last paragraph, the term “technically accepted” refers to the ability of a bidder to meet, and hopefully exceed, the requirements and deliverables outlined in sections 3, 4 and 5.

All suppliers and manufacturers doing business with ICMP should maintain high ethical standards and respect international human rights laws. They should not take part in child labour, sexual exploitation, or human trafficking, and ensure decent working conditions for their staff. ICMP reserves the right to reject bidders that do not meet these standards.

As set out in ICMP’s General Terms and Conditions, the selected supplier/manufacturer will not have and will not, directly or indirectly, engage in any business activity that contravenes sanctions imposed by the following entities:

* HM Treasury’s Office of Financial Sanctions Implementation – Financial sanctions: consolidated list of targets;
* United Kingdom Home Office – Proscribed terrorist groups or organisations;
* European Union – Consolidated list of sanctions;
* United Nations – United Nations Security Council Sanctions List;
* World Bank – World Bank Listing of Ineligible Firms & Individuals; and,
* The Office of Foreign Assets Control (“OFAC”) of the US Department of the Treasury.

If found successful, ICMP will screen bidders to ensure compliance with ICMP’s General Terms and Conditions.

If a contract is awarded, ICMP reserves the right to terminate it, if it finds that illegal or corrupt practices have taken place in connection with the contract award or execution.

**ANNEX A: BIDDER’S TECHNICAL RESPONSE**

(This Form must be submitted to ICMP using the bidders’ official letterhead)

We, the undersigned, hereby accept in full the ICMP’s General Terms and Conditions, and

hereby offer to supply the deliverables listed in this ITT.

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| ITT reference | ITT/ICMP/HQ/010924 | Currency of quotation *(3-letter code)* | EUR  |
| Date ITT published | 02 September 2024 | Quotation validity period  | 60 calendar days |
| Time and date ITT closes | 23 September 2024 (@15:00HRS)  | Required delivery date | 01 May 2025 |
| Required delivery destination | Kyiv, Ukraine  |
| ITT point of contact | Tender@icmp.int   | Required delivery terms and conditions | The bidder will comply with ICMP’s delivery terms and conditions  |

**Part A. Company Information**

|  |  |
| --- | --- |
| Company name |   |
| Company address |   |
| Company/business registration number *(e.g. 8-digit KVK)* |   |
| Email |   |
| Phone |   |
| Contact Person |   |

**Part B. Technical Response** *(in English)*

|  |  |
| --- | --- |
| **4.1.**Be able to provide a CT scanner that meets the specifications laid out in the ITT. |  *Word summary limit: 1,000 words or may include a brochure with complete specifications about the CT scanner.*   |
| **4.2.**Be able to organize delivery and installation.*Please indicate either* ***YES*** *or* ***NO*** *in your response.* ***NOTE:*** *A negative response i.e., ‘****NO****’ means automatic exclusion from the tender process.*  |  **YES / NO** |
| **4.3.**Be able to provide introductory and where required, advanced user training.(*Delivery of at least 5 days training to forensic medical specialists on the set-up and use of the CT scanner and associated software.)* | *Word summary limit: 500 words* |
| **4.4.**Provide warranty (warranty to include all parts) and maintenance for up to 2 years with the possibility of warranty extension  | *Word summary limit: 500 words* |
| 4.5. Provide maintenance throughout the warranty period , including one annual on-site preventive visit by a service technician. | *Word summary limit: 500 words* |
| **4.6.**Be able to provide in-country technical assistance/support in Ukraine.*Please indicate either* ***YES*** *or* ***NO*** *in your response.* ***NOTE:*** *A negative response i.e., ‘****NO****’ means automatic exclusion from the tender process.* |  **YES / NO** |
| **4.7.**Possess good knowledge of spoken and written business English to enable smooth collaborative working with ICMP. *(Please indicate either* ***YES*** *or* ***NO*** *in your response)* | **Working level spoken and written English:** **YES / NO** |
| **4.8.**Be willing and able to accept ICMP’s General Terms and Conditions (GTC).*Please indicate either* ***YES*** *or* ***NO*** *in your response.* ***NOTE:*** *A negative response i.e., ‘****NO****’ means automatic exclusion from the tender process.* | **Acceptance of ICMP’s General Terms and Conditions:** **YES / NO** |

**Part C. Name and Signature of the Bidder’s Authorised Person**

|  |  |
| --- | --- |
| Name |   |
| Position |   |
| Signature |   |
| Date |   |

*ICMP’s General Terms and Conditions (attached as a separate document).*

**ANNEX B: BIDDER’S FINANCIAL RESPONSE**

(This Form must be submitted to ICMP using the bidder’s official letterhead)

We, the undersigned, hereby accept in full the ICMP’s General Terms and Conditions, and

hereby offer to supply the deliverables listed in Sections 3-5 of this ITT.

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| ITT reference | ITT/ICMP/HQ/010924 | Currency of quotation *(3-letter code)* | EUR  |
| Date ITT published | 02 September 2024 | Quotation validity period  | 60 calendar days |
| Time and date ITT closes | 23 September 2024 (@15:00HRS)  | Required delivery date | 01 May 2024 |
| Required delivery destination | Kyiv, Ukraine |
| ITT point of contact | Tender@icmp.int   | Required delivery terms and conditions | The bidder will comply with ICMP’s delivery terms and conditions. |

**Part A. Company Information**

|  |  |
| --- | --- |
| Company name |   |
| Company address |   |
| Company/business registration number *(e.g. 8-digit KVK)* |   |
| Email |   |
| Phone |   |
| Contact Person |   |

**Part B. Financial Response**

|  |  |  |
| --- | --- | --- |
| **Description** | **Cost** | **Currency** |
| **Cost** of the CT scanner including installation and delivery to Kyiv, Ukraine  |   | EUR |
| **Cost per annum –** service and maintenance of the CT scanner (after warranty expiration) |   | EUR |

**Part C. Name and Signature of the Bidder’s Authorised Person**

|  |  |
| --- | --- |
| Name |   |
| Position |   |
| Signature |   |
| Date |   |

*ICMP’s General Terms and Conditions (attached as a separate document).*