

Republic of Indonesia
Selection Documents
Electronic Catalog
Medical Devices and Health Service Support Tools (Non Medical Devices)
-Non Tender Selection Method with Negotiation-
Government Goods / Services Procurement Policy Agency

Electronic Catalog
Medical Devices and Health Service Support Tools (Non Medical Devices)
2020 year
-Non Tender Selection Method with Negotiation-

SELECTION DOCUMENTS

Number: 051 / POKJAALKES2020 / 12/2020

Date: December 10, 2020

to

National Electronic Catalog

Medical Devices and Health Service Support Tools (Non Medical Devices)

Electoral Working Group: Electronic Catalog

Medical Devices in 2020

Government Goods / Services Procurement Policy Agency

Electronic Catalog

Medical Devices and Health Service Support Tools (Non Medical Devices)

2020 year

-Non Tender Selection Method with Negotiation-

CHAPTER I. GENERAL

- A. This Bidding Document is prepared to assist participants in preparing the Document Offer.
- B. In the event of conflicting provisions written on the Election Data Sheet (LDP) with Instructions to Participants (IKP), then the provisions on Selection Data Sheet (LDP).
- C. In this Election Document, meanings, terms and abbreviations are used as following:

LDP : Selection Data Sheet.

Workgroup: Human resources formed by the Deputy for Affairs

Election: Monitoring, Evaluation and Development of the LKPP Information System (Election Working Group) to manage the selection of National Catalog Providers.

D. Selection of National Electronic Catalog Providers for Medical Devices and Supporting Devices. This Health Service (Non Medical Device) is open and can be followed by all participants in the form of business entities.

E. The Election Working Group announces the implementation of the Electronic Catalog Provider Selection National National Medical Devices and Health Service Support Tools (Non-Tools Health) through the Electronic Catalog Application (e-katalog.lkpp.go.id) and on the website Government Goods / Services Procurement Policy Agency.

CHAPTER II.
ANNOUNCEMENT OF THE SELECTION OF NATIONAL ELECTRONIC CATALOG
SUPPLIERS
HEALTH AND NON HEALTH SERVICE SUPPORT TOOLS (NON HEALTH EQUIPMENT)
NON
TENDER WITH NEGOTIATION

Announcement of the Selection of National Medical Devices and National Electronic Catalog Providers Non-Tender Medical Support Tools (Non Medical Devices) with Negotiation listed on the Electronic Catalog Application (e-katalog.lkpp.go.id) and on the Institute's website Government Goods / Services Procurement Policy.

CHAPTER III. INSTRUCTION TO PARTICIPANTS (IKP)

A. GENERAL

1. Scope of Work

1.1 The Election Working Group announces to the Participants to submit an offer for the Catalog Procurement National Electronic Medical Devices and Devices Supporting Health Services (Non Medical Devices).

1.2 The name of the procurement package as stated in LDP.

1.3 Brief description of the procurement package as stated in the LDP.

1.4 The designated participant is obliged to complete work based on the provisions contained in contracts with quality according to technical specifications and prices according to the contract.

1.5 Name of work unit as stated in LDP.

1.6 Name of Election Working Group as stated in LDP.

1.7 Address of Election Working Group as stated in LDP.

1.8 Correspondence by the Election Working Group through the Application Electronic Catalog.

1.9 Work Unit / Ministry / Institution / Device Website Regions as stated in the LDP.

1.10 Electronic Catalog Application Website as referred to listed in the LDP.

2. Election Participants: Procurement of the National Electronic Catalog of Medical Devices and Health Service Support Tools (Non Medical Devices) It is open and accessible to all participants in the form of a business entity that meets the qualifications.

3. The deed prohibited and sanctions

3.1 Participants are obliged to comply with procurement ethics by not taking the following actions:

- a. submit documents or false information / not correct to meet the specified requirements in the Bidding Document;
- b. indicated that they had conspired with the participants another to set the bid price;
- c. indications of corruption, collusion, nepotism (KKN) in the selection of Providers;
- d. resign for reasons that cannot received by the Election Working Group / Procurement Agent; or
- e. resign or not sign catalog contracts.

3.2 Participants who are proven to have committed the following actions referred to in clause 3.1 is subject to action as following:

- a. sanctions are withdrawn from the Election process or cancellation of provider determination; and / or
- b. Black List sanctions.

4. Prohibition of Controversy Interest

4.1 The parties in carrying out their duties, functions and role, avoid and prevent conflict interests of related parties, both directly or indirectly.

4.2 Conflict of interest as referred to in clause 4.1. among others include:

- a. Directors, Board of Commissioners, or key personnel at a business entity that is concurrently a Director, Board of Commissioners, or core personnel in the agency other businesses that participated in the same tender.
 - b. The management / manager of the cooperative also acts as Official Signer Contract / PPK / Pokja Selection / Procurement Officials on implementation procurement at Ministries / Institutions / DevicesmArea.
 - c. Official Signer Contract / PPK / Pokja Election / Procurement Officials either directly or do not directly control or operate Provider's business entity.
 - d. Several business entities that participated in the Tender the same, controlled either directly or indirectly directly by the same party, and / or share ownership of more than 50% (fifty percent) controlled by the same shareholders.
- 4.3 Participants prohibited involve employees Ministries / Institutions / Regional Apparatus as leaders and / or administrators of business entities and / or labor except on leave outside the state's responsibility.

B. ELECTRONIC CATALOG PROVIDER SELECTION DOCUMENTS

5. Contents of Documents Election

5.1 The Bidding Documents consist of:

- a. General;
- b. Announcement;
- c. Instructions to Participants;
- d. Selection Data Sheet;
- e. List of Quantities, Technical Specifications and / or Drawings
- f. Bid Document Form;
- g. Catalog Contract Design.

5.2 Participants are obliged to examine the entire contents Selection Documents. The participant's negligence cause the Bid Documents do not comply requirements stipulated in the Bidding Document entirely at the risk of the participant.

6. Document Language Election: Bidding Documents and all written correspondence in the selection process using Indonesian.

7. Giving explanation

- 7.1 Providing explanation is done through a catalog application electronics, according to a schedule to be announced on Electronic Catalog Application.
- 7.2 The Election Working Group provides the information it considers important related to the Bidding Document.
- 7.3 If needed, the Election Working Group can provide further explanation by conducting a review field, with the time and place of implementation as stated in the LDP. Review fee the field is borne by each party.
- 7.4 The Electoral Working Group immediately answers any questions that goes in, except for the substance of the question which is has been answered.
- 7.5 If required, the Election Working Group at the time ongoing explanation can add the deadline for these stages is in accordance with needs.
- 7.6 If necessary, the Election Working Group can provide re-explanation.
- 7.7 A collection of questions and answers and other information at the time giving an explanation is an official report Providing an explanation (BAPP).

7.8 If a field survey is carried out, the Minutes Providing further explanation uploaded (upload) through the Electronic Catalog Application.

8. Document Changes Election

8.1 If at the time of giving the explanation there are things new terms / conditions or necessary changes accommodated, then the Election Working Group poured into in the Bidding Document Addendum.

8.2 Changes to the Contract design, technical specifications, and / or images, must be approved Deputy for Monitoring-Evaluation and Development LKPP Information System before it is contained in Bidding Document Addendum.

8.3 If the new provisions or changes are not set forth in the Election Document Addendum the new provisions or changes are deemed not exists and the applicable provisions are Documents Initial selection.

8.4 After giving the explanation and before the deadline when the bid is submitted, the Election Working Group can set the Bidding Document Addendum based on new information affecting the substance of the Document Election.

8.5 The Election Working Group announces the Document Addendum Selection by uploading files Addendum to the Election Documents through the Catalog Application Electronic.

8.6 Participants download the Document Addendum Selection that is uploaded (uploaded) to the Election Working Group on Electronic Catalog Application (if any).

9. Additional Time Delivery Bid Documents: If the Bidding Document Addendum results in the need for additional document preparation time bid then the Election Working Group extends the deadline submission of offers.

C. PREPARATION OF BID DOCUMENTS

10. Costs in Setup Offer

10.1 Participants bear all costs in the setup and submission of offers.

10.2 The Election Working Group is irresponsible and not bear any losses suffered by Participants.

11. Offer Language

11.1 All Bidding Documents must use language Indonesia.

11.2 Supporting documents related to documents Offer can be in Indonesian or foreign language.

11.3 Supporting documents in foreign languages need to be accompanied translation in Indonesian. In case anything happens differences in interpretation, then what applies is supporting documents in foreign languages.

12. Bid Documents

12.1 Bid Documents submitted through the application The electronic catalog consists of:

- a. Qualification Offer;
- b. Administrative Offers;
- c. Technical Offer; and
- d. Price Quote (List of Quantities and Prices).

12.2 Bid documents submitted as referred to in number 12.1 as required as stated in the LDP.

13. Offer Price

13.1 The bid price for each product offered submitted on the electronic catalog application.

13.2 The Bid Price already takes into account the Cost of Goods Production for domestic production (Raw Cost Material, production costs, indirect costs) or PIB (CIF) for imported goods, Testing / Calibration Costs, training costs, installation, assistance and fees licensing in accordance with the provisions (if any) and profits as well as taxes, duties, levies and other levies legal as well as insurance costs to be paid by Provider for the implementation of this procurement.

14. Validity Period Offer: Offer validity period as stated in the LDP.

D. REGISTRATION AND SUBMISSION OF BID DOCUMENTS

15. Integrity Pact

15.1 Integrity Pact contains pledges to prevent and not committing collusion, corruption and nepotism (KKN) as well will follow a clean procurement process, transparent, and professional.

15.2 By registering as a participant in a package work through the Electronic Catalog Application participants have agreed to the Integrity Pact.

16. Registration and Delivery Bid Documents

16.1 Participants register through the Electronic Catalog Application using the Online Procurement System account Electronic (SPSE) and choose the announcement menu then click the list menu. Selection Documents can be downloaded on the same page after register.

16.2 Participants can submit bids (Qualification, Administrative, Technical and Pricing) by clicking button submit bid and follow the stages furthermore in accordance with the provisions in the Application Electronic Catalog and Bidding Documents.

16.3 By submitting a qualifying bid on Electronic Catalog application, participants agree statement as follows:

- a. concerned and management is not in court supervision, not bankruptcy, and activities his business is not being stopped;
- b. concerned along with the management of the business entity not being subject to black list sanctions;
- c. acting for and on behalf of the business entity is not currently undergoing a criminal sanction;
- d. leaders and administrators of business entities not as employees of Ministries / Institutions / Regional Devices or as employees Ministries / Institutions / Regional Apparatus which is taking leave outside the state's responsibility;
- e. another statement which becomes a condition of that qualification listed in the Bidding Document; and
- f. the qualification data to be filled in is correct, and if later found that the data / documents what is submitted is incorrect and there is forgery then director main / leader company / cooperative leader, or head of branch, and all Partnership members are willing to be imposed administrative sanctions, sanctions for inclusion in black list, civil suit, and / or criminal reporting to the authorities in accordance with the provisions of the laws invitation.

16.4 After uploading the Bid Documents on the menu announcement, participants are required to upload data products including specifications (identity, type, type brand), Price (Government and Non Government) and Attachments (distribution permit for medical devices, pictures and brochure) on the pre-catalog offer menu.

16.5 Letter / offer form and / or other letter / form as part of its bid document uploaded (uploaded) into the Catalog Application Electronics are considered valid as electronic documents and has been electronically signed by company leaders / directors, other parties obtain the power of attorney or delegation of authority valid from the chairman / director of the company or the head a company branch appointed by the head office as evidenced by authentic documents or officials which according to the cooperation agreement is that has the right to represent cooperating companies.

16.6 Participants do not need to make an offer letter the wet signature and with the stamp

16.7 Participants allowed replace / add bidding documents before the deadline for submission bidding ends.

16.8 Instructions related to the use of the Catalog Application Electronics can be seen in the Catalog Application Electronic ([https:// e- catalog.lkpp.go.id/unduh/kategori-berita/Petunjuk Use](https://e-catalog.lkpp.go.id/unduh/kategori-berita/Petunjuk%20Use))

17. Deadline Time Delivery Offer

17.1 Offers are submitted through the Catalog Application electronics according to the schedule on the Catalog Application electronics .

17.2 The Electoral Working Group is not allowed to change the time deadline for submission of bids, except

a. force majeure;

b. technical problems occur;

c. change Document Election that resulting in the need for additional time preparation of bid documents; or

d. no participants submitted bids up to the deadline for submission bidding.

17.3 In the event that the Election Working Group changes the time limit end of bid submission it must convey / inform reasons that can accounted to participants through Electronic Catalog Application.

17.4 In the event that after the deadline for submission of bids no participant submitted an offer, The Election Working Group can extend the deadline schedule for submitting bids.

17.5 Extension of deadline for delivery schedules offer as referred to in clause 17.4 done on the same day as the deadline submission of offers.

18. Bid Documents Late Bid documents submitted after the deadline time for submission of offers is not accepted.

E. OPENING AND EVALUATION OF BIDDING DOCUMENTS

19. Opening Documents Offer The Election Working Group downloads the bidding file at Electronic Catalog Application.

20. General provisions Document Evaluation Offer

20.1 Non Tender Selection Method with Negotiation yet is a competition arena then the bidding document (Qualification, Administration, Technical and Price) ones less can still

be completed after the Election Working Group submit the evaluation results of the Offer, by:

- a. The election working group conducts an examination of completeness of data and supporting documents qualification, administrative, technical and / or price.
- b. After the inspection is carried out, the Election Working Group convey information lack of data and supporting documents of qualifications, administrative, technical and / or prices for participants who have data qualification, administrative, technical and / or price not complete through the Electronic Catalog Application;
- c. Participants who get deficient information qualification, administrative, technical and / or price data, can convey the lack of data requested by the Election Working Group at the latest 1 (one) working days before Determination of Providers after Pokja Elections convey deficiency information qualification, administrative, technical and / or price data;
- d. Lack of qualification, administrative, technical data and / or the price submitted is over the date the delivery of information on lack of data qualification, administrative, technical and / or price by Election Working Group, the qualification data, administration, technical and / or the price is not accepted; and
- e. The Election Working Group evaluates lack of qualification, administrative, technical data and / or prices submitted by Participants.
- f. If Participants cannot meet the shortcomings qualification, administrative, technical and / or price data up to the specified time limit, then Participants are declared invalid.

20.2 General provisions in conducting evaluation as following:

- a. The Election Working Group is prohibited from adding, subtracting, replace, and / or change the criteria and requirements that have been specified in the Document This selection;
- b. offers that qualify are offers in accordance with the terms, conditions the terms and technical specifications stipulated in This Election Document, without any deviation important / principal or offer conditional;
- c. deviations of an important / principal nature or the conditional offer is:
 - 1) deviation from the Bidding Documents affect the scope, technical specifications and work results / performance; and / or
 - 2) bids from participants with conditions addition outside the provisions of the Bidding Document which may give rise to business competition not healthy and / or unfair among participants who are qualify.
- d. The Election Working Group is prohibited from aborting the bid for reasons of insubstantial error, for example, typing errors, partial mention name or description, letter of offer without head company, etc.
- e. the parties are prohibited from influencing or doing intervention to the Election Working Group during the process evaluation.
- f. The Election Working Group carries out the related checks unfair business competition and regulation joint / collusion / action indicated conspiracy between participants at each stage evaluation.
- g. If the evaluation finds an indication unfair business competition or occurs Settings together / collusion / action that indicated conspiracy with other participants to set the bid price, then:

- 1) Participants whose indications are found unfair business competition or occurs joint arrangement / collusion / action indicated that the conspiracy was aborted deeply the selection process;
- 2) Participants that involved Settings joint / collusion / action indicated conspiracy was aborted in progress election and subject to Black List sanctions;
- 3) The evaluation process continues with determine other Participants who are not involved; and 4) If there are no other Participants as referred to referred to in number 3), then Election declared failed.

20.3 Evaluation of Bid Documents (Qualification, administration. Technical and Pricing are done using assessment methods as listed in the Sheet Election Data (LDP).

21. Evaluation of Qualifications and Administration

21.1 Qualification Evaluation:

- a. The Election Working Group conducts a qualification evaluation include:
 - 1) Evaluation of administrative qualifications / legality; and
 - 2) Evaluation of technical qualifications.
- b. The Election Working Group conducts a qualification evaluation by comparing the bidding documents qualification on the Electronic Catalog application with he qualification requirements listed in Selection Data Sheet (LDP);
- c. The Election Working Group can provide clarification against things that are less clear and doubtful.
- d. If Participants cannot meet the shortcomings qualification data listed in the Data Sheet Election (LDP) up to the deadline determined, the Participant is declared void;
- e. if there are no participants who meet qualification requirements, then the selection is declared failed.

21.2 Administrative Evaluation

- a. Administrative evaluation includes completeness check bidding documents.
- b. administrative offer is declared fulfilled administrative requirements as stated in Selection Data Sheet (LDP).
- c. The Election Working Group can clarify things that are unclear and doubtful.
- d. If Participants are unable to meet the lack of data administration listed in the Data Sheet Election (LDP) up to the deadline determined, the Participant is declared void;
- e. if there are no participants who meet the requirements administration, then the election is declared a failure.

22. Proof of Qualification

22.1 Proof of qualification is carried out on participants who pass the qualification and administrative evaluation.

22.2 Proof of qualification is done outside the Catalog Application Electronic.

22.3 In proving qualifications, the Election Working Group does not need to ask for all qualification documents if data Participant qualifications have been verified in the system Provider Performance Information (SIKaP).

22.4 In the event that there is data on the qualifications of the participants yet qualified in SIKaP, then proof of qualification done by inviting and matching data on the Qualification Bidding Document information as recorded on the Selection Data Sheet (LDP) on the

Electronic Catalog application with documents original and asked for the recorded documents.

22.5 In the event that the qualification data is not yet in the System Provider Performance Information (SIKaP), Participants can complete the qualification data on the SIKaP.

22.6 If necessary, the Election Working Group carries out verification and / or clarification to the original document issuer, field visits to confirm correctness location (office, factory, warehouse, and / or facilities others), labor, and / or equipment.

22.7 If the Participant is unable to meet the lack of data proof of qualification up to the specified deadline determine, then the Participant is declared void.

22.8 If the Participant is not present at the proof of qualification for unacceptable reasons, prospective Participants considered resigned and aborted.

22.9 If none of the Participants have passed the verification qualification, the election is declared failed.

23. News Events Results Qualification Evaluation, Administration and Proof of Qualification

23.1 The Electoral Working Group produces an Official Report on the Evaluation Results Qualification, Administration and Proof of Qualifications, which contains at least:

- a. the date the minutes are made;
- b. participant's name;
- c. criteria and elements evaluated;
- d. other information deemed necessary regarding the matters of implementing the Qualification, Administration and Proof of Qualification (if any).

23.2 Minutes of Qualification, Administration and Evaluation Results Proof of Qualification is uploaded on the Minutes menu In the Electronic Catalog Application.

23.3 Evaluation of Qualifications, Administration and Evidence Qualification is confidential until announcement winner.

24. Evaluation and Clarification Technical

24.1 Technical evaluation is carried out by means of checking fulfillment of the elements and evaluation criteria in accordance with stipulated in the LDP.

24.2 The Electoral Working Group (if required) can request quality / technical / function testing for materials / equipment specified in the LDP.

24.3 If in the technical evaluation there are things that are unclear or doubtful, the Election Working Group did clarification to participants. If needed, Pokja Elections can ask participants to show original documents supporting technical bidding. In clarification that participants are not allowed to change the substance of the offer. The results of clarification can be cancel bids.

24.4 If the Participant is unable to meet the lack of data technical documents listed in the Selection Data Sheet (LDP) up to the specified time limit, then Participants are declared invalid.

24.5 If no participant has passed the technical evaluation then The election was declared a failure.

25. Evaluation and clarification Price

25.1 Price evaluation is done by checking fulfillment of the elements and evaluation criteria in accordance with stipulated in the LDP.

25.2 The Election Working Group may clarify things that are less clear and doubtful, including conduct field visits;

25.3 Bids are declared invalid if they do not fulfill elements and evaluation criteria according to those stipulated in the LDP.

25.4 If no participant passes the price evaluation then The election was declared a failure.

26. Technical Negotiation and Price

26.1 Election Working Group shall conduct technical negotiations (if required) and the price to get that price reasonable and can be accounted for.

26.2 Negotiation Technique is fully under the authority of Pokja Election, and will be submitted / changed at any time during the negotiation process.

26.3 In price negotiations, the Election Working Group asks for structure price / cost of goods / services offered, Invoice Purchase of Raw Materials, Import Declaration Documents Goods (PIB), invoice / other supporting data and providers must fulfill it.

26.4 The Electoral Working Group produces an Official Report on the Results of Negotiations Technical and Pricing.

26.5 The result of technical and price negotiation agreement can done on part or all of the product / item goods / services offered, and published in News Technical and Price Negotiation Result Events.

26.6 If the technical and price negotiations do not reach agreement, then the Election Working Group stated products / items of goods / services offered by the Provider The Electronic Catalog was declared invalid.

27. News Events Results Technical Evaluation, Price and Technical Negotiations and Price

27.1 The Electoral Working Group produces an Official Report on the Evaluation Results Technical, Price And Negotiation, the least load:

- a. the date the minutes are made;
- b. participant's name;
- c. criteria and elements evaluated;
- d. the results of technical and price negotiations;
- e. other information deemed necessary regarding matters of Technical implementation, Prices and Negotiation (if any); and

27.2 Minutes of Technical Evaluation Results, Prices and Negotiations uploaded on the Minutes menu in the Catalog Application Electronic.

27.3 Technical Evaluation, Pricing and Negotiations are confidential up to the determination of the provider.

28. Minutes of Results Selection (Evaluation Qualification, Evaluation Administration, Proof Qualification, Evaluation Technical, Price Evaluation and Negotiation)

28.1 The Election Working Group prepares an Official Report on the Results of the Election (Qualification Evaluation, Administrative Evaluation, Evidence Qualification, Technical Evaluation, and Price Evaluation Negotiation) which at least contains:

- a. the date the minutes are made;
- b. names of all participants;
- c. criteria and elements evaluated;
- d. evaluation results and the number of participants who passed and did not pass each evaluation stage;
- e. the results of technical and price negotiations

- f. other information deemed necessary regarding the matters of implementing qualifications, administration, proving qualifications, technical, price and Negotiation (if any); and
 - g. a statement that the Election failed in the absence of one offers that meet the qualifying requirements, administration, proving qualifications, technical, price and Negotiation (if any).
- 28.2 Announcement of Election Results uploaded to the News menu Events on the Electronic Catalog Application.

F. DETERMINATION OF PROVIDERS AND SUBMISSION OF PROVIDERS SELECTION

29. Determination of Providers The determination of the provider in this election is in accordance with the LDP.
30. Reports Pokja Election The Election Working Group submits a report on the election results to the Deputy for Monitoring-Evaluation and Development Information system by attaching BAHP, as well as News Additional events / information (if any) to do review.

G. SIGNING OF THE CATALOG CONTRACT

31. Preparation Signing Catalog Contract

31.1 Contract Signing Officer before signing Catalog contracts, must meet the conditions as the following:

- a. the results of the review by the Deputy for Monitoring-Evaluation and Information Systems Development stated that the selection has met the procedure and worthy to be continued with the signing of the contract Catalog; and
- b. in the event that the review results state the selection process does not meet the selection procedure in accordance with the provisions in Article 16 through Article 18 LKPP Regulation No.11 of 2018, Deputy for Field Monitoring-Evaluation and System Development Information ordered to the Election Working Group to re-select, re-evaluate, re-offer, or cancellation election.

31.2 The Official Signing the Contract holds a meeting preparation of signing contracts with Candidates Provider with the following conditions:

- a. finalizing the draft contract by checking Contract concepts include substance, language, editorial, numbers and letters and affix initials on each sheet of the Contract Document.
- b. check the completeness of supporting documents contracts, among others: suitability / enforceability statement in the Qualification Data and documents other.
- c. plan the time for signing the contract; and / or
- d. check other things that have been clarified and / or confirmed at the time of evaluation bidding.

31.3 Contract Signatory Officials and Prospective Providers do not may change the substance of the Bidding Documents, Bid Documents, and Election Results except shorten the period of execution of the work.

32. Signing Catalog Contract

32.1 Contract Signatory Officials and Prospective Providers check the draft contract and affix initials on each sheet of the contract document.

- 32.2 The contract is made at least 2 (two) original contracts, consists of:
- a. The first original contract for a Signing Officer The contract is stamped on that part signed by the Provider; and
 - b. The second original contract for the Provider is affixed seal on the part signed by Contract Signing Officer.
- 32.3 If necessary, copies can be made A contract without a stamp.
- 32.4 The party authorized to sign the Contract on Provider's name is:
- a. president director / head of company / management Cooperative whose name is stated in the Deed Establishment / Articles of Association and its amendments (if any) in accordance with statutory regulations invitation; or
 - b. company management / employees with status as permanent workers who have the power or delegation of legal authority from president director / head of company / management Cooperatives or legal parties based on the Deed Establishment / Articles of Association and its amendments (if any) in accordance with statutory regulations invitation to sign a Contract.
- 32.5 The contract comes into force on the date of signing Contract by the parties or on that date specified in the Contract.
- 32.6 Based on the signed Catalog Contract by the Contract Signing Officer with the Provider then the Director of Catalog System Development lists, brands, types, technical specifications, price and amount of availability on the Electronic Catalog National through an application developed by LKPP at <https://e-katalog.lkpp.go.id>.

CHAPTER IV. ELECTION DATA SHEET (LDP)

Notes on filling out the selection data sheet (LDP) The Election Data Sheet (LDP) is filled in by the Election Working Group before issuing election documents. LDP contains information and specific provisions for the electoral process Provider in the intended procurement package. Pokja The election must fill in the information in this LDP which is related to Instruction to Participants (IKP). All information must be filled in without any entries that are left blank. To facilitate LDP preparation, clause numbering in LDP is adjusted accordingly with the clause number on the IKP.

ELECTION DATA SHEET (LDP)

A. GENERAL

1. Scope of Work

- 1.1 Procurement package name: National Electronic Catalog National Medical Devices and Service Support Tools Health (Non Medical Devices)
- 1.2 Brief description of procurement packages: Catalog procurement National Electronic Medical Devices and Devices Supporting Health Services (Non Medical Devices) Non Tender Method with Negotiation
- 1.3 Name of Work Unit: Procurement Policy Institute Government goods / services
- 1.4 Name of Election Working Group: Catalog Selection Working Group National Electronic Medical Devices in 2020
- 1.5 Address of Election Working Group: Procurement Policy Agency Government Goods / Services (LKPP), Jl. Middle Epicentrum Lot 11 B, South Jakarta, DKI Jakarta – 12940
- 1.6 Website: www.lkpp.go.id
- 1.7 Website Application

Electronic Catalog
 Medical Devices and Health Service Support Tools (Non Medical Devices)
 2020 year

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Catalog
Electronic:
e-katalog.lkpp.go.id

B. ELECTION DOCUMENTS

2. Giving Explanation

2.1As stated in the Catalog Application Electronic.

C. PREPARATION OF BID DOCUMENTS

3. Documents Offer

3.1 The Qualification Bidding Document consists of: 1) Administrative Qualification Requirements / Provider Legality Goods / services as Producers / Equipment Manufacturers Health, which includes:

- a. Have a Deed of Establishment and Endorsement Ministry of Law and Human Rights;
- b. Has the Last Amendment of the Deed of Establishment and Ratification of the Ministry of Law and Human Rights (when any changes);
- c. Statement letter stating that product that has not been offered proposed and agree upon the negotiation process in the PDN Medical Device Opening process and Covid-19 Handling Tools, and if found the product has been submitted then the product will fall or decrease display from the Electronic Catalog (Format Attached).
- d. Have a Taxpayer Identification Number (NPWP);
- e. Have Proof reception Letter Annual Notice (SPT) 2018 or 2019;
- f. Have a Distribution Certificate or Distributor Permit Valid Medical Devices (IPAK).
- g. For producers / manufacturers do not have Distribution Certificate or Equipment Distributor Permit Health (IPAK) must attach a certificate Distribution or Medical Device Distributor Permits (IPAK) which is still valid belongs to the company the appointed distributor (that is proven by a letter of agreement cooperation / appointment as agent / distributor product);
- h. Have experience providing Tools Health (not necessarily a product item offered) at least 1 (one) package of work in the last 3 (three) years either in government and private circles, including subcontracting experience, substantiated with Contract / Handover Minutes / Proof of Payment from the manufacturer to appointed distributor and can accounted for.

3. 2 Administrative Qualification Requirements / Provider Legality Goods / services as Agent / Distributor of Equipment Health which includes:

- a. Have a Deed of Establishment and Endorsement Ministry of Law and Human Rights;
- b. Has the Last Amendment of the Deed of Establishment and Ratification of the Ministry of Law and Human Rights (when any changes);
- c. Have a Taxpayer Identification Number (NPWP);
- d. Have Proof reception Letter Annual Notice (SPT) 2018 or 2019;
- e. Have a Distribution Certificate or Distributor Permit Valid Medical Devices (IPAK);
- f. For those who do not have a Distribution Certificate or a mandatory Medical Device Distributor (IPAK) license attach a Distribution Certificate or permit Medical Device Distributors (IPAK) that are still applies to the company appointed

to distribute medical devices (proven with a distribution cooperation agreement letter products offered);

g. Statement letter stating that product that has not been offered proposed and agreed upon the negotiation process in the PDN Medical Device Opening process and Covid-19 Handling Tools, and if found the product has been submitted then the product will fall or decrease display from the Electronic Catalog (Format Attached).

h. Have experience providing Tools Health (not necessarily a product item offered) at least 1 (one) package of work in the last 3 (three) years either in government and private circles, including subcontracting experience, substantiated with the Contract / Handover Minutes Receive / Proof of Payment / Proof of Support Others who can be accounted for.

3.3 Administrative Qualification Requirements / Provider Legality Goods / services as a Non Equipment Agent / Distributor Health which includes:

a. Have a business license according to the regulations between applicable laws and regulations other IUI or SIUP;

b. Have a Deed of Establishment and Endorsement Ministry of Law and Human Rights;

c. Has the Last Amendment of the Deed of Establishment and Ratification of the Ministry of Law and Human Rights (when any changes);

d. Have support or a Cooperation Agreement with the Manufacturer (Letter Of Agreement) for agent / distributor;

e. Have a Taxpayer Identification Number (NPWP);

f. Have Proof reception Letter Annual Notice (SPT) 2018 or 2019;

g. Have experience providing products a kind that is offered at least 1 (one) package work within a period of 3 (three) years last good in government circles and private, including experience subcontract, proven by Contract / News Handover Ceremony / Proof of Payment / Proof Support Others that could accounted for.

i. Statement letter stating that product that has not been offered proposed and agreed upon the negotiation process in the PDN Medical Device Opening process and Covid-19 Handling Tools, and if found the product has been submitted then the product will fall or decrease display from the Electronic Catalog (Format Attached).

3.3 Administrative Bidding Documents consist of: 1. Letter of Offer, which includes:

a. Date according to the schedule of entry bidding; and

b. Offer validity period

2. Original Power of Attorney from the President Director / Chairman Company to the Proxy (if the signer of the offer letter is authorized by attaching a copy of the recipient's KTP). The Technical Bid Documents must consist of:

1. Terms of Technical Offer as a Manufacturer / Medical Device Manufacturing, which includes:

a. Technical specifications for each product item offered;

b. Guarantee letter of product warranty from producer / distributor of at least 1 year for each product item a offered (excluded for consumables wear);

- c. Letter of guarantee for spare parts availability (spare parts) from manufacturer / distributor at least 5 years for each item products offered (excluded for consumables);
 - d. Have a Medical Device Distribution Permit Number still valid for each item products offered;
 - e. Have an Inner Component Level Certificate The country that still applies specifically for tools Domestic Production Health (if any).
2. Terms of Technical Offer as Agent / Medical Device Distributor, which includes:
- a. Has technical specifications for each item products offered;
 - b. Have a product warranty letter from manufacturer / distributor of medical devices at least at least 1 year for each product item offered (excluded for goods disposable);
 - c. Have a guarantee letter for the availability of rates spare parts (spare parts) from the manufacturer / distributor at least 5 years for each item products offered (excluded for consumables);
 - d. Have a Medical Device Distribution Permit Number (NIE) own property that still applies to each product item offered.
3. Terms of Technical Offer as Agent /Non Medical Device Distributor, which includes:
- a. Has technical specifications for each item

3.4 products offered;

- b. Have a product warranty letter from producer / distributor of at least 1 year for each product item offered (excluded for consumables);
- c. Have a guarantee letter for the availability of rates pare parts (spare parts) from the manufacturer / distributor at least 5 years for each item products offered (excluded for consumables);
- d. Meet the Indonesian National Standard (SNI) or other recognized International Standards for each product item offered;
- e. Have a Certificate of Information Number Product simulation patient instrument issued by the Indonesian Ministry of Health which is still applies proprietary to each product item which is offered
- f. Have an Inner Component Level Certificate The valid state for each item products offered special products domestic production (if any). The Bid Documents consist of:
 - 1. List of Quantities and Prices for Medical Devices and Health Service Support Tools (Non Medical Devices) are offered in accordance with technical specifications in the selection document;
 - 2. Analysis of the price structure / cost of goods / services offered and attach the Cost Insurance value Freight (CIF) on PIB for foreign products or Cost of Production (HPP) for the product domestic in excel form;
 - 3. Invoice for Purchase of Raw Materials (Products in Country);
 - 4. Proof of Purchase of Import of Goods in the form of: Documents Import Declaration (PIB) (Product Import) no later than 2017, and for delivery of goods under US \$ 1500 can using SPPBMCP (Letter of Determination Payment of Import Duty, Excise, and / or Tax) / Purchase Invoice in accordance with the regulations applicable.

4. Validity Period Offer: Offer validity period: since the deadline submission of Bid Documents up to Catalog contract signature.

D. OPENING AND EVALUATION OF BIDS

5. General Provisions Document Evaluation Offer Evaluation Document Offer (Qualification, Administration. Technical and Pricing) using the method knockout assessment.

6. Qualification Evaluation and Administration

6.2 Qualification Evaluation is carried out in the manner as following:

1. The Election Working Group conducts a qualification evaluation by comparing the bidding documents qualification on the Electronic Catalog application with the requirements stated in the numbers 3.1 Selection Data Sheet (LDP);
2. The Election Working Group can provide clarification against things that are less clear and to doubt;
3. If Participants fail to comply lack of qualification data listed in the Selection Data Sheet (LDP) to with a specified time limit, the Participant disqualified;
4. if there are no participants who fulfill qualification requirements, then selection declared failed. Administrative evaluation is carried out in a manner as follows:
 1. The Election Working Group conducts administrative evaluation by comparing administrative documents on the Electronic Catalog application with requirements listed in figure 3.2 Selection Data Sheet (LDP);
 2. The Election Working Group can provide clarification against things that are less clear and to doubt;
 3. If Participants fail to comply lack of administrative documents listed in the Election Data Sheet (LDP) up to the specified time limit, then Participants are declared invalid;
 4. If there are no participants who fulfill administrative requirements, then selection declared failed.

7. Evaluation and Technical clarification Technical Evaluation is carried out in the manner as following:

1. The Election Working Group conducts a technical evaluation by comparing the technical documents on Electronic Catalog application with requirements listed in number 3.3 Data Sheet Election (LDP);
2. The Election Working Group can provide clarification against things that are less clear and to doubt;
3. If Participants fail to comply lack of technical documents listed in the Selection Data Sheet (LDP) to with a specified time limit, the Participant disqualified;
4. If there are no participants who fulfill technical requirements, then the election is declared failed.

8. Evaluation and Price clarification Price evaluation is carried out with the procedure as following:

1. The Election Working Group conducts a price evaluation by comparing the pricing document on Electronic Catalog application with requirements listed in number 3.4 Data Sheet Election (LDP);
2. The Election Working Group can provide clarification against things that are less clear and to doubt;
3. If Participants fail to comply lack of price documents listed in the Selection Data Sheet (LDP) to with a specified time limit, the Participant disqualified;

4. If there are no participants who fulfill price requirements, then the selection is declared failed.

E. DETERMINATION OF PROVIDERS

9. Determination of Providers The determination of the provider is determined by: the Election Working Group

CHAPTER V. TECHNICAL SPECIFICATIONS

List of types of products for Medical Devices and Health Service Support Tools (Non-Equipment Health) as attached.

CHAPTER VI. List of Product Quantities and Prices

1. Provider submits a Price Quote through an electronic catalog application and completes format as follows:

- Name
- Product Specification Unit Category
- Type
- Product
- No. Permission
- Circular
- Price
- Government
- (if there is a discrepancy between the data submitted through the table above and the data on application of e-catalogue then the Election Working Group will make a clarification)

2. The Offer Price already takes into account the Cost of Production (Cost of Raw Materials, Production costs, Indirect costs, Testing / Calibration costs, training costs, installation, assistance and licensing fees in accordance with the provisions) and benefits and all taxes, duties, levies, and other legal levies and insurance costs that must be paid by the Provider for the implementation of this procurement

CHAPTER VII. FORM OF BIDDING DOCUMENTS

A. FORM OF BIDDING AGENCY PARTICIPANTS EXAMPLE

Number: _____

Attachment: _____

Date: _____

Dear :

Working Group on the Selection of Electronic Equipment Catalog Providers
Health 2020 in Government Goods / Services Procurement Policy Agency (LKPP),
Jl. Epicentrum Tengah Lot 11 B, South Jakarta, DKI Jakarta – 12940

Electronic Catalog
Medical Devices and Health Service Support Tools (Non Medical Devices)
2020 year

-Non Tender Selection Method with Negotiation-

Subject: Job Offers National Electronic Catalog of Medical Devices and Devices Supporting Health Services (Non Medical Devices)

In connection with the announcement of the Non Tender Election by Negotiation as well Selection Document Number: _____ Date _____, we hereby submit bids for the work of the National Electronic Catalog of Medical Devices and Health Service Support Tools (Non Medical Devices) with the following details:

No.

Product name

Product Type

Types of products

This offer has taken into account the terms and conditions listed in the Bidding Document to carry out the work. This offer is valid from the deadline for submitting bids to the mark hand contract catalog

By submitting this Offer Letter, we declare that we are able and will comply with all the conditions stated in the Bidding Document.

PT / CV / Firma _____

[Signer Name]

[Position of Signatory]

B. FORM OF INTEGRITY PACT

By registering as a participant in the selection of the Electronic Catalog Application Participants have agreed and signed the integrity pact

C. FORM OF STATEMENT OF RESPONSIBILITY FOR THE BRAND STATEMENT LETTER BRAND RESPONSIBILITY

I, the undersigned below :

Name : _____ [name of legal representative of the business entity]

Identity number: _____ [insert ID card / driving license / passport number]

Position: _____

Act for : PT / CV / Firma / Koperasi _____ [select the appropriate one and

and on behalf of the name] in order to procure a National Catalog of Medical Devices and Service Support Tools Health (Non Medical Devices) at the Government Goods / Services Procurement Policy Institute (LKPP) hereby states that:

1. Certificate of Mark Certificate Management submitted is true to be owned or is being submitted by PT / CV / Firma / Koperasi _____ [select the appropriate and include name];

2. In the event of a brand dispute over the product being offered, be willing to be aborted in the selection process or the product is derived from catalog exposure government electronics managed by LKPP until the legal decisions are made legally binding;

3. Exempt LKPP from legal claims from any party due to a trademark dispute arises on the product offered as contained in the Certificate Management of the Mark Certificate submitted. Thus, I made this Statement Letter in truth, full of responsibility, and without any pressure from any party.

[place], _____ [date] [month] 20 ____ [year] PT / CV / Firma / Koperasi _____
[select the appropriate one and include name] [affix Rp. 6,000 stamp duty and signature]

(full name of the legal representative of the business entity)

[position in a business entity]

Example

D. FORM OF STATEMENT LETTER STATEMENT LETTER

I, the undersigned below:

Name:

Identity number :

Positio:

Acting for: PT / CV / Firma / Cooperative

States that: Products offered in the process of selecting medical and non-device providers Health has never been proposed in the Internal Production Medical Device Selection process Country and / or the process of selecting Covid-19 handling tools, if a product is found with the same brand and type then we are willing to offer the product on this selection process is aborted or dropped from the Electronic Catalog. Thus, I made this Statement Letter in truth, full of responsibility, and without any pressure from any party.

[place], _____ [date] [month] [year]

PT / CV _____

[affix 6000 stamp, -
and signature]

(full name of the legal representative of the business entity)

(position in a business entity)

Knowing

Electronic Catalog

Medical Devices and Health Service Support Tools (Non Medical Devices)

2020 year

-Non Tender Selection Method with Negotiation-

Sgd
Provider Selection Working Group
Medical Device Commodities in 2020
Government Goods / Services Procurement Policy Agency

Electronic Catalog
Medical Devices and Health Service Support Tools (Non Medical Devices)
2020 year
-Non Tender Selection Method with Negotiation-