

INVITATION FOR BID
Bid # EM065-2022

FROM: LAUMC-RH

SUBJECT: Bid # EM065-2022 SYRINGES AND NEEDLES

Dear Sirs,

The Lebanese American University Medical Center - Rizk Hospital is seeking a closed Bid for **SYRINGES AND NEEDLES items as per attached specifications**

Confidentiality:

This Invitation for Bid (IFB) contains proprietary information, and is confidential to LAUMC-RH. No part of this IFB or its attachment may be reproduced in whole or in part, unless specifically required for the supplier's internal use in respond to the IFB. Suppliers must not divulge the nature of this procurement, nor the content thereof, to any third party not involved in the proposal without the written permission of the LAUM-RH.

All information supplied in connection with this IFB shall be regarded as confidential.

The supplier shall allow access to the proprietary information exclusively to those employees of the supplier who have reasonable need to see and use it for the purposes of its evaluation by the supplier and shall inform each of said employees of the confidential nature of the proprietary information and of the obligations of the supplier in respect thereof.

Procurement and Delivery Timetable:

The timeline for selecting a supplier has been developed with the goal to have a supplier selected and products delivered by month//year. Our provisional timetable is therefore:

- 09/12/2022 Issue IFB to selected suppliers
- 14/12/2022 LAUMCRH available to answer suppliers queries in in writing
- 21/12/2022 Due date for responses from suppliers
- 20/01/2023 Select Potential Solution(s)

LAUMC-RH reserves the right to modify this timeline at its sole discretion and as deemed necessary. All Bidders shall be notified in writing of any adjustment to the IFB Schedule of Events in due course.

The invited supplier and his affiliated companies or subsidiaries can present offers.

LAUMC-RH then intends to enter contract negotiations with selected supplier/s to have a signed contract and delivery plan.

The bid do not create an obligation on the part of the hospital, the hospital contractual obligation commences only upon signature of the contract with successful tenders.

IFB Format Guidelines:

The supplier should send **3 separate envelopes one related to technical information with NO prices (containing 2 copies One original and 1 copy) the second one to the financial proposal and the Third one to Legal Papers as follows:**

1- The **Technical and Business Proposal** must include the following:

- Brand and country of Origin of each component
- Reference of each component
- Brochures and Samples (When possible), Catalogues & International Licenses or Certificates for each offered component of the Solution
- Company profile
- Free training for concerned parties
- List of References and Models sold in Lebanon

2- The **Financial Proposal** must include the following:

- One hard copy + one soft copy
- Price per item delivered to LAUMC-RH (excluding VAT)
- Offers (discount , free goods or other means) must be reflected clearly and separately
- Price list of related disposables and spare parts.
- Delivery lead time
- Payment terms.
- Shelf life (expiry date) of the items (when applicable)

N.B: kindly specify if the system is an open or a closed one, in addition to the cost of corresponding disposables. (If applicable)

3- The **Supplier Legal Papers:** must include the following:

- Fill and sign PROC F-39 Ed.2 (**annex 2**)
- Minutes of annual shareholder's general meeting
- Copy of commercial circular **Updated**
- Copy of VAT registration
- Copy of commercial registration letter

The submitted documents Hard and soft copies should be included in a separate sealed envelopes stamped with the company name and the bid number must be clearly shown as detailed above. Any missing documentation will result in rejecting the bidder offers.

These files should be delivered to the person and address below no later than **12:00PM on 21/12/2022**. The response should consist of the completed forms that are provided as part of this document as well as any other information to support the supplier's response.

In the event that LAUMC-RH offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended till the next business day.

Lucette Chedid

Budget Controller

Telephone: 01-200800

Extension: 6153

Email: lucette.chedid@laumcrh.com

Lebanese American University Medical Center - Rizk Hospital – Finance Department

All materials submitted become the property of LAUMC-RH; and LAUMC-RH is under no obligation to return any materials to suppliers. Selected proposals will be directly incorporated to any resulting agreements. Supplier should provide for each product the delivery lead-time; in case selected the lead-time will be part of the agreement.

After receipt of bids, LAUMC-RH reserves the right to request any additional information or seek clarifications in writing from the bidders to ascertain responsiveness of offers received.

All proposals inquiries should be addressed in writing to:

Eleonore Maamary

Procurement Manager

Telephone: 01-200800

Extension 5026-5528

Email: eleonore.maamary@laumcrh.com

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Supplier should provide for each product the delivery lead-time; in case selected the lead-time will be part of the agreement.

Apology:

In case the supplier cannot supply the items subject of this IFB or do not want to participate in this IFB, a **written** apology letter or email should be addressed to the procurement manager on the abovementioned contact details indicating the reason and the IFB reference number.

Supplier Queries:

Supplier queries should be directed to the procurement manager as per the abovementioned contact details. All queries should be communicated in writing via email with the Procurement manager.

Replies to the any supplier's query will be directed to all suppliers for their information.

Selection criteria:

The Evaluation of the Bids will take into consideration the supplier profile, price, and delivery lead-time, quality, and payment terms.

Cost of Liability:

LAUMC-RH does not assume any responsibility or liability for the supplier's cost to prepare the response.

Validity:

Proposals submitted shall be valid for at least 6 months from the date of submission of the offers. All submitted documents must be signed by an authorized representative of the supplier, each page must be initialed and the final page must be signed and dated. Company's Name, Logo and stamp should be available on each document.

Rejection of Proposals:

- 1- Proposals will be specific and complete in every detail. Incomplete proposals, as determined by the LAUMC-RH's sole judgment, may be rejected.
- 2- Failure to segregate the technical offer from the financial offer will lead to disqualification of supplier from the IFB.
- 3- LAUMC-RH reserves the right to reject any or all proposals without providing reasons to the suppliers.
- 4- LAUMC-RH reserves the right to waive any requirement of this IFB when it determines that waiving a requirement is in the best interest of LAUMC-RH. Any waiver will be communicated equally in writing to all suppliers.
- 5- Inaccuracy of any information supplied with a proposal may constitute grounds for rejections of the proposal.
- 6- Late Bids will be rejected.

Eleonore Maamary
Procurement Manager

Sami Rizk
Chief Executive Officer