

INVITATION FOR BID
Bid#LAUMCS004-2026 CSSD Items

FROM: LAUMCS

SUBJECT: Bid # LAUMCS004-2026 CSSD Items

Dear Sirs,

The Lebanese American University Medical Centers - Rizk and Saint John Hospitals are seeking a closed Bid for **CSSD Items as per attached specifications.**

Confidentiality:

This Invitation for Bid (IFB) contains proprietary information and is confidential to LAUMCS. 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 response 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 LAUMCS.

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 of having a supplier selected and products delivered by month/year. Our provisional timetable is therefore as follows:

- 23/04/2026 Issue IFB to selected suppliers
- 29/04/2026 LAUMCS available to answer supplier's queries in writing.
- 06/05/2026 Due date for responses from suppliers
- 22/05/2026 Select Potential Solution(s)

LAUMCS 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. LAUMCS then intends to enter into contract negotiations with selected supplier/s to have a signed contract and delivery plan.

The bid does not create an obligation on the part of the hospital, the hospital's 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 , 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:

- One hard and one soft copy
- Brand and country of Origin of each component
- **Exclusivity Certification:** Submission of an "Exclusive Agency Agreement" or a "Letter of Authorization" from the OEM, valid for the current year, granting the bidder exclusive rights for the sale and service of the proposed items within the Lebanese market.
- Reference number 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 LAUMCS (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.
- Shelve life (expiry date) of the items (when applicable)

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

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

Documents with Missing Legal papers will be rejected

The submitted documents Hard and soft copies should be included in a sealed envelope stamped with the company name and the bid number must be clearly shown as detailed above.

These files should be delivered to the person and address below **only on 06/05/2026, between 8:30 AM and 12:00 PM**. 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 LAUMCS 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**

Any request for deadline extension should be sent by the supplier at least 2 working days prior to the deadline

The proposals may be submitted by hand or by email attachments in MS or Excel format to tendercom@laumcrh.com prior to the closing date. However, the confidentiality of the electronic submissions through emails cannot be guaranteed by LAUMCS unless encrypted.

All materials submitted become the property of LAUMCS; and LAUMCS is under no obligation to return any materials to suppliers. Selected proposals will be directly incorporated into 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, LAUMCS reserves the right to request any additional information or seek clarifications in writing from the bidders to ascertain responsiveness of offers received.

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

All inquiries should be addressed in writing to:

Eleonore Maamary

Procurement Manager

Telephone: 01-200800

Extension 5026-5528

Email: eleonore.maamary@laumcrh.com

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. Queries with short answers can be communicated through telephone; however, queries that require a longer response should be submitted in writing by email.

Depending on the nature of the query, LAUMCS will decide whether the response should 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:

LAUMCS do 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. The 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 LAUMCS'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- LAUMCS reserve the right to reject any or all proposals without providing reasons to the suppliers.
- 4- LAUMCS reserve the right to waive any requirement of this IFB when it determines that waiving a requirement is in the best interest of LAUMCS.
- 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
CEO LAUMC-RH

Dr Sally El Rabaa
CEO LAUMC-SJH