LAU Medical Centers
مستشفى رزق | مستشفى سان جون
RIZK HOSPITAL | SAINT JOHN'S HOSPITAL

INVITATION FOR BID
Bid#LAUMCs019-2026

FROM: LAUMCs
SUBJECT: BID LAUMCs019-2026 Flexible Ureteroscope

Dear Sirs,

The Lebanese American University Medical Centers – Rizk Hospital (LAUMC-RH) and Saint John Hospital (LAUMC-SJH), hereinafter referred to as "LAUMCs," invite sealed bids for Disposable Flexible Ureteroscope and compatible laser fibers **as per attached estimated consumptions and based on three different options:**

1- **Option A:** Consignment / Cost-Per-Case Basis
2- **Option B:** Capital Equipment Lease + Consumables Unit Purchase.
3- **Option C:** Direct Capital Equipment Purchase + Consumables Unit Purchase.

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:

- 16/10/2026 Issue IFB to selected suppliers
- 20/10/2026 Q&A if needed over a meeting at 11.30am Beirut time
- 29/10/2026 Deadline for submission of bids proposals
- 30/11/2026 Winner awarding announcement

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.

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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 contractual obligation commences only upon signature of the contract with successful tenders.

IFB Format Guidelines:

The supplier should send the reply in **3 separate files one related to technical information with NO prices. the second one to the financial proposal in sealed envelope and the Third one to Legal Papers as follows:**

1. **Technical Proposal:** can be sent by hand or by email to tenderscom@laumcrh.com and 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
   - Warranty period of offered equipment

2. The **Financial Proposal:** must be sent only **by hand in a sealed envelope** that should 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.
   - Maintenance fees after warranty for the offered equipment in option C
   - Delivery lead time
   - Payment terms.

PS: if the Supplier is a foreign one, financial offer can be accepted only on tenderscom@laumcrh.com as a password-encrypted PDF file. Password will be requested and communicated only to the finance department (contact mentioned below)

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3 The **Supplier Legal Papers**: can be sent by hand or by email to [redacted] and must include the following:
   - Fill and sign Document Know Your Supplier Form Hospitals (**annex 1**)
   - Minutes of annual shareholder's general meeting
   - Copy of commercial circular **Updated**
   - Copy of VAT registration
   - Copy of commercial registration letter

These files should be delivered to the person and address below only on 29/10/2026, 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.

Lucette Chedid
Budget Controller
Telephone: 01-200800
Extension: 6153
Email: [redacted]
Lebanese American University Medical Center - **Rizk Hospital – Finance Department**

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.

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

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 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, LAUMCs reserves the right to request any additional information or seek clarifications in writing from the bidders to ascertain responsiveness of offers received.

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 below contact details. All queries should be submitted in writing by email.

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Eleonore Maamary
Procurement Manager
Telephone: 01-200800
Extension 5026-5528
Email: eleonore.maamary@laumcrh.com

Depending on the nature of the query, LAUMCs will collect all questions from all bidders and share the responses in written to all.

Selection criteria:
The Evaluation of the Bids will take into consideration the supplier profile, technical solution, 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 90 days 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- Financials not submitted in sealed envelope or in password-encrypted PDF soft email will be considered as direct disqualification.
4- LAUMCs reserves the right to reject any or all proposals without providing reasons to the suppliers.
5- LAUMCs reserves the right to waive any requirement of this IFB when it determines that waiving a requirement is in the best interest of LAUMCs. Any waiver will be communicated equally in writing to all suppliers.
6- Inaccuracy of any information supplied with a proposal may constitute grounds for rejections of the proposal.
7- Late Bids will be rejected.

Sami Rizk
CEO LAUMC RH

Dr Sa[illegible] El Rabaa
CEO LAUMC SJH