



## MK26-02 / Desktop workstations Bid

The American university of Beirut Medical Center invites proposals to bid Ref. MK 26-02

### 1- Scope of work

AUBMC is requesting offers from qualified suppliers for the provision of desktops as specified in **Appendix A and Specification file**. In addition, the awarded bidder will be required to exchange the existing old computers currently installed at AUBMC, with specifications provided in **Appendix A and Specification file**. The bidder shall include the exchange value as a separate priced item in their proposal.

Delivery of the new desktop units shall be carried out upon AUBMC's request and must reflect the latest available versions at the time of delivery.

Note: The PCs will be ordered over a two-year time span.

### 2-Participation to RFP

Suppliers willing to submit their offers should confirm by sending an Intent to Respond through an email to Mr. Maher Khanji (Email: [mk346@aub.edu.lb](mailto:mk346@aub.edu.lb)) CC: [medbids@aub.edu.lb](mailto:medbids@aub.edu.lb) within 5 business days of receiving the RFP.

### 3. Apology

In case the requested services are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a written apology to [medbids@aub.edu.lb](mailto:medbids@aub.edu.lb) indicating the reason and the bid reference number.

### 4. RFP Schedule

RFP issuing date	17/02/2026
Deadline for Inquiries	25/02/2026
Deadline to answer inquiries	06/03/2026
Deadline for receiving offers	16/03/2026



5. Proposal submission

All proposal documents should be provided in English and submitted with the following:

1- Electronic Submission:

i. Financial proposals should include a reference number. Documents need to be signed by an authorized representative of the supplier, each page must be initialed, and the final page must be signed and dated.

• One (1) separate ZIP/RAR Folder titled with:

Bid Title - Financial Offer: -----

Includes:

- AUBMC Price form with prices (Appendix A), (Stamped ORIGINAL).
- Bidder Contact Information Form and Proposal Checklist (Appendix B). - Bidder Technical compliance Sheet (Appendix C)
- Bidder Company offer form with prices, (Stamped ORIGINAL). - Technical brochures.

• One (1) separate ZIP/RAR Folder titled with:

Bid Title – Technical Offer: -----

Includes:

- AUBMC Price form, without prices, (Appendix A), (Stamped COPY).
- Bidder Contact Information Form and Proposal Check list (Appendix B). - Bidder Company Offer form without prices, (Stamped COPY).
- Technical brochures.

ii. Any submitted proposal that does not include a complete soft copy as indicated above will be subject to possible disqualification.

iii. Proposals may be submitted by hand, mail or by means of e-mail attachments in MS Word or Excel format, to medbids@aub.edu.lb prior to the closing date (Please refer to Section 10 for submission address). However, the confidentiality of electronic submissions through emails cannot be guaranteed by the University, unless encrypted.

The bidder's offer must have a reference number.

2- By Hand Submission:

• One (1) separate envelope stamped with the following info on it:

Bid Title:-----

-----Name of bidder: ---





Includes:

- AUBMC Price form **with** prices (Appendix A), (Stamped **ORIGINAL**).
  - Bidder Contact Information Form and Proposal Check list (Appendix B). - Bidder Technical compliance Sheet (Appendix C)
  - Bidder Company offer form with prices, (Stamped **ORIGINAL**). - Technical brochures.
  - CD/USB containing a soft copy of all the above documents in MS Word or Excel format
- One (1) separate envelope stamped with name following info on it:

**COPY (TECHNICAL)**

**Bid Title:** -----

-----**Name of bidder:** ---  
-----

Includes:

- AUBMC Price form, **without prices**, (Appendix A), (Stamped **COPY**).
- Bidder Contact Information Form and Proposal Check list (Appendix B). - Bidder Company Offer form **without prices**, (Stamped **COPY**).
- Technical brochures.
- CD/USB containing a soft copy of all the above documents in MS Word or Excel format

Both (ORIGINAL and COPY) 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 bidder's offer must have a reference number.

## **9. Inquiries**

All inquiries related to this bid shall be addressed to Mr. Maher Khanji Email: [MK346@aub.edu.lb](mailto:MK346@aub.edu.lb)

## **10. Submission Address**

All proposal documents should be provided in English and submitted with the following:

### 1- **Electronic Submission:**

Bidders are requested to submit their electronic bids [medbids@aub.edu.lb](mailto:medbids@aub.edu.lb) **ONLY**.  
Your email should follow the requirements as indicated in **section 8**.





### **11. Confidentiality**

All information included in this RFP are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. AUB may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

### **12. Insufficient Data**

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

### **13. RFP Award & Execution**

AUB reserves the right to cancel the RFP without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Supplier. AUB reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the RFP and proposal of the selected bidder will become part of any contract initiated by AUB. The contract form will be provided by AUB upon selection of the successful bidder. AUB will not incur any liability to any bidder as a result of using its rights hereunder or any other right provided for by law.

### **14. Validity**

Proposals submitted shall be valid for one year from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn without the written permission of the University.

### **15. Proposal Ownership**

All materials submitted in response to this RFP shall become the property of AUB. Selection or rejection of a proposal does not affect such right.

### **16. Costs**

The University will not be liable for any costs incurred by Suppliers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Suppliers in responding to this RFP are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

### **17. Payment**

As per AUB's payment terms after delivery and after installation (if required) provided acceptance of the end user.

### **18. Disclosure**

Supplier represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other Supplier before the opening of proposals by AUB. Supplier represents and certifies that the financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Supplier. Supplier represents and certifies that no attempt has been made to induce any other





company or person to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.

**19. Corporate Social Responsibility:**

As part of our commitment to social corporate responsibility, the American University of Beirut encourages suppliers to engage actively with PCA to share their initiatives, sponsorships, and innovative ideas. We value collaborative partnerships and welcome suppliers who demonstrate a commitment to sustainability, community engagement, and social impact, sponsorships, and academic scholarship programs. We invite interested suppliers to contact our procurement office to explore opportunities for collaboration and contribute to our shared goals of creating a positive and sustainable impact. Together, we can make a difference in our community and beyond.

**20. Governing Laws**

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this RFP. Any dispute arising out of this RFP shall be exclusively settled by the courts of Beirut, Lebanon.



**APPENDIX A**

**BILL OF QUANTITY, COMPLIANCE AND PRICE FORM**

**FOR THE USE OF SUPPLIERS ONLY (LEBANESE SUPPLIERS)**

*Important Notes:*

- Make sure to fill Appendices A, B, and C *in Word format* and send them along with your offer to **Medbids@aub.edu.lb** only. - Payment terms are as per AUB's payment terms after the delivery and installation (if needed) of goods and services.
- Specification attached (PDF attached – Specification.)

ITEM	UOM	QTY	BRAND	UNIT PRICE	AMOUNT	CURRENCY	DELIVERY
Desktops – Config 1	Each	1248					
Desktops – Config 2	Each	394					
Desktops – Config 3	Each	100					

AVAILABLE PCS AT AUBMC	QTY
<b>GEN 2-3-4</b> core i5 & i7 RAM 8 - 16 (Most 8)	1700
<b>ThinkCentre M92p</b> GEN 6 - 7 core i5 & i7 RAM 8 - 16 (Most 16)	
<b>Lenovo ThinkCentre M900</b> Dell OPTIPLEX 7050 HP PRODESK 600 G3 SFF HP PRODESK 600 G3 DM	
<b>WOW AIO</b> GEN 5 - 6 - 7 core i7	
<b>DT RESEARCH - 594BU3-10PW-380 ,RAM 8GB</b>	



**Note: please refer to the attached excel sheet for Specs and Compliance sheet.**

Suppliers Duties:

Suppliers may be asked to provide samples of offered Desktops, Notebooks and Accessories for performance evaluation & tests conducted by AUB IT.

1. The awarded supplier shall provide the following:
  - Desktop computers to offices on AUB Campus and AUBMC.
  - Storage, transportation, delivery, installation, testing, troubleshooting, and pre-scheduled maintenance services.
  - Installation of operating systems/images and software packages (AUB licensed packages) at the Supplier's site.
2. The Supplier shall successfully install and configure equipment, peripherals and supplied software applications specified in the RFP as per purchase order (PO) instructions. All POs issued by AUBMC shall be in the standard form and content used by AUBMC, from time to time, in its operations.
3. The Supplier shall provide AUBMC with a user-friendly PO tracking system and conveying such information to AUBMC. The tracking system needs to reflect models/numbers in stock and being shipped. Additionally, the supplier is to suggest to AUB tagging and labeling options.
4. The Supplier shall provide configurations set forth by the University and shall upgrade them as soon as the upgraded configuration is released and made available in Lebanon by the vendor, as the technology advances and as deemed appropriate by the University. The Supplier warrants the conformity of the computers to the specifications and description set by the University.
5. The Supplier shall store at its own warehouses at minimum a stock as per the thresholds provided by AUBMC.
6. The Supplier shall provide delivery of the requested items within three (3) working days from Purchase Order receipt date unless requested to be delivered earlier by the University's authorized procurement officer(s), provided the items mentioned in the PO were previously allocated in the agreed items' forecast. In case the items were not forecasted the delivery should be within 6-8 weeks. Every week of delay will result in two percent (2%) deduction/week with a maximum of ten percent (10%) in total on the value of undelivered items.
7. If stipulated in the PO or upon the request of the authorized procurement officer(s) of the University, the Supplier within three (3) working days from the date of receiving the purchase order, shall deliver, install, test and demonstrate that said equipment is properly operating. The Supplier warrants the conformity of the equipment to all the specifications and description set forth by the University and as specified in the Appendix.
8. The Supplier shall ensure delivery of computers to the University premises and shall provide continuous services to the University in accordance with the terms hereof. Maintenance of the computers shall follow a mutually convenient schedule to ensure smooth operations of the daily University activities.
9. Whenever computers are installed by the University's IT Support Team, and in the event where a desktop computer is deemed not functioning or missing any of its parts or accessories upon installation or within one month as of the installation date, the Supplier



agrees to accept the University's reasonable and technical assessment supported with documentation justifying the defection as mentioned above and to immediately replace/deliver the procured/missing item when such item is proven to be defective, at no additional cost to the University.

10. The Supplier acknowledges that hardware, software and related configurations stated in the PO are minimum specifications of the technology required by the University for the related price; in the case where the minimum defined specifications, referenced in the pricing proposal, are not available, the Supplier shall work with the authorized procurement officer(s) of the University to identify and implement alternative options that will maintain or reduce costs associated with the replacements.
11. The Supplier shall at any time upon failure, interruption, or breakdown of the computers, laptops or monitors due to an inner manufacturing defection, or when in the opinion of the University the equipment are not satisfactorily performing, repair at the Supplier's cost such equipment within two (2) business days after the University promptly notifies the Supplier of such failure/interruption/breakdown and in the event that the Supplier is unable to effect the necessary repairs, the Supplier shall provide a replacement equipment immediately, at no additional cost to the University. Items under warranty experiencing more than 2 similar failures within a period of one month shall be promptly replaced by the Supplier.
12. The Supplier shall designate a Primary Point of Contact(s) (POC), who will be responsible to follow up on AUB's purchase order and inquiries. The POC shall also be responsible for following up with the University on all warranty, maintenance and repair issues and any other related matters.
13. The Supplier shall provide the authorized procurement officer with an order acknowledgement receipt via e-mail within thirty-six (36) hours of any order receipt and shall specify date of delivery.
14. The Supplier shall provide AUB with a portal as per the RFP within 3 months from the "Effective Date".
15. The Supplier shall secure an onsite certified support technician to be available on AUB premises during AUB business hours.
16. Supplier shall provide delivery notes for each order delivered. Invoices shall be provided to the University immediately upon delivery.
17. The Supplier's POC shall respond to and initiate resolution of the University's inquiries within one (1) business day of initial contact. These inquiries may include requests for product information, billing disputes, delivery disputes or problems, product returns, pricing information, or requests for training.
18. The Supplier shall provide five (5) years on-site warranty on all the desktop computers and four (4) years on laptops, and 3-year warranty on monitors for no additional cost to the University. All equipment which are either defective or do not comply with the warranty, shall be repaired or replaced with new equipment at no cost to the University at any time during the warranty period or at any time after the expiry of the warranty period if the defect or non-compliance arose during the warranty period and was notified by the University to the Supplier before the expiry of the warranty period. All defective equipment must be replaced or repaired, as the case may be, with same or similar items within no more than two (2) business days as of the date such



request is made by the University.

19. AUB is not legally bound to purchase parts (e.g. memory) from the supplier exclusively. Nevertheless, installation of parts not purchased through the supplier shall be in coordination with the Supplier to check for feasibility and compatibility in order not to void warranty. Any installation of such parts shall be performed by the Supplier's onsite certified support technician, or by the University's certified staff in coordination with the former.

20. Liquidated Damages:

If the supplier fails to supply the specified goods/services within the lead time stipulated by its proposal, or within a period specified by an order or a contract, AUB shall, without prejudice to other remedies under the purchase order or contract, deduct from the purchase order or contract price, as liquidated damages, a sum equivalent to 1% of the delivered price of the delayed goods for each commenced week of delay until actual delivery

21. Performance Bond:

The awarded supplier shall be required to submit a Performance bond/bank letter of guarantee or Notary Letter (at the award level) equal to \$20,000. As such, suppliers are required to consider the cost of providing that letter of guarantee.

22. Payment terms:

AUB standard payment terms for goods is 100% 45-60 days after delivery, installation and following the end user satisfaction written confirmation, and 100% 7 days for services rendered and following end user satisfaction written confirmation. Advanced payments for large contracts are authorized on exceptional basis and after receipt of Bank letter of Guarantee in the same amount of the advanced payment.

23. Road Maps:

The supplier should perform technological presentations every 3-6 months advising AUB on upcoming upgrades to the standardized items. Upgraded item prices should not change the pricing agreement of old model.

Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.



APPENDIX B

BIDDER CONTACT INFORMATION AND PROPOSAL CHECKLIST

Contact Information

Supplier Name:		Company stamp:
Prepared by:		
Supplier quotation Ref.:		
Date:		
Email:		
Supplier Website:		
Brand Website:		
Tel:		
Cell:		
Fax:		
Technical Support Hot Line:		
Technical Support Engineer Name:		

Conflict of Interest

Do you or any of your employees have an affiliation with any of the AUB/AUBMC faculty, staff, or a member of their family?	[ ] Yes [ ] No	
If yes, please identify the pertinent individual(s) and their relationship to you (or your employees) as a supplier.	Name	Affiliation





**APPENDIX C-1  
BIDDER TECHNICAL COMPLIANCE SHEET**

*PLEASE USE THIS FORM AND INCLUDE IT IN YOUR OFFER*

Type not handwriting

**ITEM TO BE PURCHASED**

Bidder Name:		
Bidder Option No:		
Brand:		
Model Name:		
Part No:		
Made in:		
<b>Minimum required specs</b>	<b>Comply (Yes/No)</b>	<b>Details</b>
<b>Specifications:</b>		
Refer to the attached Compliance Excel Sheet		
<input type="radio"/>		
<b>Warranty, Installation, Trainings</b>		
<input type="radio"/>		
<b>Consumables/Spare Parts:</b>		
<input type="radio"/>		
<b>General Conditions:</b>		
<input type="radio"/>		

