

Ref.: MS-25-05
Date: 10-Jun-25

Invitation to BID

1. Purpose:

The American University of Beirut Medical Center invites proposals to bid for the following:

Paper Plain Copier A4
As per attached specs and quantities

2. Proposal Requirement:

- Prices shall be quoted in US \$ delivered to AUB inclusive of all expenses (unless otherwise specified in your proposal).
- Prices should coincide with MOPH set prices when applicable.
- Prices should be quoted net of any discounts or allowances and exclusive of VAT.
- All proposal 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.
- Samples should be available for immediate delivery upon request. Not complying with this request will subject the supplier for disqualification.
- Documentations and certificates should be submitted maximum after 7 working days from the bid deadline. Not complying with this request will subject the supplier for disqualification.
- Suppliers willing to bid should mention the following schedules in their proposals:
 - a. Delivery schedule of the total quantity in the bid.
 - b. Payment schedule with reference to point 5 in this bid form (page 2).
- Quotations related to above bid must be submitted in the following manner:
 - a. Technical Specs and related brochures.
 - b. Related documentation and certificates.
 - c. Soft Copy of the proposed prices and financial proposal.
 - d. Excel Sheet with AUBMC's item code and supplier's proposed prices.

3. Submission Deadline Date and Venue:

Proposals must be submitted on or before: **Wednesday, June 18, 2025** from 8:00 a.m. till 1:00 p.m. via email **ONLY** to the following address:

American University of Beirut – Medical Center
Medical Bids
medbids@aub.edu.lb

Please do not copy anyone else.





AUBMC Procurement DEPARTMENT

دائرة المشتريات

No bids are accepted after the above-mentioned date, in the event that AUB offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended until the next business day.

All Proposals shall be submitted carrying:

- a. Bid Reference
- b. Company name

N.B: Bids submitted by fax or email erroneously sent directly to the Procurement Department will not be considered or even acknowledged and will lead to disqualification.

4. Apology:

In case the requested items are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a written apology or an official email mentioning the bid reference number.

5. Payment term: FRESH USD BANK TRANSFER (Bank Account inside or outside Lebanon).

6. 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.

7. Costs

AUBMC will not be liable for any costs incurred by Suppliers for developing the proposal, performing presentations or demonstrations, and any other expenses incurred by the Suppliers before the award and contract signature.

8. Disclosure

Supplier represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUBMC staff or other supplier before the opening of proposals by AUBMC. 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. The 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.



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Item	Description	UOM	Yearly Consumption	Unit Price	Packaging
30286	PAPER PLAIN COPIER A4	RM	13500		

THE AWARDED QUANTITY IS TO BE DELIVERED OVER THE COURSE OF THE YEAR 2025-2026 SEPARATE DELIVERIES.

9. Proposal award policy

AUBMC reserves the right to reject any or all proposals and to award this tender in whole or in part to the supplier or suppliers that, in its opinion, offers the most advantageous combination of cost, quality, service and other factors which in its sole discretion are deemed important to AUBMC.

AUBMC may accept or reject any or all bids and shall not be required to provide justification for any such selection or rejection. AUBMC may also cancel this invitation to bid at any stage, whether before or after the selection of the successful bidder (but prior to signature of the contract) without having to provide any justification and without incurring any liability whatsoever as a result thereof.


10. Validity

Proposals submitted shall be valid for at least 6 Months from the date of submission. Proposals will be treated as final, and binding offers and may not be amended or withdrawn.

11. Results

Bidders can check the bid's status and results by visiting the below web link:
http://www.aubmc.org/patientcare/adm_ser/Pages/Purchasing-BidRfp.aspx

Mohammad Walid Halwani
Deputy Director of Procurement, AUBMC



10/6/2025