

Ref.: RE16-24 (VRV Core Lab - ASHA)

Date: 10th, Aug, 2016

Invitation to BID

Purpose:

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

Project: RE16-24 (VRV Core Lab - ASHA)

As per Specs - list attached

Proposals:

- Prices may be quoted in US \$, delivered to AUBMC inclusive of all expenses (unless otherwise specified in your proposal).
- 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.
- Quotations related to above bid must be submitted in the following manner:

N.B: a - Items should be of U.S. origin and make and imported directly from the U.S.A. or any Trade Free Zone in a non-U.S. country of the free world.

b – Items should be covered by a valid approval letter from the Food and Drug Administration (FDA) Copy of the above documents should be included with your Technical Offer

- Technical Specs and related brochures + copy of financial proposal but without Prices in a sealed envelope
- Financial Proposal in a separate sealed envelope
- Soft Copy of the proposed prices
- Failure to segregate technical file from financial file will lead to disqualification of supplier from a bid
- Specifications' document should be dully filled, signed & sent as part of technical offer.

Submission:

Proposals must be submitted on or before: **31st, Oct, 2016** Monday to Friday: **9:00 a.m.** till **13:00 p.m.** to the following address:

American University of Beirut – Medical Center
Financial Planning & Analysis Department
MAB New Administration building - 5th Floor – Ext: 4793
Offers

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.

Supplier should collect a receipt for the submitted offer from Medical bids.

All Proposals shall be submitted in sealed envelopes carrying:

- Supplier's stamp
- Bid Reference
- Company name

PURCHASING DEPARTMENT

دائرة المشتريات



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** indicating the reason and the bid reference number or you can send an apology by e-mail.

Specific Requirements:

- Refer to attachment
- Suppliers are requested to send all their questions and inquiries to the below address :
Site visit is requested before quoting the project (date will be announced if needed)
re37@aub.edu.lb - before 20th, Sept, 2016.

Payment:

AUB payment term is 100% 45-60 days after delivery of all physical items and installation.

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.

Proposal award policy:

The University 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 the University.

The awarded Supplier shall sign the attached Bid award Form

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

Rania Mteirek
Director of Purchasing, AUBMC
Cc. Medical bids / Internal Auditor