



Ref.: RE25-41 (Interior decoration for Hepatobiliary expansion)

Date: September 1, 2025

Invitation to BID

1. Purpose:

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

Scope:

(Interior decoration for Hepatobiliary expansion)

Quantity / Specs : As per attachments

- **Technical Datasheet Submission:** All participants **must submit a detailed technical datasheet** for each proposed item.
- **Complete Quotation Requirement:** Offers **must cover all listed items** in the tender documentation. **Partial submissions will be disqualified.**

2. Proposal Requirement:

- Prices should be quoted in **US \$** delivered to AUB 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.

3. Submission Deadline Date and Venue :

Proposals must be submitted on or before **Monday September 15, 2025**, Monday to Friday: 8:00 a.m. till 13:00 p.m. to the following address:

American University of Beirut – Medical Center

Medical Bids

Medical Administration Building, 7th floor, Room 704

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 in sealed envelopes carrying:

- Supplier's stamp
- Bid Reference
- Company name

N.B: Bids submitted by fax or erroneously sent directly to Procurement department will not be considered or even acknowledged

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

5. Payment:

Please suggest your payment terms .



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:

The university 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 AUB staff or other supplier before the opening of proposals by AUB. Supplier represent 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.

9. 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. 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

Mohamad Walid Halwani
Deputy Procurement Director
Cc. Medical bids / Internal Auditor



RE25-41 (Interior Decoration for Hepatobiliary Expansion)

Interior design for furniture and wall decoration (cladding) for a unit consisting of three clinics, consultation room research office, store, main waiting and sub-waiting areas — as per provided floor plan.

Objective:

Provide full design documentation and material specification for furniture and decorative walls. This scope does not include cost estimates, procurement, construction supervision, or installation.

Detailed scope:

The ID to provide enhancement for the unit furniture in addition to design and 2D elevation of the items listed inside drawings:

- 1- Reception desk for two tellers
- 2- Scaled lettering of the department name installed on wall (made of Stainless Steel) with option for illumination (backlit)
- 3- Display cabinet with glass panels
- 4- Screen box for 58" TV
- 5- Steel benches with tables
- 6- Details of a concealed box for the existing sink
- 7- Wood panel cladding with a central section displaying the unit name, its services, and stainless steel donor plaques
- 8- Clinic tables with drawers

Material selection & specification:

The designer must propose the materials before proceeding with the layouts and wait for the Engineer approval. All selected materials must be resistant to moisture and cleaning agents

Deliverables:

All deliverables to be provided in electronic formats (CAD and PDF)

Coordination & approvals:

The designer has to meet and coordinate with the Client during the design. The scope may include up to three review rounds (if required) until the final deliverables meet the client satisfaction

Attachments:

Design layout of the unit (CAD and PDF)