

**Tender Reference: UHS/IT/ TENDER/0016/2023**

**23.05.2023**

**Tender Expiry Date: 29.05.2023**

**Dear Valued Vendors**

The Hospital Management has decided to invite vendors for a Tender. You, as a vendor are requested to participate in the tender process by submitting your offer for one or more of the items described in this tender document.

The Tenderer should comply with the following terms & conditions:

1. All the prices should be presented in UAE Dirham.
2. The Specification of the proposed product should be clear, informative & include Brand, Origin, Unit of Measure, Qty and Delivery Period.
3. The price quoted is inclusive of the delivery/ installation or as mentioned in the technical requirement (specified in the attached document) to **University Hospital Sharjah**.
4. Vendors have to provide the customer references on similar projects.
5. Technical BOQ should be discussed with IT department before submitting.
6. The financial offer should be on you company letter head containing authorized signatory and may please be sent to the attention of Director of Finance and Administration, **University Hospital Sharjah, PO Box 72772, Sharjah in a sealed document**.
7. All deliveries should be made for ordered quantity in full to our Main Warehouse, located in the Hospital vicinity or as specified on the Purchase Order/ Contract.
8. As a part of the Tender document, the Vendors are requested to provide their valid Trade License, Name and Designation of the Managing Director/General Manager/Sr. Manager who has authority to bind their company for business relationship. Also is required the authorization letter/Agency certificate providing the confirmation that the vendor is legalized to supply the items on behalf of the manufacturer/principal company.
9. Standard payment terms are 90 days from the date of completion of delivery of all the items ordered or as specifically agreed in writing by the Materials Management Department of the University Hospital Sharjah.
10. Any delays or short supply or non-conformance may result in the termination of Purchase contract and/or imposition of penalty for delayed supplies as per the discretion of the Hospital Management.
11. The proposed items should be evaluated & approved by our Hospital Technical team before confirmation. Once the agreement is signed off, the supplies will have to correspond to the same quality, specification and source as originally agreed and any deviations will be considered as non-compliance with agreed terms.
12. The brand/manufacturer mentioned should be maintained during the Purchase contract period.
13. Any defective products should immediately be replaced with new ones, as and when notified within a maximum period of one month of date of notification.

14. University Hospital Sharjah will be constantly evaluating the compliance of Contracted Terms and consistency in supplies throughout the duration of the Purchase contract. Should Vendors not be meeting the requirements of University Hospital Sharjah, we reserve the right to cancel the contract giving 30 Days' notice.
15. Purchase Contact details (landline, mobile, emails) of the responsible person/s should be mentioned.
16. **Tenders should be submitted in two sealed envelope and submitted to Administration Office Finance Department- UHS:**
  - a. **The Technical Specification details (PLEASE DO NOT INDICATE ANY FINANCIAL VALUE IN THIS).** If requested for additional clarifications and details these needs to be submitted to University Hospital Sharjah- (**Materials Management Department**).
    - i. The technical offer should conform to the Indicative specification as per attachment.
    - ii. Completed indicative specification document to submit along with the technical offer (hard copy).
    - iii. Reference hospital/Projects where the system was installed and implemented.
    - iv. Soft Copy (CD or USB)
  - b. **The Financial Offer** address to Director of Finance and Administration, University Hospital Sharjah with **tender reference**.

All above document should be submitted before the tender expiry date, all documents submitted after the expiry date will not be accepted.
17. University Hospital Sharjah reserves the right to accept / reject the tenders without assigning any reason thereof.
18. Tender will be awarded project wise as per the Purchase contract.
19. Quality, Price, after sale services are combined parameters for tender evaluation.

**Tender Reference No. UHS/IT/ TENDER/0016/2023**

**Title:** Requirement Specification Document

**Project:** Asset Inventory and Laundry Management Solution

**Deadline:** 29<sup>th</sup> May 2023

**Version:** 1.1

**Created by:** Syed Zainuddin

## Document controls

Document Modifications			
Version	Date	Description of Change	Modified By
1.0	18/05/2023	Creation	Syed Zainuddin
1.1	21/05/2023	Review and update of scope	Saifuddin SL
1.1	23/05/2023	Points added based on the input from Engineering and Finance dept.	Saifuddin SL

## Introduction

### *1.1 Overview*

The purpose of this document is to define the scope of work for the Asset Inventory and Laundry Management Solution project. The project specifically initiated for the finance and engineering department. Finance team will manage the Asset inventory in the hospital and conduct periodic asset inventory verifications and audits. Engineering team will track and trace the in and out movement of the laundry items from the hospital.

This document is the basis for the design/implementation of the project. While it is expected that additional details may be decided at the time of implementation.

## Functional Specification

### *Overview*

The following section details the requirements of project.

### **Scope of Work - Asset Inventory:**

UHS is using SAP Fixed Asset solution. Assets master is maintained in the SAP Solution.

1. UHS require RFID based asset tracking and inventory solution.
2. The solution should be integrated with SAP. Integration of Asset registered is required. Once the asset is capitalized in SAP, it should be replicated in supplier solution for generating and tagging the RFID tag on the asset.
3. The solution should be integrated with SAP for the Asset retirement, dispose, scrap etc. processes. SAP will send the data to the vendor solution and those retired/scrape assets will be marked inactive in the vendor solution along with RFID
4. The system should have option to capture full details of the asset from SAP including but not limited to Asset Number, Asset class, Cost Center, Supplier/Manufacture, Capitalization date, depreciation, capitalization date from SAP, value, location, sub location, reference number, description, serial number, custodian name, Asset maintenance details – (As per facility team) etc.
5. The solution should have a facility to break down single Asset from SAP asset register into multiple assets to facilitate the process of proper separate RFID tagging without losing the original asset number from SAP
6. The solution should have an option to add multiple pictures of one asset.
7. The solution should have a facility to setup multiple building, floors, rooms and location to assign asset.
8. Supplier should provide RFID tags for all different type of assets based on its category with minimum range of 2 meters.

9. Supplier should provide gorilla tape or glue to seal RFID tags.
10. Supplier should provide RFID printer and encoder to print and encode new assets as when capitalized in SAP. The printer should have facility to print and encode all type of paper/tape-based RFID tags.
11. The asset RFID tag number should be unique to avoid replacement of similar type of RFID tag
12. Supplier should provide RFID reader to conduct periodic checks/ inventory of assets.
13. Supplier should work with customer team in verification, RFID tagging and reconciliation of at least 300 Assets in different departments during the implementation of the solution once the project is LIVE.
14. The workflows support should be available to the events listed but not limited to location transfer, custodian transfer, re-encoding of the damage RFID on existing asset, picture verification etc.
15. Asset loan in-out, temporary handover to different location then actual with return date control. The alert mechanics to the sender and receiver through email on prior agreed time frame.
16. Comprehensive reports should be available in the solution to generate management and audit reports.
17. Asset count data
  - a. Dates asset counts carried out
  - b. User details who carried out the count
  - c. Asset count reports with system and actual data including location changes
  - d. Identification of duplicate assets
18. Asset disposal/retirement management
19. Ability to attach documents such as invoice, PO etc with asset
20. Update and track temporary asset movements to different locations.
21. Update and track assets sent out side of UHS premises for various reasons.

### **Mobile App:**

- a. Supplier should provide mobile app for asset registration, counting and reconciliation.
- b. The mobile app should provide complete details of the assets assigned on any location including assets pictures (option to view multiple pictures should be available).
- c. The mobile app should support RFID based asset counting process within any location/room/floor/building.
- d. The mobile app should show the complete list of assets found in the location with details of the asset e.g. Asset Number, RFID code, Description, Pictures, etc.
- e. The mobile app should show the complete list of assets missing or extra in the location with details of the asset e.g. Asset Number, RFID code, Description, Pictures, actual assigned location etc.
- f. Multi-user and multi-location asset inventory feature should be allowed
- g. Once the asset inventory closed at the application, scanning device should not perform any scan unless new asset count assigned to it.
- h. The app should provide an option to the user to confirm the assets found in any location. The user will confirm the assets after physical verification.

### **Laundry Management Solution:**

1. The Laundry management solution should support, linen creation with RFID tag and pictures of it
2. It should allow to count the IN – OUT transactions, it should alert the user or the manager once the agreed IN-OUT detected
  - a. Inventory count for all outgoing soiled linen from loading bay to the outsource vehicle



- b. Inventory count for all incoming clean linen from outsourced vehicle into the loading bay
- 3. It should have a facility to record the wash cycle with number of wash tracking
- 4. It should have a facility to record damage, lose, dispose and repair information
  - a. Inventory count for all damaged linens
  - b. Inventory count for all linens approved for disposal
- 5. It should have a facility to record custodian of the linen
- 6. It should have a facility to read the linen from closed bags
- 7. The washable, heat resistant, pressure resistant RFID tags should be used
- 8. It should have unique custom RFID number to avoid tag replacement
- 9. Any replacement should workflow driven.
- 10. Daily, Weekly, Monthly & Yearly inventory report
- 11. Database for all linen assets with assigned location tags and item description
- 12. Portable scanner (hand held) for spot checking inventory in the laundry rooms (in wards)
- 13. Lost linens report or discrepancy summary reports