

Tender Reference: UHS/MED/EQP/TENDER/033/2024

26th Nov. 2024

Tender Expiry Date: 12th Dec. 2024

No.	Description	Qty
1	CLINICAL MIDDLE EAR ANALYZER (TYMPANOMETER)	1

Dear Valued Vendors

University Hospital Sharjah. (UHS) 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 to supply and perform maintenance for one or more of the items described above.

The Tenderer should comply with the following terms & conditions:

1. The Specification of the proposed scope of supply and service, should be clear, informative & include Brand, Origin, Unit of measurement, Qty, Duration, and Delivery Period.
2. The price quoted is inclusive of the delivery/ installation or as mentioned in the technical requirement (specified in the attached technical specification sheet) to **University Hospital Sharjah**.
3. The financial offer should be on your company letterhead containing the authorized signatory and may please be sent to the attention of the Director of Finance and Administration, **University Hospital Sharjah, PO Box 72772, Sharjah in a sealed document**.
4. All deliveries should be made for the ordered quantity in full to our Main Warehouse, located in UHS vicinity or as specified on the Purchase Order/ Contract.
5. 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 have the authority to bind their company for the business relationship. Also, is required the authorization letter/Agency certificate confirming that the vendor is legalized to supply the items on behalf of the manufacturer/principal company. As well as the following documents:
 - a) Updated company license/ MOA/ POA for the signatory (if any)
 - b) company profile
 - c) Tax registration certificate
 - d) Full company address
 - e) Any other documents/approval required by the government authorities to supply the same equipment

6. 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 UHS
7. 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 Purchase Agreement terms and conditions.
8. The proposed items should be evaluated & approved by UHS's 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 shall be considered as non-compliance with agreed terms.
9. The brand/manufacturer mentioned should be maintained during the contract period.
10. Any defective products should immediately be replaced with new ones or rectified, as and when notified within a maximum period of one month from the date of notification.
11. UHS will be constantly evaluating the compliance of Contracted Terms and consistency in supplies and progress of work throughout the duration of the project. Should Vendors not meet the requirements of UHS, therefore UHS reserves the right to terminate the contract if the vendor is not able to rectify during the time allotted by UHS's representative. Purchase Contact details (landline, mobile, emails) of the authorized representatives should be mentioned.
12. **Tenders should be submitted in two sealed envelopes and submitted to the 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 need to be submitted to (**Administration Office Finance Department- UHS**).
 - i. The technical offer should conform to the Indicative specification as per the attachment.
 - ii. Technical offer (hard copy and soft copy).
 - iii. Reference hospital where the same equipment offered are currently installed (working equipment).
 - b. **The Financial Offer** addressed to UHS's Director of Finance and Administration, with **tender reference**.

All above documents should be submitted before the tender expiry date, all documents submitted after the expiry date will not be accepted.
13. UHS reserves the right to accept/reject the tenders without assigning any reason thereof.
 - a. The tender will be awarded project-wise or item-wise as per the Purchase contract.
14. Quality, Price, and sale services are combined parameters for tender evaluation.
15. The Vendor, its employees, its subsidiaries, and everyone who has a direct or indirect relationship with implementing and securing the works and purchases included within the scope of this tender, shall be obligated to inform UHS and disclose in writing any case of conflict of interest or any private interest that has arisen, will arise, or may arise. For any transaction related to the activities of UHS, in accordance with UHS policies.
16. The vendor, its employees, and subsidiaries shall be obligated to maintain confidentiality of any data, drawings, documents, or information related to the tender - written or oral. This



- includes all dealings, affairs, or secrets related to UHS that they may have come across during the tender process. Vendors shall not be allowed to disclose any information related to the tender through any media outlet without obtaining prior written approval from UHS.
17. The copyright of any documents and materials submitted by UHS within this tender is owned by UHS, and accordingly, these documents and materials may not be copied, in whole or in part, or reproduced, distributed, made available to any third party, or used without obtaining prior written approval from UHS. All documents submitted by the UHS in connection with the request for proposals shall be returned upon request, without any copies being retained by the bidder or any other person.

For University Hospital Sharjah

Materials Department