

**Tender Reference: UHS/IT/EQP/TENDER/0002/2021**  
**Tender Expiry Date: 06.05.2021**

**22.04.2021**

**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 attached document.

The Tenderer should comply with the following terms & conditions:

1. All the prices should be presented in UAE Dirham.
2. Only platinum or Gold or equivalent partnership level of vendors are requested to submit the proposal.
3. The Specification of the proposed product should be clear, informative & include Brand, Origin, Unit of Measure, Qty and Delivery Period.
4. 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**.
5. Warranty and support services from manufacturer should be for 3 years. Support should be 3 years premium. Vendor should provide 3 months post support.
6. Vendors have to submit their partnership level certificate of the proposed products.
7. Vendors have to submit the end of marketing, end of life and end of support documents regarding the proposed products. Failed to submit the documents will eliminate the vendors from the evaluation.
8. Vendors have to provide the customer references on similar projects.
9. Vendors have to provide the technical team details and their level of certifications on the proposed project.
10. Technical BOQ should be discussed with IT department before submitting.
11. 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**.

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. The brand/manufacturer mentioned should be maintained during the Purchase contract period.
18. 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.
19. 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 1 month notice.
20. Purchase Contact details (landline, mobile, emails) of the responsible person/s should be mentioned.
21. **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 where the equipment is currently installed.
    - iv. Authorization letter from the Principal Company indicating.
    - v. 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.

22. University Hospital Sharjah reserves the right to accept / reject the tenders without assigning any reason thereof.
23. Tender will be awarded project wise as per the Purchase contract.
24. Quality, Price, after sale services are combined parameters for tender evaluation.

The list of Equipment's/ Service/ Medical Disposables for which Tender is being invited are listed as per Annexure I which is an integral part of this Tender Invitation. The vendors are advised to strictly mention the Item Code, the Group Code mentioned therein.

For University Hospital Sharjah

Materials Department

# Request for Proposal (RFP) for RMS

## 1. REQUEST FOR PROPOSAL

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University Hospital Sharjah (UHS) herewith invites proposals from interested service providers/vendors to submit responses to this Request for Proposal (RFP) for the:

- Reagent Management System- Laboratory Department

## 2. PURPOSE

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The purpose of this Request for Proposal (RFP) is to provide broad details relevant to the services required and is not intended to provide a detailed overview of every action required.

The RFP contains sufficient information and instructions to enable qualified bidders to prepare and submit proposals and supporting material. To be considered responsive, vendors must submit a complete bid that satisfies all requirements as stated in this RFP and its addendums (Appendix A).

## 3. PROJECT SCOPE

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Lab Inventory Management Solution should be able to integrate with ERP system for Stock Management. Following Transactions are considered as a part of this interface.

1. Purchase Request  
Create request in RMS, send to ERP (SAP) for PR and PO processing, either:
  - a. Via RFC/BABI
  - b. Via email
  - c. By manually posting to ERP
2. Purchase Order  
If option A, then RMS to receive acknowledgement from SAP.
3. Good Receive  
Record all goods received, consumed and forwarded  
Match goods received with the invoice and PO  
Send GR to SAP for accounts payable action
4. Good Return
5. Stock Transfer/Issue
6. Stock issue
7. Inventory Return
8. Stock Adjustment
9. Inventory and Quality Management

Keep all stock records (including lots, expiry date)  
 Generate auto report on short expiring items  
 Full end to end traceability with unique ID for each test (minimum CAP accreditation requirement)

- 10. Provide forecasting for order based on previous consumption
- 11. Cost Controlling  
 Cost controlling per department, instrument and individual test  
 Real time cost per test data

Fulfilment of Consumables

Auto ordering of consumables for the external clients (using the test ordered data, par, and max level of the consumables at the client)

Stock management interface Lab Inventory Management Solution and ERP will be Bi-Directional.

Lab Inventory Management Solution should offer multiple protocols to communicate with ERP solution

e.g.:

- 1. Sending and Receiving all above mention transactions to ERP solutions through REST/web services.  
OR
- 2. Reading and inserting/updating all above mention transactions into Staging Table in SQL Server. Target System (ERP) will also read and insert transactions in the same staging tables in SQL.

Lab Inventory Management Solution should have proper error log management and provide an option to fix the error and reprocess the transaction.

Lab Inventory Management Solution should have an option to capture GL Account and Cost Center details and pass both to interface for each inventory transaction occurring from Lab Inventory Management System.

Hardware Requirement

No.	Specification	Qty	Comments
	Hand-held scanners	6	To scan items
	Barcode printer compatible with the provided software	2	