

**Tender Reference: UHS/MED/EQP/TENDER/0009/2022**  
**Tender Expiry Date: 19.05.2022**

**25.04.2022**

**Description:**

<b>No.</b>	<b>Equipment Description</b>	<b>Quantity</b>
1	ENT Portable Microscope	1

**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. 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. 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**.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. The brand/manufacturer mentioned should be maintained during the Purchase contract period.

11. 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.
12. 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.
13. Purchase Contact details (landline, mobile, emails) of the responsible person/s should be mentioned.
14. **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 you as a company is authorize to sell
    - v. Soft Copy (CD or USB)
    - vi. FDA/ CE or MOH certification
    - vii. Safety Certification from reputed regulatory organization.
  - 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.

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

For University Hospital Sharjah

Materials Department