

Tender Reference: UHS/MS/TENDER/09/2023

04.09.2023

Tender Expiry Date: 26.09.2023

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 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 as indicated in the appendix 1
3. The price quoted is inclusive of the supply and delivery 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 to Finance Manager, **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 as per the purchase contract, located in the Hospital vicinity or as specified on the Purchase Order/ Contract. All supplies shall have at minimum 2/3 of its shelf life.
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 lawful to supply the items on behalf of the manufacturer/principal company**. Please note that none of the items should be sub-contracted & if so, no quotations are acceptable.
7. **The vendor must have valid Medical Store license by Ministry of Health to participate in this tender.**
8. To qualify for considering, **The vendor is shall submit minimum 10% of the total list of Items tendered. (Mandatory)**
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. Once contractually items are awarded, there are instances of failure to supply, where such items are required to be procured from a third party, the difference in cost shall be charged.
11. The proposed items are to be evaluated & approved by our Hospital Technical team before awarding the contract.
12. The participant is expected to provide samples and demonstration as when required at the discretion of the University Hospital Sharjah. Sample should be provided within 2 weeks from date of receiving the “request for sample” from UHS- Material Management.

Samples are to be properly labeled as follows:

Tender Line No.	
UHS Code	
Item Description	
Brand Name	
Item Catalog No.	

Note: sample not properly labeled for identification will be excluded.

13. 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.
14. The brand/manufacturer mentioned should be maintained during the Purchase contract period.
15. 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.
16. 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 meeting the requirements of University Hospital Sharjah, we reserve the right to cancel the contract giving 1 month notice.
17. Contact details (landline, mobile, emails) of the responsible person/s should be mentioned.

18. 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 appendix 1
 - ii. Completed indicative specification document to submit along with the technical offer (hard copy).
 - iii. Reference hospital where the items is currently being supplied
 - iv. Authorization letter from the Principal Company indicating you as a company is authorize to sell to University Hospital Sharjah
 - v. Soft Copy (CD or USB)
 - vi. FDA/ CE or MOH certification is mandatory failure to submit the sample/offer will be rejected.
 - vii. The participant shall submit Medical store license with MOH certification, failure to submit the sample/offer will be rejected.
- b. **THE FINANCIAL OFFER** should be address to Director of Finance and Administration, University Hospital Sharjah with **tender reference**, in a sealed and closed envelope on or before due date of submission.

All above document should be submitted before the tender expiry date, all documents submitted after the expiry date will not be accepted.

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

University Hospital Sharjah

For Participating Supplier
Acceptance of Terms and Condition stipulated above:

Authorized Signatory and Company stamp