

Ref.: IS 24-06

Date: 14/May/2024

### Invitation to BID

#### 1. Purpose:

The American University of Beirut Medical Center invites proposals to bid for the following:

**Disposable Foam Sponge**  
**As per attached specs- (2 YEARS BID )**

#### 2. Proposal Requirement:

- Prices shall be quoted in **US \$** delivered to AUB inclusive of all expenses (unless otherwise specified in your proposal).
- Prices should be quoted net of any discounts or allowances and exclusive of VAT.
- All proposal documents must be signed by an authorized representative of the supplier, each page must be initialed, and the final page must be signed and dated.
- Samples should be available for immediate delivery upon request. Not complying with this request will subject the supplier for disqualification.
- Documentations and Certificates should be submitted maximum after one week from the bid deadline. Not complying with this request will subject the supplier for disqualification.
- Suppliers willing to bid should mention the following schedules in their proposals:
  - a. Delivery schedule of the total quantity in the bid.
  - b. Payment schedule **with reference to point 5** in this bid form (page 2).
- Quotations related to above bid must be submitted in the following manner:
  - a. Technical Specs and related brochures.
  - b. Soft Copy of the proposed prices and financial proposal.

#### 3. Submission Deadline Date and Venue:

Proposals must be submitted on or before: **Wednesday – May 29<sup>th</sup>, 2024**, from 8:00 a.m. till 01:00 p.m.  
**via email ONLY to the following address:**

American University of Beirut – Medical Center  
Medical Bids  
[medbids@aub.edu.lb](mailto:medbids@aub.edu.lb)

**Please do not copy anyone else.**

No bids are accepted after the above-mentioned date, in the event that AUB offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended until the next business day.

All Proposals shall be submitted carrying:

- a. Bid Reference
- b. Company name

**N.B: Bids submitted by fax or email erroneously sent directly to Procurement department will not be considered or even acknowledged.**





**AUBMC Procurement DEPARTMENT**

دائرة المشتريات

**4. Apology:**

In case the requested items are not available, or you do not want to participate in this bid, you are kindly.

requested to respond by submitting a written apology indicating the reason and the bid reference number or you can send an apology by e-mail.

**5. Payment term: FRESH USD BANK TRANSFER (Account inside or outside Lebanon).**

**6. Insufficient Data:**

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

**7. Costs**

The university will not be liable for any costs incurred by Suppliers for developing the proposal, performing presentations or demonstrations, and any other expenses incurred by the Suppliers before the award and contract signature.

**8. Disclosure**

Supplier represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other supplier before the opening of proposals by AUB. Supplier represents and certifies that the financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other supplier. Supplier represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.

**9. Proposal award policy**

The University reserves the right to reject any or all proposals and to award this tender in whole or in part to the supplier or suppliers that, in its opinion, offers the most advantageous combination of cost, quality, service and other factors which in its sole discretion are deemed important to the University.

AUBMC may accept or reject any or all bids and shall not be required to provide justification for any such selection or rejection. AUBMC may also cancel this invitation to bid at any stage, whether before or after the selection of the successful bidder (but prior to signature of the contract) without having to provide any justification and without incurring any liability whatsoever as a result thereof.

**10. Validity**

Proposals submitted shall be valid for at least 6 Months from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn.



**11. Results**

Bidders can check the bid's status and results by visiting the below web link:

[http://www.aubmc.org/patientcare/adm\\_ser/Pages/Purchasing-BidRfp.aspx](http://www.aubmc.org/patientcare/adm_ser/Pages/Purchasing-BidRfp.aspx)

**Mohammad Walid Halwani**  
Deputy Director of Procurement, AUBMC

14/5/2024

**PRODUCT REQUIRED SPECS**  
**Disposable Foam Sponge – 4438**  
**Feb 2024**

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*General Specifications*

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- **Packaging and Labeling:**
  - Product Identification Name
  - Composition and Ingredients
  - Unique product reference number with barcode technology
  - Manufacturer Lot/ Batch Number
  - Expiry date
  - Quantity per package
  
- **Documents:**
  - Third party certificate of quality assurance ( COA and MSDS)
  - Previous recalls history with related resolutions
  - Product Specifications and Technical Sheets
  - User manual/brochure
  - Supporting evidence and research is preferable

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*Item Specifications*

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- **Product Description and Intended Use**

Hygienic single-use and pre-soaped sponge suitable for personal hygiene and nursing care. The sponge should be impregnated with a cleanser that is activated upon contact with water.

- **Features**

- Sponge:
  - Single-use, disposable
  - Polyurethane foam
  - Latex-free
  - Size: any size that still allows the sponge to be used with one single hand
- Soap:
  - Contains skin cleansing gel/soap
  - PH: 5.5



**PRODUCT REQUIRED SPECS**  
**Disposable Foam Sponge – 4438**  
**Feb 2024**

- Volume:

<b>Item ID</b>	<b>Presentation</b>	<b>Volume</b>	<b>2 Years Quantity</b>
4438	Disposable Foam Sponge	NA	340,000



**AUBMC PROCUREMENT DEPARTMENT 2024**

**IS 24-06 Disposable Foam Sponge**

AUBMC ITEMID	2 years Quantity	ITEM DESCRIPTION	ISS UNIT	Price	Brand	catalogue #	stock availability	Lead time	REQUESTED SAMPLES FOR EVALUATION
4438	340,000	Disposable Foam Sponge	Each						200

Kindly abide by the below :

- 1- Do not send a proposal written or filled by hand .
- 2-to mention currency .
- 3-to mention packaging
- 4-to mention the brand
- 5- samples should be ready upon request
- 6- to mention the leadtime for delivery clearly on your proposal.
- 7-Please fill and stamp this form only .
- 8- please mention your available quantity to deliver .

