

Ref-2023-35

**Date:** Nov 7, 2023

**To:**

**Tel:**

**Email:**



**MEDICAL AID FOR PALESTINIANS**

Jnah, Adnan el Hakim street, Al Salam  
building, 2<sup>nd</sup> floor, Beirut – Lebanon  
Tel: +961 1850602, +961 1850603  
Website: www.map.org.uk

Dear Sirs,

We are pleased to inform you that our association is interested in purchasing your products in the frame of “*Screening for Hearing Impairments among Infants and Young Children in Lebanese Refugee Camps*” program. You are invited to quote on supplying MAP with the equipment specified below.

1. **Requested Product:** Equipment for diagnostic audiology (Hearing Screening Device)

No.	Generic Name	Unit	Qty	Unit Price\$*	Total Price\$*	VAT**	Origin	Brand/Company	Model	Warranty Period	Delivery
1 -	Otoread Testing Devices OAE with printer - Portable	Each	8								
2-	Disposable Ear tips ( <i>Specify sizes and their age ranges</i> )	Pack of 100	30								
	<b>Total</b>										

\*price should be US dollar (\$) \*\*Please add VAT only if the item is subject to VAT.

**Suppliers should commit to request a charity discount from the manufacturer.**

2. **Offers Submission:** all the offers must be sent via e-mail **only** to [bilal.ghuneim@map-uk.org](mailto:bilal.ghuneim@map-uk.org). Any offer emails sent to other emails or additional emails will be rejected.

**The offer should include:**

**Annex A.** Registration Certificate of the company with MOF Certificate and owner’s ID or passport.

**Annex B.** Financial Proposal **signed, and stamped** with **complete** information (**You can fill the attached table above**)

**Annex C.** Brochure/Catalogs with technical specifications and fact sheets.

**Annex D.** Manufacturer Authorization Letter, Manufacture Certificate EN ISO 13485:2003 Medical devices, ISO certification for quality standards, FDA, CE approval.

**Offers with incomplete information and documentation may not be considered.**

3. **Offer submission due date:** your offer must be submitted by **Thursday November 16, 2023 at 18:00.**
4. The Supplier should provide manufacturer authorization letter.
5. Product must be FDA, CE, approved product relevant to the type and function of the equipment.
6. Must provide Manufacture Certificate EN ISO 13485:2003 Medical devices– Quality management - Requirements for regulatory purposes.
7. Manufacturer/Supplier should have ISO certification for quality standards.
8. Comprehensive **warranty for at least 1 year.** All spare parts and consumables should be available with the supplier or principals for a period of 10 years.
9. **Credentials:** For your offer to be considered, you should provide it with the legal documents (certificate of registration at the ministry of finance, passports or IDs of the shareholders whom shares are over 20%).
10. **Catalogs:** technical specifications, fact sheets and catalogs should be provided with quotations for the mentioned equipment above.
11. **Payment method:** by bank transfer from abroad (fresh money) within one week following receiving of the invoice, delivery, and acceptance of delivered items.
12. **VAT** will be paid separately in Lebanese pounds according to the official rate, either by cheque banker in USD or LBP.
13. **Bank charges:** MAP will not be responsible for any bank charges whether local or at intermediate bank. Bidders must take this issue into consideration when submitting offers.
14. MAP will not be responsible for any costs related to customs or facilitation fees. Bidders must take this issue into consideration when submitting offers.
15. **Delivery Location:** to Beirut. No additional costs related to transporting, loading, and unloading the equipment should be charged to MAP; Bidders must take this issue into consideration when submitting offers.
16. **After-Sales Services Support:** Your price should take into consideration **delivery, and training.**
17. Should have local service facility. The service provider should have the necessary equipment recommended by the manufacturer to carry out preventive maintenance tests as per guidelines provided in the service /maintenance manual.
18. **Brand, country of origin, Model and Delivery:** Offers that don't specify these information may not be considered.

19. **Availability:** the equipment should be available and delivered as soon as possible and no later **than 2 months.**
20. **Offer validity:** the offer should be valid for one month.
21. **Decision Criteria:** best price for quality. For technical evaluation, shortlisted candidates might be asked to facilitate introduction visits to specific items.
22. The winning bidder should commit to providing the specified brand in the offer (later in the contract) across the whole contracting period.
23. At delivery time checking on the delivered equipment will be made by MAP and UNRWA. MAP holds the right to reject any products not meeting the quality standards, not in line with the offer provided and purchase order.
24. MAP will not be responsible for any damage or loss to the equipment before signing the relevant delivery note.
25. **The equipment should meet international standards.**
26. **Contract:** MAP will issue a contract and suppliers are welcome to share their contracts if any.

For additional information or if you have queries, please contact Mr. **Bilal Ghuneim** on the phone numbers **01/850602** or **01/850603** or **70/253604.**

Please, note that the quote should fully detail all components and characteristics listed above.

Please address your quote to Medical Aid for Palestinians

If not interested in providing a quote, please notify us by e-mail.

We thank you for your time.