

Our Ref.: S1/ORTHO/TND/366-21  
Dated: 16/11/2021

## **SUB: ORTHOPEDIC DISPOSABLES & MISCELLANEOUS FOR THE YEAR 2022-2024**

You are hereby invited to participate in ORTHOPEDIC DISPOSABLES & MISCELLANEOUS TENDER FOR THE YEAR 2022-2024 for the supply of the items listed in the tender module through online e-tender, as per the following terms and conditions:

### **1. The Tender Mechanism:**

- 1.1 The Tender is subject to the Terms and conditions as dictated by the Bahrain Defense Force
- 1.2 Tender shall be restricted to suppliers registered in the National Health Regulatory Authority (NHRA) in the Kingdom of Bahrain.

### **2. Preparation and submission of offers:**

- 2.1 Participation in the Tender is only allowed for agents or distributor registered as a supplier in Royal Medical Services Database who paid the tender documents fee.
- 2.2 Original offers shall be opened in the Bahrain Defense Force Head Quarters in the opening date dictated by Bahrain Defense Force Directorate of Tenders and Procurement.
- 2.3 The offers will be sent on original documents, stamping and signing the offers should be done in blue ink (not black), the original copy of the offers on the CD should be wrapped in solid cover, and the infringing offers will be excluded.
- 2.4 Agents should write the following statements on CD cover:
  - 2.4.1 Agent Name/Registration Number Qualification.
  - 2.4.2 Name and Number of Tender.
  - 2.4.3 The expiry date of the offer.
- 2.5 No bids will be received after the opening date.
- 2.6 The period required for the tender to be valid is the duration of the tender from the closing date of the tender.
- 2.7 The quantities listed in the tender are estimated quantities and the Royal Medical Services have the right to increase or decrease the quantity or any item in any proportion, as well as the cancel any item on the condition that no purchase order for this item has been issued and confirmed by Royal Medical Services without stating the reasons for this action and the agent participating in the tender must comply to the offer.
- 2.8 The awarded prices shall remain fixed for 24 months from the date of signing the contract.

- 2.9 The agent participating in the tender shall have the right to submit only one alternative (options) offer provided that the offer is an alternative (options) offer.
- 2.10 The agent participating in the tender shall document its remarks by noting them in English in the notes section if required.
- 2.11 The offer sheet shall include all information related to the item, including the Following:
- 2.11.1 Serial number of the item
  - 2.11.2 BDF item code
  - 2.11.3 Full specification/description of the item (**If details are not clearly mentioned; your offer will be excluded**)
  - 2.11.4 Manufacturer name. (**If details are not clearly mentioned; your offer will be excluded**)
  - 2.11.5 Catalogue / model number (**If details are not clearly mentioned; your offer will be excluded**)
  - 2.11.6 Package size
  - 2.11.7 Unit price
  - 2.11.8 Country of origin
  - 2.11.9 Total expected shelf life of the product
  - 2.11.10 National Health Regulatory Authority (NHRA) Registration Number (if applicable)
  - 2.11.11 In case of non-registration in NHRA, all documents as specified by the NHRA Regulations and the prevailing Law in the Kingdom of Bahrain for Regulating the Import of Products subject to this tender have to be submitted. This is to facilitate the importation of the products.
  - 2.11.12 Registration of Patent number by the Ministry of Industry and Committee Patent Office must be specified, if any.
  - 2.11.13 Agent to include details of description and trade name of the items (in supplier information remarks).
- 2.12 In the case of varying size of the package within the item specification, the cheaper offer shall be chosen according to the price specified for the size.
- 2.13 Companies should apply the BAR-CODE System to all products supplied. Upon delivery, companies must add the UNIVERSAL BAR CODE on each product. If this is not available this has to be clarified in the offer.
- 2.14 No modification or abrasion may be made in the Official Offer Form by the Agent or members of the Procurement Committee.
- 2.15 When purchasing tender documents and submitting bids, the local agents or distributors shall abide by the general and technical terms of the tender and no condition shall be considered. In the event of non-compliance by the agent or distributor, the competent committee shall be entitled to reject or accept its offers.

### **3. Prices:**

- 3.1 The agent must provide the price of delivery warehouse (warehouse – warehouse). Only duty-free prices must be quoted. Duty-free exceptions letter will be provided by BDF-Head Quarters upon request.
- 3.2 If the agent offers free quantities of the same item from its offer, the free quantity will be calculated as a reduction rate added to the original price.
- 3.3 The individual price of the offer is presented in Bahraini Dinars in figures and letters (unless otherwise expressed for overseas suppliers to be quoted in their foreign currency).
- 3.4 Royal Medical Services reserve the right to increase or decrease or even cancel the items from the tender list if no purchase order for this item has been issued. Therefore, if there is any minimum order value or minimum quantity to be ordered per shipment, then it has to be stated in each line item remarks column or the field provided in the tender module. No claim will be entertained after issuance of the purchase order to increase minimum order value or quantity or delivery cancelation.
- 3.5 The warehouse delivery rates mean that the agent shall clear the goods from the ports and deliver them to the warehouses without any additional cost.
- 3.6 The agent or distributor shall make clear the total value of the original offer and the value of the alternative offers, if any, and the tender must be accompanied by an initial guarantee of the highest bidder's value and items.
- 3.7 Each item in the tender will be awarded separately. The award will therefore be distributed to more than one company.

### **4. Award Terms:**

#### **The following criteria will be followed in the awarding process:**

##### 4.1 offers awarded as per the following:

- Sole offer
- Lowest Price
- Eligibility of offer
- Recent product / technically for the new version
- Products technically associated must be awarded together
- Products that complete a set must be awarded together
- Product compatible with equipment
- Sample evaluation / approval approved
- Supplier ability to store bulk items and availability of ex stock
- Delivery period as per tender terms

##### 4.2 Offers excluded as per the following:

- Higher price
- Products technically associated must be awarded together
- Products that complete a set must be awarded together
- Product not compatible with equipment
- Sample rejected

- Sample not provided
- Supplier insufficient store and no ex stock available
- Delivery exceeding 6 weeks for air freight and 12 weeks for sea freight
- Missing offer details (manufacturer name – catalogue number – packing ratio)
- Offer for wrong size
- Previous complaint about manufacturer

## **5. Delivery terms:**

- 5.1 Delivery time should not exceed 6 weeks for Airfreight shipment and 12 weeks for Sea-freight shipments.
- 5.2 In case of supplying items with less than two-thirds of their shelf life, supplier must accompany such supplied items with a letter of guarantee to replace the quantities which expire before being used. However, failure to submit such letter shall entitle the warehouses to reject the supplied goods.
- 5.3 Companies shall compensate for or replace the items whose validity period is less than 3 months or has expired, within no more than three months from the date of requesting such replacement, during the Tender, irrespective of the contract validity period.
- 5.4 Agent to have ample storage for bulk items to be delivered upon request.

## **6. Sample Submission:**

- 6.1 Samples must be submitted in a sealed cardboard box clearly labeled with tender number, item tender serial number and BDF code.
- 6.2 Each item inside the box must be clearly labeled with tender number, item tender serial number and BDF code or sample will be rejected.

## **7. Initial Bond:**

- 7.1 Initial bond value shall be 1% of the financial proposal.

## **8. Ensuring Implementation:**

- 8.1 Performance Bond value that will be required to be paid by the successful bidder shall be 5% of the contract value or BD 6,000/- whichever is higher.
- 8.2 The bond shall be submitted within 10 days from the date of notification of the award and automatically renewed until the completion of the supply of the goods.
- 8.3 Not to place the bond or cover letter in a plastic envelope or wire envelope and should be single and not coated.