

QUOTATION TERMS & CONDITIONS

<input type="checkbox"/>	1.	All the articles and clauses stipulated in the Government Law No. 24 of 2015 regulating tenders are auctions are considered to be part of HMC terms and conditions (therefore, any scenario which is included in the Qatar Law but not covered within HMC terms and conditions will still be considered as valid and applicable being part of Government general terms and conditions).
<input type="checkbox"/>	2.	Delivery required on: " URGENT/ ASAP ".
<input type="checkbox"/>	3.	From now onwards, any quotation having term " TCS " in the reference number (e.g. MED/FA/TCS/..., ENG/FB/TCS/..., GEN/AH/TCS/..., DRUGS/HN/TCS/..., etc.) needs to be submitted to the Tender Committee Secretariat (Villa No. 52) directly instead of Procurement Reception Office, every Tuesday before 12:00 noon .
<input type="checkbox"/>	4.	Advise Manufacturer's name and country of origin.
<input type="checkbox"/>	5.	Validity of Offer: Minimum 90 days.
<input type="checkbox"/>	6.	We reserve the right to award a partial order.
<input type="checkbox"/>	7.	Must provide 3 copies of original catalogues/ literatures.
<input type="checkbox"/>	8.	Vendors may submit alternative offer however, the Main offer and the Alternative offer both will be considered for evaluation (both the offers will be evaluated).
<input type="checkbox"/>	9.	<p>As per Article (37) of Government Procurement Policy, the tenders shall be submitted in the time frame stated in the announcement, signed by the stakeholders, through the tender form sealed by the Government Agency stamp and accompanied by the tables of quantities, sealed with the company's stamp, placed inside a plain sealed envelope (without company's logo), along with the subject of tender written on the envelope, tender number and the deadline for submission of the tenders, <u>without any reference of the tenderer</u>.</p> <p>The tenderer or his representative shall place the envelopes in the location specified for this purpose, after signature of the concerned official of all envelopes, registration of the date and time of delivery, while tenderers from outside the State may send their tenders to the Committee before the deadline, provided that recipient of the tender shall hand it over to the secretariat of the Committee on the delivery date.</p>
<input type="checkbox"/>	10.	<p>a) Equivalent product may be acceptable. (Size of samples should be same as requested or must be very close to the requested sizes).</p> <p>b) Must provide at least 5 samples along with your quotations unless stated otherwise. Late samples will not be accepted.</p> <p>c) If the quoted item was already supplied previously then the vendor doesn't need to submit the sample (previous purchase order number needs to be indicated on the documents), HOWEVER, if the sample is requested by the end-user within the purchase request, then the vendor needs to resubmit the same even if the quoted item was already supplied previously.</p> <p>d) If you are providing samples for more than one item from one RFQ, then the samples must be labeled with line item number properly.</p> <p>e) The samples must be in their final shape as registered and marketed at the country of origin (please do not unpack and change the original shape of packing).</p> <p>f) Every sample must bear all necessary information of the offered item (e.g. batch number, expiry date, manufacturer's name, country of origin, etc.).</p> <p>g) Item's information must be inerasable and must be printed rather than being mentioned (handwritten) on the label. (Sticker label not acceptable, must be pouch printed).</p> <p>h) Samples must be STERILE where requested for sterile items.</p> <p>i) The provided samples are non-returnable.</p> <p>j) Samples not meeting the above criteria might not be considered for evaluation.</p> <p>k) For verification, assurance, cross-reference and/or crosschecking purposes, vendors are required to advise the reference sites and countries/ customers where their product had been sold and marketed.</p> <p>l) Samples can be handed/ delivered directly to the End-users or Buyers however proof receipt of the submission of samples must be attached to the quotation (to show that the samples have already been submitted to the end-user/ Buyer).</p>

<input type="checkbox"/>	11.	<p><u>Warranty/ Installation/Commissioning:</u></p> <p>a) Warranty: Minimum 3 years required from date of installation/ commissioning in either case whether the installation is carried out by HMC or by the vendor.</p> <p>b) Installation & commissioning charges, if any, must be mentioned separately in your quotation.</p>
<input type="checkbox"/>	12.	Power Requirement: 240V, A/C, 50Hz without external transformer.
<input type="checkbox"/>	13.	Confirm in the event of an order, Operating/ Service Manuals and Spare Parts/ Consumables Price Lists to be provided F.O.C.
<input type="checkbox"/>	14.	<p>a) Prices must be itemized to HMC Stores/ Al Khor Hospital Stores/ The Cuban Hospital Site/ Al Wakra Hospital Site in Qatari Riyals only (both in figures and words). Grand total must also be indicated.</p> <p>b) For overseas vendors, the currency rate applicable will be of the day of opening the quotation however quoted price should be static and valid for 15 days from the date of opening of quotation (closing date) regardless of regular fluctuation in currency rates.</p>
<input type="checkbox"/>	15.	<p>HMC requires the mode of shipment to be Warehouse to Warehouse / Door to Door (including Customs fees), if it is not so then, please specify your price delivery, (by Air, Land, or Sea) (C&F, CNF, CFR, CPT, etc.)</p> <p>As per the Customs rules & regulations of the State of Qatar, Commercial Invoice should clearly state the terms of shipment.</p> <p>For the cases where terms of shipment are mentioned as 'Ex-works' or 'FOB', freight cost MUST be indicated SEPARATELY.</p> <p>Please refer to the other document "Delivery Locations" available on the website for detailed delivery guidelines.</p>
<input type="checkbox"/>	16.	For certain cases, the tenders shall be submitted in two sealed envelopes, one for the technical offer and the other for the financial offer. The technical envelope shall include the provisional insurance in addition to the data and documents required by the Competent Department to verify that the technical offer meets the required conditions and specifications, along with the technical qualification and financial ability of the tenderers that suits subject of contracting. The financial offer shall include prices of the items required in the table of quantities.
<input type="checkbox"/>	17.	Advise 'total' and 'upon receipt' shelf life. Maximum shelf life required and for most of the items, it is mandatory to have minimum 2/3 rd shelf life to be valid upon receipt of goods. (Exceptional cases for less than 2/3 rd shelf life are possible only upon approval of HMC).
<input type="checkbox"/>	18.	It is strongly recommended for all the local agents in Qatar to have a minimum of 3 months stock within their store in order to avoid any emergency situation.
<input type="checkbox"/>	19.	<p>a) Payment Terms: Telex Transfer upon receipt of Goods. Please advise your Bank Details. (Overseas Vendors).</p> <p>b) HMC will not be able to pay any bank charges (fees and interests) for any bank outside the state of Qatar, unless these charges were already indicated (mentioned) in the quotation and unless it is mentioned clearly in the purchase order.</p>
<input type="checkbox"/>	20.	<p>a) Confirm item(s) must carry Full Description, Batch/ Lot Nos., Production and Expiry dates, proper labeling and symbols (in case of hazardous/ flammable material) on all individual packing and outer cartons.</p> <p>b) Items must be packed individually, based on the standard quantity in each carton and individual lots and size (dimension) to be mentioned on both inner and outer packaging. NOTE: Items need to be packed in separate cartons for every single purchase order, please do not mix more than one purchase order in one box.</p> <p>c) Quantity of items packed in each carton/box must be printed outside each box.</p> <p>d) Packing must remain as per the manufacturer standard quantity.</p> <p>e) You are kindly requested to advise the number of pallets which are coming along with your shipment. NOTE: The dimension of the pallets preferably needs to be: 1 Meter width (x) 1.20 Meter length (x) not exceeding 1.40 Meter height (x) not exceeding 1,000 Kilograms weight.</p> <p>f) Shipping to be done by plastic pallets instead of wooden pallets due to safety reasons.</p>

□	21. In order to harmonize with regional and international requirements, the suppliers need to supply products labeled with GS1 (Global Standard) barcodes as non-compliance will most probably affect negatively on the selection/awardation of the tender. The implementation of identification and barcoding for all products using GS1 standards will start from January 1, 2018. (For more details, please contact Dr. Tarek Khary on Tel: 44396670, Email: TKHARY@hamad.qa).
□	22. <ul style="list-style-type: none"> a) Controlled and Narcotic Medicines/ Drugs need to be packed and marked separately and are not to be mixed with any other medicines/ drugs and also to be shipped with a totally separate Airway Bill (AWB). b) Pharmaceutical vendors must hold and provide us with the copies of valid license for importing and supplying (i) Medicines and Drugs (ii) Narcotic and Psychotropic controlled drugs (whichever applicable). c) Note to all Suppliers and Courier companies (DHL, Fedex, UPS, Aramex, etc.): As per Bylaw No. Law No. 9 of 1987 on Control and Regulation of Control and Regulation of Narcotic Drugs and Dangerous Psychotropic Substances (NDDPS) and Law No. 19 of 1993 with respect to the Regulation of Trading in Psychoactive Substances (Article # 8), you should not handover any item that falls under these two bylaws to Hamad Medical Corporation unless you take approval (before clearance) from the Ministry of Public Health and Qatar Customs Authority otherwise the shipment will not be accepted by HMC. d) We recommend that all pharmaceutical manufacturer plants / sites and items to be registered at the Drug Supply Department at the Ministry of Public Health.
□	23. <ul style="list-style-type: none"> • While shipping the items, a Transportation Data Logger to be deployed in order to monitor the shipment and detect the damage in terms of shock, vibration, tilt & roll, temperature and humidity, etc. • To ensure the safety and quality of any medication especially cold medication, please ensure that the item is kept within 2-8 degree during transportation between different entities until it reaches the final destination. • It is mandatory for all HMC vaccines shipments that each secondary box of each shipment should contain a "Freeze-tag" indicator as a MUST. • In order to avoid any damage to the items and medications, temperature requirement (for shipping and storage) must be indicated on the Airway Bill (AWB)/ Bill of Lading (BL) as well as on all individual packings.
□	24. Suppliers are required to: <ul style="list-style-type: none"> a) Inform HMC at least one year prior if their machine/ equipment/ device is going to be obsolete -/- out of service or if a new model is going to be introduced. b) Provide/ exchange/ replace HMC, with the latest updated model/ technology of the awarded item that is available in the market at the time of delivery (upon end user/ vendor acceptance).
□	25. <ul style="list-style-type: none"> • All quotations must be properly stamped and signed by authorized person. • Please send your 'authorized' representative, with your 'Letter of Authorization' and 'Official Company Stamp' to collect the purchase order.
□	26. Hand written quotations will not be accepted. These must be typed.
□	27. HMC reserves the right to increase (unlimited) or decrease (20% of total order value) the quantities of items or works, during the contract period, in accordance with the terms and conditions of the contract.
□	28. All necessary licenses i.e. Import, Transport, Handling, Storing, MSDS etc. ought to be maintained by the vendors in case of radioactive, nuclear, bio-hazardous items prior to sending the offers.

29.	<p>a) 5% Bid Bond to be submitted for any offer with value Qrs. 200,000.00 and above with validity of 120 days from the date of submission. (Bid Bond for Sole Source is not required).</p> <p>b) 10% Performance Bond to be submitted for the purchase orders starting from Qrs. 200,000.00 and above at the time of collection and it should be valid for 7 days after final completion of the purchase order.</p> <p>c) As per Article # 21 of the Executive Rule of the Tenders and Bids Regulation Law No. 24 of 2015: Full performance bond shall be kept up to the time of final implementation of the contract, including the guarantee and maintenance periods, in accordance with the tender conditions.</p> <p>d) 10% Performance Bond to be returned back to the supplier's bank after three (3) months from final delivery date of goods or completion of services or installation whichever is applicable.</p> <p>e) Local and Overseas Banks issuing Guarantees/ Bid/ Performance Bonds need to be certified/ approved by the Qatar Central Bank.</p>																		
30.	Incomplete compliance form will result in the vendor's quotation being excluded from consideration and HMC reserves the rights to reject the offer without notification.																		
31.	In case of multiple options, offered, a compliance form -/- sheet shall be separately filled for each option																		
32.	Any extra options -/- advantages of the same offered item and that not listed in the compliance form -/- sheet must be clearly stated in the original offer -/- quotation in point by point form.																		
33.	At Hamad Medical Corporation, in line with other government agencies, we encourage suppliers to bring a debit, credit or an e-cash card (instead of submitting cash deposits) in order to pay the registration or documents collection fees.																		
34.	<p>Bidders need to submit along with their every offer/ quotation:</p> <p>1) Agency, Sole Agency or Distributor Authorization letter from the manufacturer directly itself to supply/ distribute their product(s) and not from the Regional Middle East Office. (The letter is recommended to be legalized by Qatar Embassy or notarized by relevant Ministry/ Department).</p> <p>2) Copy of registration and classification at the Ministry of Finance.</p>																		
35.	Supplier/ Contractor will be responsible to transport the delivered items (whether medical or general furniture) throughout the contract period as and when required by HMC, from the Warehouse to the End-User Department, or from the End-User Department to the Warehouse or to any other department.																		
36.	<p>QUOTATION FEES FOR AUCTIONS AND TENDERS FOR OPEN LOCAL, LIMITED TENDERS AND DIRECT PURCHASES: (Reference: As per Article No. 2 of the Government Procurement Bylaw Circular from Ministry of Finance ref: 892/2017/10/19/10 dated 11.7.2017)</p> <table border="1" data-bbox="231 1400 1492 1724"> <thead> <tr> <th colspan="3">Quotation Value</th> <th rowspan="2">Applicable Fees/ Non-Refundable (Qrs.)</th> </tr> <tr> <th></th> <th>From (Qrs.)</th> <th>To (Qrs.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.00</td> <td>199,999.99 (One Hundred Ninety Nine Thousand, Nine Hundred Ninety Nine and 99/100 only)</td> <td rowspan="2"> <ul style="list-style-type: none"> For Sole Source: No quotation fees For Limited Tenders: 1% of the Bid Bond Value <u>OR</u> from Qrs. 500.00 (Minimum) up to Qrs. 100,000 (Maximum) </td> </tr> <tr> <td>2</td> <td>200,000.00 (Two Hundred Thousand only)</td> <td>Unlimited</td> </tr> <tr> <td>3</td> <td colspan="2">Request for Information (RFI)</td> <td>NO FEES</td> </tr> </tbody> </table>	Quotation Value			Applicable Fees/ Non-Refundable (Qrs.)		From (Qrs.)	To (Qrs.)	1	1.00	199,999.99 (One Hundred Ninety Nine Thousand, Nine Hundred Ninety Nine and 99/100 only)	<ul style="list-style-type: none"> For Sole Source: No quotation fees For Limited Tenders: 1% of the Bid Bond Value <u>OR</u> from Qrs. 500.00 (Minimum) up to Qrs. 100,000 (Maximum) 	2	200,000.00 (Two Hundred Thousand only)	Unlimited	3	Request for Information (RFI)		NO FEES
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37.	<p>If the shipped item has Harmonized Code (HS) then you are kindly requested to provide this code in order to facilitate clearance. For more information please refer to the following link: http://en.wikipedia.org/wiki/Harmonized_System</p>																		
38.	<p>NFPA (National Fire Protection Association) codes and standards especially (NFPA 99 & NFPA 101) or in rare instance QCD (Qatar Civil Defense) approved safety equivalent standards to be followed for all new construction, renovations and building repair projects and for all Life Safety upgrading projects planned or underway AND no other healthcare Life Safety Standards are applicable for any HMC Facilities, except the standards mandated by the Qatar Civil Defense (QCD).</p>																		

□	39.	<p>a) As per Article No. 4 of Law No. 6 of 1987 concerning the unified rules for giving priority in Government Procurement to national products and products of National Origin in the GCC States: for all procurement, public works, maintenance, operation or other contracts, supplier or contractor has to commit to purchase their material or equipment requirements from the national products or from products of national origin in accordance with Article 2/a of this Law. Failure to abide by the above provisions of this article shall be considered as a breach of contract and shall be penalized by a fine of 20% of the procurement value, in addition to other conditions and sanctions of the law. (Link for complete version: http://almeezan.qa/printarticle_section.aspx?lawtreesectionid=2839&language=en&lawid=374)</p> <p>b) As per the Ministry of Finance Circular No. 3/2013 dated 15.9.2013 and based on H.E. the Prime Minister's decision dated 8.10.2017, all local and overseas contractors need to use 100% local (State of Qatar) resources while doing their business activities, as long as it complies with the customers' requirements.</p> <p>c) Bidders need to declare the percentage of national origin of the product they are quoting for example: (1) 100% local national manufacturing (raw material manufacturing plus packaging, etc.), (2) Partial local manufacturing, (3) Local packaging only, (4) Complete overseas manufacturing.</p>
□	40.	Please advise the country of origin for the RAW Materials.
□	41.	Shipment shipped directly to HMC through third party (not Beneficiary) will be REJECTED.
□	42.	For air shipments, priority shall be given to M/S. Qatar Airways (whenever possible and if that will not cause delay of the shipment).
□	43.	All shipments of medicinal products derived from Human blood or plasma must be accompanied with Batch Release Certificate, certified by Local Health Regulatory Authority at country of origin.
□	44.	<p>a) Contractors failing to meet the delivery requirements will be subject to financial penalties which shall be calculated on the following scale:</p> <ul style="list-style-type: none"> • 1 to 4 weeks = 1% of the value of unsupplied goods per week • 5 to 7 weeks = 2% of the value of unsupplied goods per week <p>Should the Contractor fail to deliver after 7 weeks of the specified delivery date, Hamad Medical Corporation reserves the right to cancel the purchase order whether wholly or in part and impose upon the Contractor a financial penalty which shall not exceed 10% of the total value of the Goods affected and purchase the unsupplied materials from other sources and deduct any extra cost that may be incurred on the new purchase order from the Contractor's account.</p> <p>b) Other conditions as per Tender/ Contract.</p>
□	45.	<p>All bidders are kindly requested to submit a copy [both Arabic and English versions] of the following along with their quotations:</p> <ul style="list-style-type: none"> • Company's Commercial Registration. • Detailed Commercial Registration of the partner companies. • All Commercial Registrations to include not only the authorized signature but also the percentage of ownership (i.e. 49% vs. 51% showing the owner's name/s), please submit for both main company and related subsidiary branch/ company. • The commercial activity [specialty] needs to be included in the Commercial Registration of the company.

□	46.	<ul style="list-style-type: none"> • All Equipment to be connected to the HICT System must have the hardware and software capabilities to format, send (or sometimes retransmit) clinical, event and alert data through a configured data port and in a format that is predefined through an Interface Specification. The format should be consistent and machine readable as per the specification. Any encryption should be specified in detail. For each data port on each device the Vendor must provide any configuration required to connect to that device including but not limited to the Baud Rate, Parity, Stop Bit and Data Bit (For RS232 connection). The Vendor must provide details on the pin configuration of such data ports and must provide all data port adapters/ serial interfaces required to convert any proprietary data port to an RS232 connection. • Equipment Compatibility: All Equipment / Devices must be compatible with HMC's HICT system software e.g. Cerner, Clinical Information System (CIS), etc. • The vendor must provide assistance to investigate and correct any issues with connectivity and must be available to help with configuration and training of hospital staff for all data connectivity settings. • Some LABORATORY DEVICES may have TCP/IP protocol as well as the RS232, the use of such will be investigated once it is confirmed by the vendor that the TCP/IP port is configured to work correctly. • All suppliers are required to take into account the compliance with the national standards approved while submitting a tender. The specifications can be obtained from the Qatar General Organization for Standards and Metrology.
□	47.	<ul style="list-style-type: none"> • Vendors who intend to do works, installation and commissioning, testing, inspections & treatment, consultations, trainings & others, etc. in the fields of 1) Fire Safety and/or 2) Electrical & Water require license & approval from Qatar Civil Defense Department and/or Qatar General Electricity and Water Corporation (KAHRAMAA), M/S. Woqood, Ministry of Energy & Industry or from any other Government Ministry/ Authority. • For Training Institutes / Companies, you need to comply with Ministry of Education and HMC Medical Education Center Pre-requisites and conditions concerning training and education aspects. • For certain types of purchase orders and contracts, you need to get other licenses (if required) from any other Government entities, Ministry of Interior, Ministry of Environment, Ministry of Labor, Qatar Telecom, Ashghal, Municipality, etc.
□	48.	Sub-Contracting / Assignment to a third party needs to be pre-approved by Hamad Medical Corporation however the main contractor / vendor shall retain the obligation to guarantee the performance of the third party and his compliance with all clauses and tenets of the contract / purchase order.
□	49.	If the vendor/ contractor is providing Hamad Medical Corporation with outsourced staff/ manpower, then those staff should not supervise or be involved in any kind of activity related to any of the projects/ contracts that are awarded to the same vendor.
□	50.	For all outsource manpower purchase orders and contracts, you need to submit necessary credentials i.e. copies of Qatari Identification Card (QID), Curriculum Vitae (CV), Academic, Training & Experience Certificates, valid Licenses and Confidentiality Acknowledgement Form for each staff.
□	51.	For outsourced staff (all grades/positions: Physicians & Executives, Clinical & Professional, or Administration & Support), when making the evaluation, the end-user needs to coordinate with Human Resources Department (Credentialing Section) in order to verify and confirm that the selected candidate's qualification, skills and experience matches the job description and is fulfilling other requirements. (Healthcare professionals to pass Credentialing and then start Qatar Council for Healthcare Practitioners (QCHP) licensing process).
□	52.	For outsourced -/- outside contracted staff, you need to comply/adhere to HMC Human Resources job descriptions and credentialing requirements/ policy
□	53.	Replacement -/- exchange of outsourced staff needs to be minimized as much as possible and needs pre-approval from HMC first.
□	54.	For hired labor/ outsourced staff, holiday working hours will be calculated as per Qatar Labor Law.

55. All of the outsourced HMC services staff will need to undertake specific e-learning modules conducted by Hamad Int'l. Training Center as part of their work with HMC with the following rates for contractors to receive training:

Course Name	Fee	Validity Period
BLS/AED (Classroom Training)	200	Every two years
Fire Safety	50	Every year
Major Incident / Disaster	50	Once
Infection Controls (Video)	50	Every two years
Hazardous Materials	50	Every year
Total Price:	QAR 400 per head	

Other mandatory requirements:

- Staff Health Certificate Clearance (Every six months).
- Life/ Casualty Insurance for employees covering life risk/ death reimbursement, infectious disease, injuries and accidents.
- Property Insurance to provide protection against risks to HMC property, such as fire, theft, any other damage, etc. (to be paid by the vendor or vendor's insurance company if the damage is caused by the outsourced staff).

For further coordination, clarifications/ inquiries regarding the subject, you may directly contact:

Dr. Khalid Abdulnoor Saifeldeen – FCEM (UK)

Director, Hamad International Training Centre (HITC)

Tel: (+974) 44397670 / 7396, Fax: (+974) 44397763, Email: KSaifeldeen@hamad.qa; hitc@hamad.qa

56. 1- In accordance to the new State of Qatar Income Tax Law No. 21 of Year 2009, the conditions below pertaining to withholding tax is applicable on non-residents and entities/ individuals not related (not having) to a permanent establishment (PE) in Qatar.

(a) 5% on gross, royalties and technical fees (learning including training) and services for:

- Computer services including software development.
- Engineers in various fields.
- Design provided by engineers and consultants.
- Maintenance of industrial equipment.
- Consultant services and auditing in law and financial.
- IT accesses service online & journals online or any other services online.
- Proof reading, drafting and analysis.

(b) 7% on gross (learning including training) and services for:

- Marketing and advertising.
- Intermediary.
- Commercial Representation.
- Employment.
- Road Transport.
- Customs Clearance.
- Cleaning.
- Event Planning.
- Administrative.

Royalties include payments for the use of copyrights, trademarks, designs and industrial, commercial or scientific equipment or know-how. Technical fees have been defined to include technological, technical, managerial and consulting services. **(5 % or 7 % withholding tax if applicable, to be deducted from the Supplier's Invoice prior to payment).**

(c) Payment in relation to staff training contracts (deemed to be 'other' services) provided by non-residents in Qatar should be subject to WHT at the rate of 7% of the Gross invoice amount.

2- For residents and entities that have permanent establishment in Qatar: 10% on net profit (shall be collected directly by the Ministry of Finance & Commerce and not by Hamad Medical Corporation).

NOTE: Bidders are not allowed to add any tax costs into their quotations/ prices once the offer/ quotation is submitted to HMC.

Complete bylaw can be found on the given link: <http://www.mof.gov.qa/english/tax/index10.html>

□	<p>57. Product/ Item Recall: In case of any product/ item recall, the vendor/ supplier/ manufacturer/ local or regional area agent must inform Hamad Medical Corporation and will be further responsible to take back and replace the product/ item, this practice shall continue even if the purchase order is completely delivered and closed.</p> <p>Also in case for any medicines when internal recall for certain batch which arise as a result of manufacture defect reported by end users after distribution of medications and approved by Drug Supply Committee to consider batch/ items recall, the vendor/ supplier/ manufacturer/ local or regional area agent will be further responsible to take back and replace the item, this practice shall continue even if the purchase order is completely delivered and closed.</p>																
□	<p>58. For every GHC purchase order, 2% (being "Research Fund" commitment as per Tender general terms and conditions, Chapter # 5 'Method of Payment', Article No. 7, Page No. 19) must be paid to the Gulf Health Council for Cooperation Council States at the Headquarter Office at Kingdom of Saudi Arabia (Riyadh) by the manufacturers or their Saudi agent and original or copy of this settlement receipt must be sent to Expediting and Accounts Section at Supply Chain Management Department as failing to do so will cause suspension of your due invoice(s).</p>																
□	<p>59. Goods delivered will be subject to inspection by Hamad Medical Corporation within a reasonable time after delivery and may be rejected for defective, inferior and unspecified features of purchase order, and return expenses to/for will be vendor's responsibility.</p> <p>If Receiving Committee for the medications finds any defect with a batch of item or if an item fails to meet the required standards during analysis at MPOH Qatar, it will be vendor's responsibility to replace such defective batch or item by other non-defective batch or item.</p>																
□	<p>60. All overseas suppliers are required to send the below indicated documents to the following addresses in advance, prior to release the shipment from their side:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>• CWHreceiving@hamad.qa</td> <td>For ALL SHIPMENTS</td> </tr> <tr> <td>• Mchnonstockreceiving@hamad.qa</td> <td>For all Non-Stock Shipments</td> </tr> <tr> <td>• AMohammed8@hamad.qa</td> <td>For Medical Shipments</td> </tr> <tr> <td>• BVarkey1@hamad.qa</td> <td>For Medicine Shipments</td> </tr> <tr> <td>• Akareem3@hamad.qa</td> <td>For ALL SHIPMENTS</td> </tr> <tr> <td>• Shiju.Annamma@gulfwarehousing.com</td> <td>For ALL SHIPMENTS</td> </tr> <tr> <td>• Johnson.Sebastian@gulfwarehousing.com</td> <td>For ALL SHIPMENTS</td> </tr> <tr> <td>• Tinku.Varghese@gulfwarehousing.com</td> <td>For ALL SHIPMENTS</td> </tr> </table> <p>Mandatory Documents:</p> <ol style="list-style-type: none"> 1. Shipment Pre-Alert or Delivery Advance Notification 2. Commercial Invoices 3. Packing Lists <ul style="list-style-type: none"> - Must show the details of each item package wise. - The gross weight and net weight should be shown. - The details must match with the Airway Bill/ Bill of Lading. - As per Qatar Customs Authorities a packing list is a mandatory requirement for all Doha terminating cargo. This must be attached to the air waybill for each consignment. 4. PO Copy 5. In addition to sending (by courier) a complete set of attested and chambered shipping documents to HMC's Receiving and Clearing Section, please also attach (one) 1 set of complete original documents to the shipment itself for clearance purposes. 6. Any penalty or demurrage fees imposed by the Customs Clearance Authority due to the failure of receiving complete shipping documents upon arrival of the shipment will be charged to the vendor's account. 	• CWHreceiving@hamad.qa	For ALL SHIPMENTS	• Mchnonstockreceiving@hamad.qa	For all Non-Stock Shipments	• AMohammed8@hamad.qa	For Medical Shipments	• BVarkey1@hamad.qa	For Medicine Shipments	• Akareem3@hamad.qa	For ALL SHIPMENTS	• Shiju.Annamma@gulfwarehousing.com	For ALL SHIPMENTS	• Johnson.Sebastian@gulfwarehousing.com	For ALL SHIPMENTS	• Tinku.Varghese@gulfwarehousing.com	For ALL SHIPMENTS
• CWHreceiving@hamad.qa	For ALL SHIPMENTS																
• Mchnonstockreceiving@hamad.qa	For all Non-Stock Shipments																
• AMohammed8@hamad.qa	For Medical Shipments																
• BVarkey1@hamad.qa	For Medicine Shipments																
• Akareem3@hamad.qa	For ALL SHIPMENTS																
• Shiju.Annamma@gulfwarehousing.com	For ALL SHIPMENTS																
• Johnson.Sebastian@gulfwarehousing.com	For ALL SHIPMENTS																
• Tinku.Varghese@gulfwarehousing.com	For ALL SHIPMENTS																
□	<p>61. 10% Retention: The payment of retention money amounting to 10% of contract sum will be made after expiry of warranty period and after the issuance of certificate of completion. All necessary and applicable service must have been done up to the satisfaction of the Technical Evaluation Department before the payment is made.</p>																

□	<p>62. With reference to the State of Qatar <i>Law No. (13) of Year 1963, Regulating the Israel Boycott Office in Qatar (The Israel Boycott Law)</i>, please find some of the requirements:</p> <ul style="list-style-type: none"> • Goods/equipment subject to Israeli Boycott terms must not be quoted. • Hamad Medical Corporation may also exclude any bid that does not abide by the provisions of the commercial and economic laws and the provisions of the law of boycott of Israel applicable in the state. • A certificate is required by the manufacturer or exporter stating that the items and/or any of its components/ materials have not been manufactured in and/or exported from Israel. • Under no circumstances may a bank listed in the Arab Israeli Boycott Black List be permitted to negotiate any Documentary Credit.
□	<p>63. Whenever applicable/ available, vendors are required to submit:</p> <p>a) Copy of Food and Drug Administration (FDA) Export Certificate from Foreign Government (for Overseas Suppliers) OR</p> <p>b) Copy of Good Distribution Practices 'GDP' Certificate. (For all categories e.g. Medical, General, Engineering, Pharmaceutical, etc.) OR</p> <p>c) Copy of ISO/ CE (European Conformity) Mark Certification. OR</p> <p>d) Copy of TGA (Therapeutic Goods Administration) Certification</p>

64.

- **Commercial Documents:** Upon confirmation of an order, the vendor must provide a Certificate of Origin, Manufacture and other Commercial Documents notarized by the Qatar Embassy in the country of origin or in Qatar by paying the applicable charges. These must be **ORIGINAL, STAMPED AND SIGNED** by the issuing authority of the originating country.
- **Approvals:**
 - Bricks & Cement: The Consignee must obtain approval from the Ministry of Municipal Affairs (Baladiya).
 - Chemicals & Dangerous Goods: The Consignee must obtain approval from the Supreme Council for Environment and Natural Reserves.
 - In cases where fire related items are imported, the approval (fire stamp) from the Fire department should be obtained. Batteries may be exempt, but will remain subject to Customs' decision at the time of a physical inspection.
 - Telecommunication Equipment: The Consignee must obtain approval from Qatar Telecom.
 - Food Stuff: The Consignee must obtain approval from the Health Authorities.
 - Books and publication: The Consignee must obtain approval from the Ministry of Education.
 - Important: It is advisable to refer to IATA TACT Rules under country variations and regulations or refer to Bin Yousef Cargo Express for assistance.
- Invoice and Certificate of Origin can be issued either from the Country of Origin or from the Port of Loading.
- As per the regulations from Qatar Customs Authority, all overseas shipments must include Certificate of Origin and/or Invoice stamped from the Chamber of Commerce of the Country of origin as a MANDATORY REQUIREMENT for further clearance purposes. (FOR OVERSEAS VENDORS)
- Commercial invoice, AWB, Packing List and other commercial documents **must be in original form on an original letterhead with the shipper's signature and the company stamp.**
- Even if the Invoice is issued online from Chamber Authorities, the same should be stamped with **Shipper's Ink stamp.**
- For any online endorsement, online verification code/site details should be available on the Chambered documents.
- Third country attestations are no longer accepted at Customs.
- All relevant original legalized shipping documents must be sent along with shipments and additional one set to be forwarded to Expediting & Accounts section (Supply Chain Department).
- If original shipping documents are misplaced or not received at the time of arrival of shipment, then shipment can be cleared with the legalized scanned copies of INV+COO along with undertaking letter to bring originals later.
- Delay of submission of scanned legalized shipping documents further leading to delay in clearance will be subjected to penalty under Clause no. 6 of the existing standard terms and conditions of purchase order.
- Tracking number of the original shipping documents should be emailed to us immediately after couriering them along with a scan copy of the couriered documents.
- As per the State of Qatar's Customs Policy, failure by the vendor to provide a complete set of the original shipping documents within 90 days of the date of the arrival of each shipment will result in the fines/penalty amounts being debited to the vendors' account.
- The items in each box must be given realistic values item-wise and unit-wise.
- If an item is a temporary import, it must have a non-removable serial number on it which also indicates the item's value. Note in this event, it is vital that each commercial invoice will be allocated with one Airway Bill / Bill of Lading (AWB -/- BL). Do not allocate one AWB/ BL for multiple commercial invoices. The details must match with the AWB -/- BL.
- For Land Shipments, individual invoices for each delivery vehicle is required. Do not make one invoice for multiple vehicles.
- **Shipper's Labels & Tags:** Country of origin (made-in) label /tag must be printed/ permanently fixed (not removable) to each item imported to Qatar.
- **License:** It is mandatory that the consignee includes four-digit import customs code in the commercial invoice, packing list and the AWB/ BL. No import can be processed for clearance without this number. Note: This number can be obtained at the Customs Headquarters by the consignee company's PRO with the company's commercial registration. Also the commercial registration of the importer should show that the goods arrived are permitted to import under their name.

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The following fields/entries are MANDATORY to be indicated on the invoices:

- Clearly mark **COMMERCIAL INVOICE on top of the shipper's invoice**. (The wording Proforma / Shipping Invoice(s) carrying clause "for custom purposes only" are no longer accepted by Customs Department.
- NAME AND ADDRESS OF THE SHIPPER
- NAME AND ADDRESS OF THE CONSIGNEE
- COUNTRY OF ORIGIN
- INVOICE NUMBER AND DATE
- SPECIFIC DESCRIPTION OF ITEMS
- QUANTITY
- CURRENCY IN WORDS OR STANDARD INTERNATIONAL CURRENCY CODE (for FOC items, " C&F value must be stated for customs purpose and clearance)
- HS CODE OF THE ITEMS
- UNIT PRICE AND TOTAL PRICE PER ITEM
- GRAND TOTAL OF PRICES
- PACKING INFORMATION: TOTAL NUMBER OF PACKAGES + GROSS WEIGHT
- FREIGHT CHARGES, INSURANCE CHARGES and OTHER OVERHEAD FEES must be stated individually, if the invoice is not showing the freight amount then the same should be shown in AWB (rated AWB).
- SHIPPING TERMS: HMC requires the mode of shipment to be Warehouse to Warehouse / Door to Door (including Customs fees), if this is not so then please specify your price for delivery, (by Air, Land, or Sea) (C&F, CNF, CFR, CPT, etc.).
- Always indicate our **PO number** in the **subject of all communications** for easy tracking and follow up.

For all USA Suppliers:

- Chamber crimped/ embossed seal on invoice and COO is acceptable by Customs if it is supported by wet ink shipper seal/ stamp. In this case, wet chamber seal/ stamp is not mandatory.
- If documents are attested with wet ink chamber and shipper seal, but without crimped/ embossed chamber seal, these will not be accepted as original by Customs.

NOTE: FAILING TO COMPLY WITH THE ABOVE REQUIREMENTS WILL RESULT IN A CUSTOMS PENALTY OF QR. 500 OR 1% OF THE COMMERCIAL INVOICE VALUE, WHICHEVER IS HIGHER.

<input type="checkbox"/> 65.	<p>The following applies to all purchase orders regardless of the value:</p> <p>1- Overseas suppliers only:</p> <p>A) Please register with Ministry of Economy & Commerce via http://www.mec.gov.qa/en#.</p> <p>B) If you will not register with Ministry of Economy & Commerce then you need to appoint a local agent in Qatar.</p> <p>2- For all local and overseas suppliers:</p> <p>A) As per the instructions from the Ministry of Finance and in accordance with Bylaw # 24 of 2015, it is mandatory for all suppliers to get classified through the Ministry of Finance (Government Procurement Regulatory Department). This is in addition to being registered with HMC, in order to receive invitations for HMC tenders and purchase orders/ contracts awards. Please note that non-classified vendors will no longer be considered eligible. Therefore, you are kindly requested to approach the concerned authority to take necessary steps in order to get into their classification list and provide the copy of these documents to:</p> <p>(I) The sender of this email/ fax/ letter.</p> <p>(II) Suppliers Management Office, Tel: 4439 4796/ 2867, Fax: 44423399, Email: SCMSupplierMgmtReceiptOffice@hamad.qa.</p> <p>B) An equivalent international certificate of classification is accepted in the absence of local representation i.e. in case you have already classification issued from your country then please provide a copy to the Ministry of Finance and also to Hamad Medical Corporation (as indicated in Point A), this classification might have similar categories with other alternative names/ identical titles. Documents from overseas suppliers need to be attested by Qatar Embassy or Chamber of Commerce.</p> <p>C) The issued certificate will be valid for 3 years however the provided data/ information needs to be updated by the company on yearly basis at the Government Procurement Regulatory Department. The certificate shall be deemed null and void if the company fails to comply with the specified date.</p> <p>D) All Bidders/ Companies need to submit (in each tender) the proper required classification (specialty and value limit) each one as per the related item or service.</p> <p>E) Classification Link: https://monaqasat.mof.gov.qa/default.aspx</p> <p>F) Announcement of Tenders: In addition to publishing the tenders in Al Arab Newspaper (https://www.alarab.qa), Hamad Medical Corporation is also announcing its tenders on the Ministry of Finance website (https://monaqasat.mof.gov.qa). Interested vendors are therefore requested to check the website on a regular basis. However, kindly note that the processes for payments and the collection of documents will continue to be facilitated through HMC's Supply Chain Department (either at the Tender and Contracts Section or at the Procurement Section).</p> <p>G) Note: You are kindly requested to visit HMC website @ https://www.hamad.qa/vendors for detailed quotation and purchase order terms and conditions.</p> <p>For any further clarifications/ queries, please directly contact:</p> <p>Government Procurement Regulatory Department, Ministry of Finance, Majlis Al Taawon Street, Burj Al Taawon / Doha - Qatar Tel: 44461333 E-mail: monaqasat@mof.gov.qa</p> <p>ادارة تنظيم المشتريات الحكومية، وزارة المالية. شارع مجلس التعاون / برج التعاون / الدوحة - قطر الهاتف: 44461333 البريد الإلكتروني: monaqasat@mof.gov.qa</p>
<input type="checkbox"/> 66.	HMC has the right to cancel the P.O. or contract.
<input type="checkbox"/> 67.	Non-compliance to any of the above requirements may disqualify your offer.
<input type="checkbox"/> 68.	Note to Overseas Vendors: In case of email quotation, you may use the following address ONLY: Purchasing@hamad.qa (Please do not send your quotations to individual staff emails)
<input type="checkbox"/> 69.	You are kindly requested to inform us back every time, whenever you receive our quotation and you are not interested in participating or bidding for that tender/ quotation.