

Note to all suppliers/ vendors/ contractors: The following applies to all purchase orders regardless of the value.

1- Overseas suppliers only:

- A) Please register with Ministry of Economy & Commerce via <http://www.mec.gov.qa/en#>.
B) If you will not register with Ministry of Economy & Commerce then you need to appoint a local agent in Qatar.

2- For all local and overseas suppliers:

- 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:
- (I) The sender of this email/ fax/ letter.
(II) Suppliers Management Office, Tel: 4439 4796/ 2867, Fax: 44423399,
Email: SCMSupplierMgmtReceiptOffice@hamad.qa.
- 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.
- 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.
- 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.
- E) **Classification Link:** <https://monaqasat.mof.gov.qa/default.aspx>
- F) **Announcement of Tenders:** Hamad Medical Corporation is 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).
- G) **Note:** You are kindly requested to visit HMC website @ <https://www.hamad.qa/vendors> for detailed quotation and purchase order terms and conditions.

For any further clarifications/ queries, please directly contact:

Government Procurement Regulatory Department,
Ministry of Finance, Majlis Al Taawon Street,
Burj Al Taawon / Doha - Qatar
Tel: 44461333
E-mail: monaqasat@mof.gov.qa

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