



Ref.: RE24-02 (Landscaping and maintenance of AUBMC Greenery areas)

Date: Jan 9, 2024

### Invitation to BID

#### 1. Purpose:

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

#### Scope:

Landscaping and maintenance of AUBMC Greenery areas

#### Quantity / Specs :

As per attachments

A- Site Inspection: To be announced.

#### 2. Proposal Requirement:

- Prices should 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.

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

Proposals must be submitted on or before **Feb 05, 2024**, Monday to Friday: 8:00 a.m. till 17:00 p.m. to the following address:

American University of Beirut – Medical Center  
Medical Bids

Medical Administration Building, 7<sup>th</sup> floor, Room 704

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 in sealed envelopes carrying:

- a. Supplier's stamp
- b. Bid Reference
- c. Company name

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

#### 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:

**Please suggest your payment terms .**



**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 represent 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)

Mohamad Walid Halwani  
Deputy Procurement Director  
Cc. Medical bids / Internal Auditor



**AMERICAN UNIVERSITY OF BEIRUT – MEDICAL CENTER**

**Requirements**

You are kindly invited to participate in a site inspection and bidding for Landscaping and maintenance of AUBMC Greenery areas.

**Scope:** Site analysis, design, installation, and ongoing maintenance.

**Project overview:**

**Location:** AUBMC Area

**Scope of work:** The project involves the designs, installation, and maintenance of greenery and landscaping elements in areas (as per attached layouts)

**This includes but not limited to:**

- Planting small plants or greenery where needed, shrubs and flowers.
- Installation and maintenance of existing irrigation systems.
- Lawn maintenance and turf management
- Regular maintenance services

**Attachments:**

**Layouts:** Layout documents for AUBMC Landscapes that is related to this project.

**Site Inspection schedule:**

To be announced later