The following documents and/or information are required with each offer. Failure to comply with the requirement may cause unnecessary delay in processing for approval from the relevant authority.

Please refer to **Annex C: Schedule 1 – Specification and Requirement** for Product Specification and Requirement**.**

1. **Technical Requirements**

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| **Requirement** | **Supplier’s Input** |
| 1. **Samples** 2. Must be submitted in the smallest unit of measure, provided in the smallest packaging offered E.g., Box/Pack 3. The sample should be labelled with Tender/RFQ reference number and listed item no.; 4. Must be submitted with Submission of Sample Form; and   Tenderers/Bidders are reminded to ensure the product sample match with their offer and specifications requested by BELTS.  Upon approval of the said tender/RFQ, samples submitted from unsuccessful tenderers/bidders will be returned.  **Important Note:**  *Bidders who fail to submit samples will be automatically result in disqualification from Tender/RFQ participation.* |  |
| 1. **Delivery Period**   Please indicate the lead-time for delivery period. The shortest or specific lead-time will be preferred.  **Not acceptable if** language used to describe lead time as *“Not more than 60-90 days upon confirmation, however subject to stocks availability upon receipt of purchase order”* would be regarded as unspecified lead time which therefore be considered as the longest lead-time. |  |
| 1. **Shelf life**   Minimum of 24 months on receipt; unless the item’s manufactured shelf life is less than 24 months; short expiry date items agreed to be accepted by BELTS with prior knowledge before delivery and with letter of undertaking provided.  Please indicate the product overall shelf-life.  Product with longer shelf-life will be given preference. |  |
| 1. **Storage condition**   The storage condition of the product should be labelled with specific temperature for storage condition should be indicated.  **Not acceptable** by using these terms such as “ambient conditions”, “room temperature” or “does not require any special storage condition”; unless enclosed with stability study document. |  |

1. **Commercial Requirements**

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| **Requirement** | **Supplier’s Input** |
| 1. **Price Validity**   The validity of offered price shall be at least **three (3) months** from the closing date of submission of quote. Where the price validity differs from three (3) months, the LONGER VALIDITY PERIOD will be taken as the final validity period. |  |
| 1. **Price Increase**   Justification on price increase if the same product has been previously supplied to Ministry of Health / BELTS from the same supplier / distributor. |  |
| 1. **Registration Status with BELTS**   Only eligible for company registered with BELTS. |  |
| 1. **Tax compliance certificate**   Please indicate your compliance, if applicable. |  |
| 1. **Payment Terms**   Please specify your payment terms and details. |  |

1. **Other Requirements**

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| **Requirement** | **Supplier’s Input** |
| 1. Installation, spares and service: In addition to installation details, information should be provided on service, repair and spares where applicable. Any special tools or test equipment required should also be specified at both bid stage and Purchase Order stage. |  |
| 1. Training and support: For equipment where training is required before competent technical staff can use the device, this should be clearly indicated at the bid stage and also at Purchase Order stage with information of who will provide this training. The cost of training will be borne by the supplier/manufacturer. |  |
| 1. Warranty: copy of warranty should be provided for all equipment where applicable. |  |
| 1. For re-usable products, clear information/instructions should be provided on cleaning, disinfecting and sterilization methods and types for the device. |  |
| 1. For electrical devices, the available voltage and plug types should be specified and if contracted, the correct voltage and plug type should be supplied for the respective country of destination as per Purchase Order. |  |
| 1. Information should be provided on safe disposal of the device after recommended time of use, this applies for all medical devices. |  |