

To all Suppliers/ Contractors/ Bidders/ Vendors/ Companies:

1- The **following documents are mandatory** for submission of any tender (Offers will not be received/ accepted from any non-compliant vendors):

- **Updated MOF Classification** (vendors that are not registered and classified by the Ministry of Finance will not be accepted). The same to be attached during the submission of offers.
- **Updated CR Copy & complete contact details** (vendors without CR, Tel No. and Fax No. will not be allowed to collect any documents).
NOTE: Vendors are requested to make sure that the contact information mentioned on the collection sheet is clear and correct as **HMC will not be responsible for any unsent or misdirected notification** to the wrong vendor.
- In case the vendor is sole source, **copy of Sole Agent Certificate** to be presented.
- **Samples** (if applicable).
- **Tender Bond**.

2- **NO GIFTS (of any kind) are accepted** from any of the companies/ suppliers coming to our office.

3- Any supplier/ vendor is **NOT ALLOWED** to:

- **Take down notes** from the Tender documents.
- **Take photos of any page** of the Tender documents.
- **Record videos of the Tender documents** while reading.

4- 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 this website on a regular basis.

However, kindly note that the **collection of documents and processes for payments (no CASH, card only)** will continue to be facilitated through HMC's Supply Chain Management Department (either at the Tender Committee Secretariat or at the Procurement Section).

جميع مناقصات مؤسسة حمد الطبية تطرح **بصحيفة العرب** يومي الأحد و الثلاثاء.

5- 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, **every Tuesday before 12:00 noon**, instead of Procurement Reception Office.