Request for Sealed Quotation 419227
“POS System”
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1 INTRODUCTION

1.1 BACKGROUND

The American University of Beirut (hereinafter referred to as “AUB”) (http://www.aub.edu.lb) is an educational not-for-profit corporation established under the laws of the State of New York, U.S.A., including a Campus and a Medical Center, in Beirut, Lebanon, and an office in the U.S.A., in New York (NY), U.S.A.

AUB serves over 12000+ users. It consists of more than 4,500 faculty and staff, and has an enrolment of approximately 8,000 students, more than 1,200 of whom reside on Campus.

AUB is requesting offers from qualified suppliers for the provision of: POS System as specified under Section 2.1.
2 OVERVIEW

2.1 SPECIFICATIONS

POS Machines:

<table>
<thead>
<tr>
<th>Description</th>
<th>QTY</th>
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<tbody>
<tr>
<td>POS Machine at the fitness desk and pool desk</td>
<td>2</td>
</tr>
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</table>

Functionality:

- Issue receipts for the Guests (for using the pool, gym, tennis courts, beach, classes etc..).
- Every member entering the gym should swipe his/her ID card (staff will be able to recognize the members and active students). In addition when swiping the ID cards, the name of the guest/member/student will be added to the database in the system.
- The system should be able to read AUB database for members through the ID (in coordination with the IT department through barcode/name etc..)
- Issue refunds if needed
- At the end of the day, staff will be able to generate a summary of all daily income (this summary along with the cash is sent to the Cashiers the following day)
- Issue reports if needed (number of guests, income etc..)
3 REQUIREMENTS PROCESS

3.1 PARTICIPATION TO RFQ
Suppliers willing to submit their offers should confirm by sending an Intent to Respond through an email to Mr. Richard Jarjoura (Email rj36@aub.edu.lb) within 2 business days of receiving the Sealed Quotation.

3.2 APOLOGY
In case the requested services are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a written apology to rj36@aub.edu.lb indicating the reason and the bid reference number.

3.3 INQUIRIES
All inquiries related to this bid shall be addressed to Mr. Richard Jarjoura (Email rj36@aub.edu.lb).

3.4 PRICING
Please use Appendix A (Bill of Quantity and Price Form) for submitting your financial offers. Prices are to be quoted excluding VAT.

3.5 SUBMISSION DATE AND TIME
Offers must be submitted on or before Friday 08 July 2016, 01:00 PM Lebanon Time

3.6 SUBMISSION ADDRESS
Offers must be submitted to the following address:

American University of Beirut
Purchasing Department – Sealed Quotations Box
Old Pharmacy Building
Bliss Street - Beirut – Lebanon

Offers submitted by hand or via post mail shall be enclosed in a sealed envelope clearly marked: Request for Sealed Quotation 419227 “POS SYSTEM”
Moreover, the offers should be sent including the following:

- Two copies of the Technical Offer (with no prices)
- Two copies of the Financial Offer
- CD/USB that contains a soft copy of both Technical and Financial offers.
- Filled and signed copy of Appendix B (Bidder Contact Information)

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.

3.7 CONFIDENTIALITY

All information included in this RFQ are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. AUB may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

3.8 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.

3.9 RFQ AWARD & EXECUTION

AUB reserves the right to cancel the RFQ without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Supplier. AUB reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the RFQ and proposal of the selected bidder will become part of any contract initiated by AUB. The contract form will be provided by AUB upon selection of the successful bidder. AUB will not incur any liability to any bidder as a result of using its rights hereunder or any other right provided for by law.

3.10 VALIDITY

Proposals submitted shall be valid for one year from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn without the written permission of the University.
3.11 PROPOSAL OWNERSHIP

All materials submitted in response to this RFQ shall become the property of AUB. Selection or rejection of a proposal does not affect such right.

3.12 COSTS

The University will not be liable for any costs incurred by Suppliers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Suppliers in responding to this RFQ are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

3.13 PAYMENT

AUB payment term is 100% 45-60 days after delivery and after installation (if required) provided acceptance of the end user.

3.14 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 represents 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 RFQ for the purpose of restricting competition.

3.15 GOVERNING LAWS

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this RFQ. Any dispute arising out of this RFQ shall be exclusively settled by the courts of Beirut, Lebanon.

Hanan Itani Ramadan
Director of Procurement & Contracts Administration

Cc.: Internal Audit Office
Bid Administrator

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<table>
<thead>
<tr>
<th><strong>Supplier Name:</strong></th>
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<tbody>
<tr>
<td><strong>Prepared by:</strong></td>
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<tr>
<td><strong>Supplier quotation Ref.:</strong></td>
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<tr>
<td><strong>Date:</strong></td>
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<td><strong>Email:</strong></td>
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<td><strong>Supplier Website:</strong></td>
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<td><strong>Brand Website:</strong></td>
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<td><strong>Tel:</strong></td>
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<td><strong>Cell:</strong></td>
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<td><strong>Fax:</strong></td>
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<tr>
<td><strong>Technical Support Hot Line:</strong></td>
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<tr>
<td><strong>Technical Support Engineer Name:</strong></td>
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<th><strong>Company stamp:</strong></th>
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<td><strong>Signature:</strong></td>
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