



- ▶ APPLY FOR *PRODUCT PREQUALIFICATION EVALUATION*
- ▶ GET *CERTIFICATE OF APPROVED PRODUCT*
- ▶ APPLY FOR TENDER

# Certificate of Approved Product

## ATTENTION TO ALL VENDORS

## THE PROCEDURE OF TENDERING HAS BEEN CHANGED

### PRODUCT PREQUALIFICATION FOR TENDER

The usual procedure of tendering, where you usually buy tender bids, submit your offers, bids opening committee, evaluation and awarding; has been changed! Now before every tender an announcement for evaluation and a list of items will be published; where you have to submit your samples for each item, then the evaluation committee will decide if your sample is accepted; and then issue Certificate of Approved Product accordingly. After evaluation, an announcement for tendering will be published, where you have to buy the tender list that includes our estimated quantity of each item, and you have to submit your offers with the certificate of approved product. After that, bids opening committee will take place to validate your offer by ensuring that you have submit valid Certificate Of Approved Product with each line item, then the awarding committee will take place.

#### 1. What is the Certificate of Approved Product?

It is a certificate that will be issued to all products that match the National Guard Health Affairs standards. Each Certificate of Approved Product is for one product only (one stock item), and it will have a 3 years validity.

#### 2. What is the benefit of this certificate?

This certificate will qualify your product for tendering as well as for direct buy and without this certificate no product will be accepted or awarded in any tender. Hence this certificate is **required for applying for tender**.

#### 3. How can you get this certificate for your products?

All suppliers must apply for *Product Prequalification Evaluation* in order to get their products evaluated and if accepted the certificate will be issued accordingly.

#### 4. What is the Product Prequalification Evaluation for?

It is an assessment for the product quality, safety and effectiveness to ensure that the product is meeting the National Guard Health Affairs standards.

#### 5. When does the prequalification evaluation take place?

The prequalification evaluation will take place before each tender based on predefined dates (around 30 days) that will be announced in the newspaper and in the official website of the National Guard Health Affairs.

#### 6. What are the items that should be submitted for evaluation?

After the official announcement of the evaluation phase, a list of items will be prepared with full item description and unit of measure. You can request your soft copy of the "Evaluation List" from Product Evaluation & Standardization Section in Logistics & Contracts Management.

#### 7. How to apply for evaluation?

After getting your soft copy of the "Evaluation List":

- ★ Fill in the sheet, your full company information.
- ★ Review all items, and identify the items that you would submit samples for evaluation.
- ★ Provide 2 samples for each item (more samples maybe required later on), and make sure that your sample does match the description mentioned in the sheet.
- ★ Fill in the sheet with the following information for each sample, in front of each line item:
  - Country of Origin
  - Catalogue No.
  - Manufacturer Name
  - Brand Name
  - Shelf Life.
  - Package Size.
  - Specify if the expiry date on package or on each.
  - Your company remark, if there is any.

⚠ **Note** that all the mentioned fields are required for all provided samples.

★ Place an adhesive label number on each sample as per the sequence number in the "Evaluation List" sheet.

★ Make sure to save the sheet with all the required information filled in.

Submit your samples, signed hard copy of your "Evaluation List" and soft copy to *Product Evaluation & standardization Section*, before the deadline for receiving the samples. "The start date and end date will be clearly defined in the Prequalification Evaluation announcement"

⚠ **Note**: this phase is for receiving samples **ONLY**, no offers will be accepted.

#### 8. What is the different between applying for Product Prequalification Evaluation and applying for Tender?

In Product Prequalification Evaluation, an "Evaluation List" will be published to all vendors, where you must submit your product samples that match the item description, a committee will then evaluate all samples to issue the Certificate of Approved Product. In Tendering, the "Tender List" will be sold to all vendors, where you must submit your offers based on our required quantities mentioned in the "Tender List" and Certificates of Approved Product instead of samples. After that, the Awarding Committee activities will take place.

☎ **For any further question on this regards, please call Product Evaluation & Standardization Section, Ext: 43787, 43696, 43170, or send email to [PES@NGHA.MED.SA](mailto:PES@NGHA.MED.SA)**