

CAYMAN ISLANDS HEALTH SERVICES AUTHORITY
SCHEDULE B



Caring People, Quality Service

APPENDIX 1 PROVISION OF HOUSEKEEPING SUPPLIES

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1. All correspondence, documentation, manuals, product labels, product instructions must be in English.
2. Prices are to be quoted in United States Dollars (USD) and/or Cayman Islands Dollars (KYD) only.
3. Prices should be quoted Carriage and Insurance Paid (C.I.P.) to the Port of Export.
4. Where volume discounts are available – criteria for receiving such discount and percentage discount must be clearly stated.
5. All items must be shipped ocean freight unless otherwise stated in writing.
6. An excel spreadsheet will be provided to the Contractor to be completed with prices, packing and comments. Tender submission of said excel spread sheet must be returned on a compact disc (CD). Changing the format of the spreadsheet may result in your tender being rejected.
7. Where items specified as “Brand Specific”, alternatives/substitutes will not be accepted.
8. Contractor must not proceed with processing and order without a duly signed Purchase Order.
9. Where an awarded item is withdrawn from the market, The Authority should be immediately notified, in writing, with complete details of reason for withdrawal.
10. All shipment should be consigned exclusively to the Health Services Authority.
11. The Authority should be given advance notice of all shipments with shipping documents being sent to the Materials Management Manager, and notification to the Procurement Unit.
12. The Authority reserves the right to reject products that do not meet international quality standards.
13. Product expiry date should be at least a minimum of one year (twelve months) after shipment date.
14. All shipping delays should be immediately reported to the Materials Management Manager stating reason for and duration of delay.
15. Prices accepted in the tender process must be fixed for the period covered by the tender.
16. Payment terms must be a minimum of net thirty (30) days.
17. Payment will not be processed without an original invoice.