

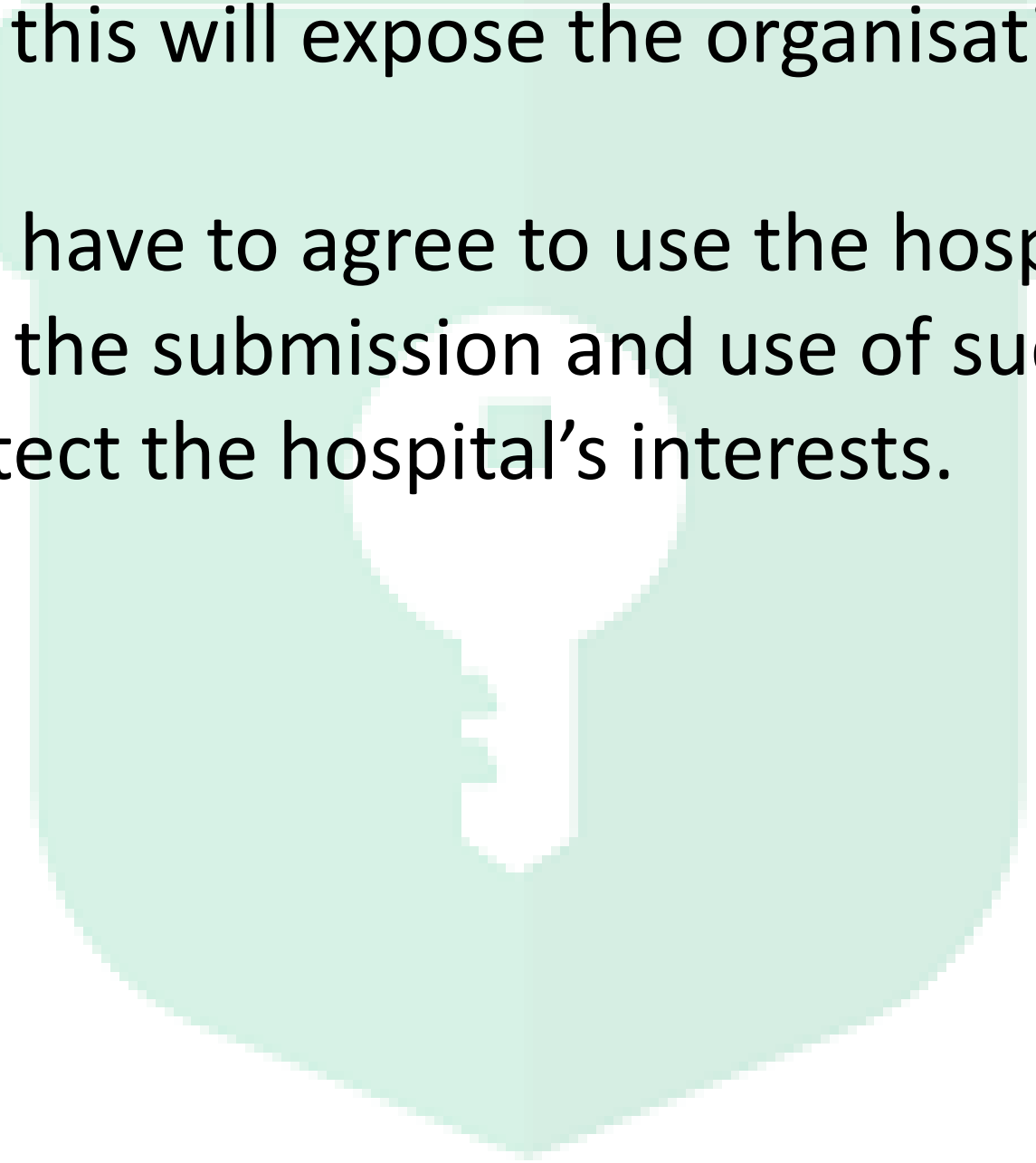
# Incorporation of Terms and Conditions for Submission and Use of Samples into RFP/ITQ Templates

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## Introduction

Often time, as part of the evaluation process for certain products, submission of samples are required from the participating vendors for trial purposes and this will expose the organisation to certain risks.

Therefore vendors have to agree to use the hospital's contractual terms and conditions for the submission and use of such samples to mitigate such risks and protect the hospital's interests.

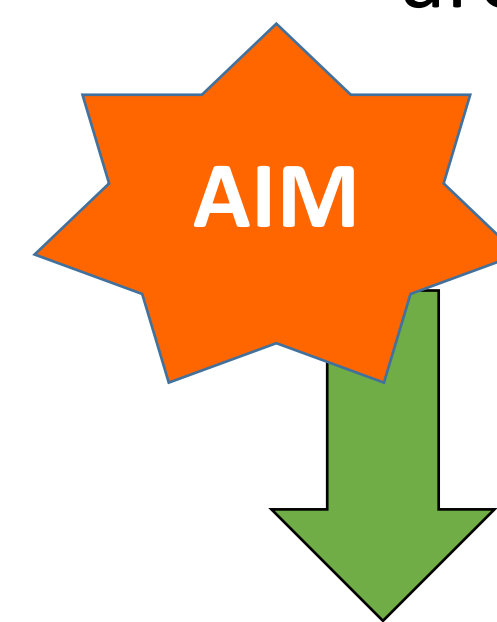


## Background & Aims

A product trial agreement has to be signed with each participating vendor when there are samples required to be submitted.

The turnaround time for submission of the samples is therefore lengthened when the agreement cannot be signed in time, and results in delays to the evaluation of the RFP/ITQ.

Buyers have to take additional efforts to ensure that the agreements are signed off prior to the submission of the samples.



Reduce the time taken to submit the samples for RFP/ITQ evaluation

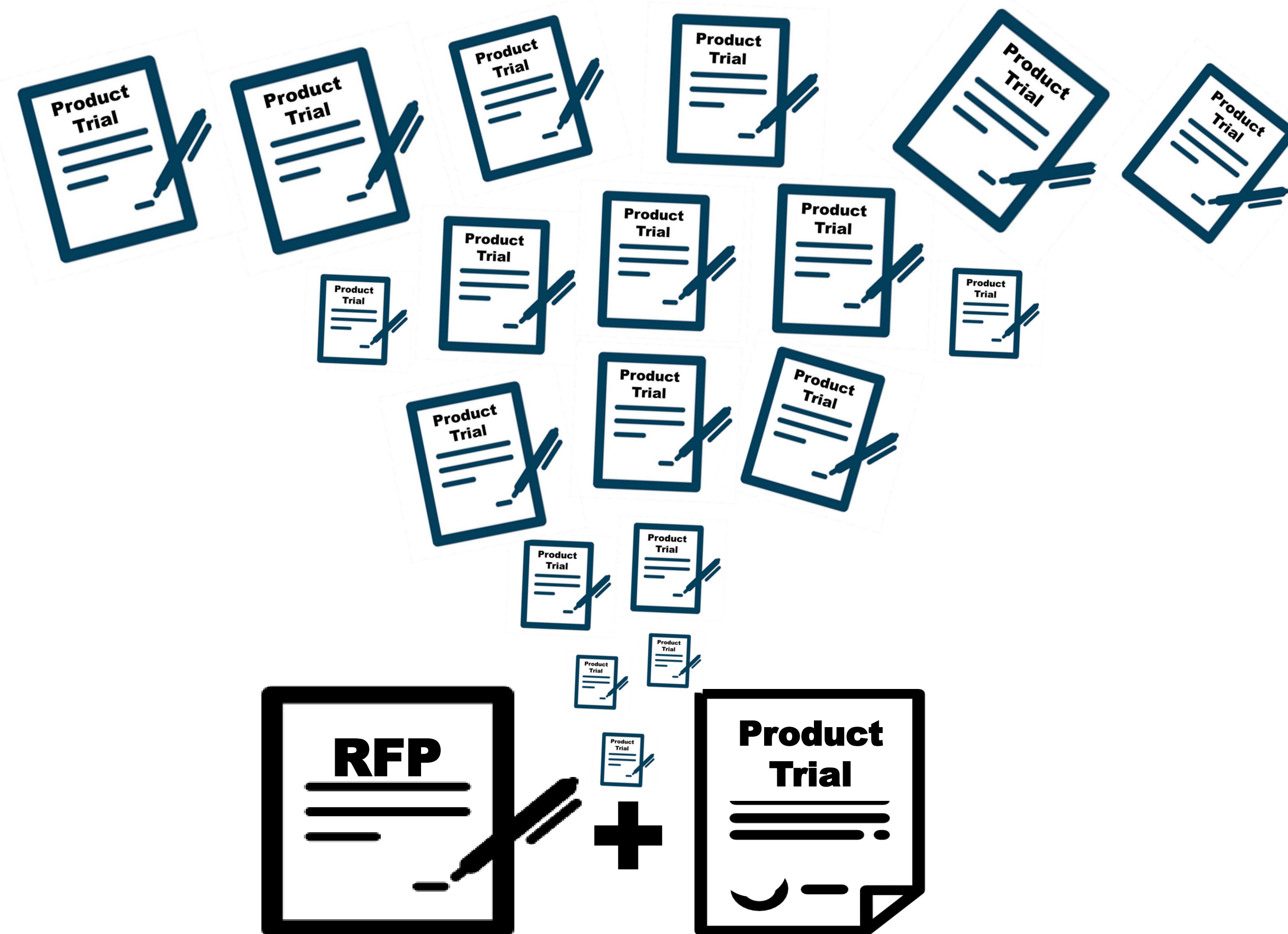


Contractual risks to the hospital must not be increased

## Methodology

The product trial terms were reviewed and essential terms covering the submission and use of samples were incorporated into the RFP/ITQ document.

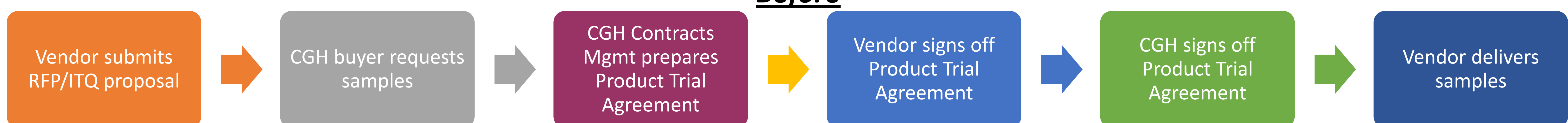
When participating vendors submit their proposals, the terms and conditions governing the submission and use of samples will be **agreed upfront**.



## Results

As the participating vendors have agreed to the hospital's terms and conditions upfront during their proposal submission, buyers can request the vendors to submit the samples for evaluation without the need to wait for an additional agreement to be signed off, reducing the turnaround time for submission of the samples for evaluation.

### Before



### After



## Conclusion

Buyers are able to bring in samples for RFP/ITQ evaluation in a shorter time and the overall time and effort taken to complete the RFP/ITQ process is improved. As a result, users are able to receive their requested purchases earlier in time to support the hospital's operations.

