



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Ref No. PPHI-B/H.O BLN/2024/04/BHUs – Fur/ 2023-24
Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for Procurement and Supply of Furniture for
Basic Health Units (all Districts) of PPHI, Balochistan**

NAME OF BIDDER: _____
(To be filled-in by the Bidder)

Address: Peoples Primary Healthcare Initiative (PPHI) - Balochistan
House # 8-A, Jinnah Town Samungli Road, Quetta-Pakistan.

Phone: 081-2863620

Website: www.pphib.org

LETTER OF INVITATION FOR BIDS:

Sealed proposals are invited under the Peoples Primary HealthCare Initiative (PPHI-Balochistan) procurement rules, by the PPHI-B from Eligible Individuals/Firms/Contractors having expertise in Provision of Furniture:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLES PRIMARY HEALTHCARE INITIATIVE (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	MANAGER ADMIN
POSTAL ADDRESS OF THE PEOPLES PRIMARY HEALTH CARE INITIATIVE (PPHI-B)	PEOPLES PRIMARY HEALTHCARE INITIATIVE (PPHI-B) SAMUNGLI ROAD, QUETTA-PAKISTAN
PHONE NUMBER & FAX NUMBER	081-2863620 & 081-2863623
E-MAIL PPHIBLN@GMAIL.COM ADDRESS & WEBSITE	https://www.pphib.org
METHOD OF PROCUREMENT	SINGLE STAGE - TWO ENVELOPE BIDDING PROCEDURE
ISSUANCE OF BIDDING DOCUMENTS	The tender documents can be downloaded from the PPHI-B website: http://pphib.org/
DEADLINE FOR SUBMISSION OF BIDS	Date: 10th May 2024 & Till 11:00 a.m. directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date: 10th May 2024 & Time 11:30 a.m. at the Head Office of PPHI-Balochistan.
SAMPLE SUBMISSION	Date: Shall be communicated to qualified bidders after technical evaluation
OPENING OF FINANCIAL BIDS	Date: Shall be communicated to qualified bidders after technical evaluation
BIDDING DOCUMENT FEE	AMOUNT: PKR. 2,000/- PAY ORDER IN THE NAME OF PPHI Balochistan WITH TECHNICAL BID IN SEPARATE ENVELOPE
BID SECURITY/EARNEST MONEY	AMOUNT: 2 % OF THE QUOTED AMOUNT MANNER OF PAYMENT: <u>CALL DEPOSIT/ PAY ORDER</u> IN FAVOR OF PPHI-B BALOCHISTAN, (WITH FINANCIAL BID)

ELIGIBILITY CRITERIA FOR BIDDERS:

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax and GST	NTN Certificate and must be registered with FBR under tariff code of "Furniture" only.	Copy of NTN, GST registration and Tax Inquiry Profile duly verifiable from FBR IRIS / website.
2	Tax Payer status/GST	Tax payer status is "Active" or "In-Active"?	Tax payer status must be "Active".
3	Relevant Experience	03 successfully completed similar assignments for Provision of Furniture (each worth PKR 10 million or above).	Copy/ies of Work Order/s or relevant completion certificate/s.
4	Financial Capacity (For Firms)	Turn Over of PKR. 30 million for the past 3 years each (i.e. 2021, 2022 and 2023) (For Firms).	Audited Financial Statements OR Annual Tax Return only.
5	Non-Blacklisting	Must not be presently black-listed by any Government/ Semi Govt or Private Organization.	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder/Individual.
6	Delivery time compliance	Must agree to serve the Contract within agreed time i.e., Within 60 days period after award of contract.	Completion time must be clearly specified in the Technical Bid.
7	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.	Signature & company seal on every page of the bidding document and/or declaration by the bidder on the firms letter pad to agree with all terms and conditions.
8	Submission of Bidding Document Fee	As required by the Peoples Primary Healthcare Initiative (PPHI-B) in the Tender Notice.	AMOUNT: PKR. 2,000/- Tender Fee in separate envelope with technical proposal. AMOUNT: 2 % Security deposit with financial proposal.

NOTE:

- It is mandatory for the bidders to score **"YES"** in all the above-mentioned requirements of eligibility. In-case of single **"NO"** to any requirement, the Bid shall be declared **NON-RESPONSIVE** resulting disqualification for financial bid opening.
- Responsive Bidders/technically qualified will have to provide samples for approval of committee as mentioned in Technical Bids.
- No document shall be added in bidding documents once bid documents are opened.
- Qualified bidder (after technical and financial evaluation) is required to deliver one set of sample to PPHI-B from the total in head office within 5 working days after award of contract.
- Please avoid to attach documents not required in the above criteria and it would be convenient to tag each eligibility criteria documents.
- Bidders from other provinces may send their bids via courier and can participate in the bidding process virtually through online link (subject to prior intimation to the procuring officer).

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of company/Individual: _____

2. Complete Postal Address: _____

3. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

7. Authorized Representative's name & designation:

8. Type of Business:

- (1) Sole Proprietorship ☐ (2) Partnership ☐
(3) Corporation (Private Ltd.) ☐ (4) Corporation (Public Ltd.) ☐

9. National Tax Number & Date of issuance: _____

10. Sales Tax Registration No. _____

11. Bid Validity _____ (Please specify in no. of days)

12. Total Completion Time _____ (Date of completion)

DATA-SHEET OF THE ASSIGNMENT / SCOPE OF WORK

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the Peoples Primary Healthcare Initiative (PPHI-B) is left un-mentioned here under.

Furniture for Basic Health Units of PPHI-Baluchistan

S.No	Items Name	Description	Qty Required
1	Chairs	Shesham Wood Chapti	1,776
2	Tables	3 drawers tea tray laminated 5x3	444
3	Cupboards	steel cupboard 20 gauge 4 shelves	444
4	Benches	pipe 18 gauge wooden top strips 1.5 inch	444
5	Stools	best quality steel top	444
6	Examination Couch	6x3 frame made of shesham wood top cushioned	444
7	Stretcher	steel round pipe 18 gauge folding with cloth	222
8	Bed	2 fowler made of steel best quality	222

Delivery Schedule & Requirements:

- **Place of Provision of supplies is:** Delivery schedule shall be communicated by the procuring officer once supplies are ready for delivery.
- **Delivery sites and number of supplies Furniture are following**

S. No	Delivery Place	Chairs	Tables	Cupboards	Benches	Stools	Examination couch	Strecher	Bed
1	Zhob	310	78	78	78	78	78	39	39
2	Sibi	320	78	78	78	78	78	39	39
3	Khuzdar	316	80	80	80	80	80	40	40
4	Noshki	200	50	50	50	50	50	25	25
5	Loralai	146	34	34	34	34	34	17	17
6	Quetta	286	76	76	76	76	76	38	38
7	Kech	198	48	48	48	48	48	24	24
Total		1776	444	444	444	444	444	222	222

INSTRUCTIONS FOR PREPARING TECHNICAL BID

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Technical Proposal should clearly state:
 - a. **"Name of Bidder"**
 - b. **"Name of Tender"**
 - c. **"TECHNICAL PROPOSAL"**
2. The portion of Technical Proposal of this bidding document duly filled, supported with Bidder's covering Letter and the technical Bid on Bidders Letter Head be attached as the Technical Proposal.
3. Technical Proposal shall be prepared keeping in view the specifications provided in the Data Sheet and the schedule of requirements or otherwise as placed demand further during the bidding process.
4. Following information should be attached/contained in the Technical Proposal: -
 - a. Receipt of payment of **bidding Document Fee** **May be** in terms of **Pay Order in favor of PPHI BALOCHISTAN**
 - b. **Completion time/Delivery time**, which means; actual execution time for the titled Work.
 - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Peoples Primary Healthcare Initiative, Balochistan. (PPHI-B).
 - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B)
 - e. **Description of status** as Partnership / authorization from the Firm / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as required by the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B) in the schedule of requirements.
 - f. **Defect Liability Period:** details. (As applicable) as required by the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B) in the schedule of requirements as mentioned.
 - g. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Peoples Primary Healthcare Initiative (PPHI-B) at instruction 4 of "Instruction for preparation of Technical Bid" is strictly prohibited.

Evaluation Criteria: Selection of the successful bidder shall be based on the **Single Stage-Two Envelop Method**

The procedure shall be applied as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the technical proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, as per the requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids – Eligibility Criteria for Bidders” in the following manner:

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax (For Firms), GST (if applicable)	I. Copy of NTN attached? II. GST Certificate Copy? III. Registered with FBR in relevant tariff code of “Furniture”?			
Tax Payer Status (Active or In-active)	Tax payer status must be active			
Relevant Experience	Five (03) No. of Work Orders or relevant completion certificate of successfully completed similar assignments (each worth Rs 10 million or above) attached?			
Financial Capacity (For Firms)	Annual Audited Financial Statement OR Annual Tax Returns to Clarify the Minimum turnover of PKR. 30 million for the past 3 years each (2021, 2022 and 2023) attached?			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed and/or declaration on official pad of bidder?			
Delivery time	Is the quoted completion time within the stipulated time period?			
Non Blacklisting	Declaration of non-blacklisting by any govt, semi-govt or private organization, on judicial stamp paper attached?			
Bidding Documents Fee	Pay order of Rs. 2,000/- in favor of PPHI-B as bidding document fees attached?			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
- ii. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders

2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
 - i. Their Financial Proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.

3. **Return of Non-Responsive Proposals & preparation of Technical Evaluation Report.** Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:
 - i. Their financial proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
 - iii. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
 1. Acceptance of the Eligible & Responsive Bid/s and.
 2. Rejection of the Ineligible &/OR Non-Responsive Bid/s.
 - iv. Technical Evaluation concludes at this stage.

4. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened in the next meeting as specified in this document under the heading of “Letter of Invitation for Bid” Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **PROCUREMENT COMMITTEE** in the following manner:

<u>FINANCIAL EVALUATION OF BIDS</u>							
Item/s Name / Model & description	Quantity	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Service 1							
Service 2							
Service 3							

- i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.
- ii. Comparatives of Financial will be prepared and signed by the procurement Committee in detail
- iii. If there is any discrepancy between Unit rate and total rate, the unit rate will always govern
- iv. If there is any discrepancy in tender documents clause and Work Order Clause, the work order Clause will always govern.
- v. If there is any discrepancy between amount in words and amount in figures, the amount in words will always govern

5. Recommendation of Procurement Committee

After Technical Qualification, the contract will be awarded to the “Lowest Financially Evaluated bidder” (on total cost) with minimum quoted rates among all the Technical qualified Contractors.

PPHI-B reserves the right to award whole quantity of work as per mentioned quantities as detailed in data sheet of assignment of this document or partially as this shall be subject to availability of funds.

NOTE:

Any bidder having any grievance over the tender/evaluation process, may present the same in black and white to the “Grievance Redressal Committee” through the Chief Executive Officer PPHI-B at any stage.



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.

Admin Section

Reference No. PPHI-B/H.O BLN/2024/04/BHUs –
Fur/ 2023-24

Dated: _____

Financial Proposal

People's Primary Healthcare Initiative Balochistan

**Bidding Document for Procurement and Supply of Furniture for
Basic Health Units (all Districts) of PPHI, Balochistan**

NAME OF BIDDER: _____
(To be filled-in by the Bidder)

Address: Peoples Primary Healthcare Initiative (PPHI) Balochistan House
8-A, Jinnah Town Samungli Road, Quetta-Pakistan.

Phone: 081-2863620

Website: www.pphib.org

1. Name of company: _____

2. Complete Postal Address: _____

3. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

6. Authorized Representative's name & designation:

8. Type of Business:

- (1) Sole Proprietorship ☐ (2) Partnership ☐
(3) Corporation (Private Ltd.) ☐ (4) Corporation (Public Ltd) ☐

9. National Tax Number& Date of issuance: _____

10. Sales Tax Registration No. / BRA Registration No. _____

11. GST No. _____

12. Bid Validity: _____ (Please specify in No. of Days)

13. Total Bid Value: _____ (In Pakistani Rupees)

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in disqualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
 - a. **"Name of Bidder"**
 - b. **"Name of Tender"**
 - c. **"Financial Proposal"**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder's covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the financial proposal: -
 - a. Original Bid Security (If required by the Peoples Primary Health Initiative (PPHI-B))
 - b. Taxes must be included along-with the price of each item
 - c. Financial Bid shall be prepared on the Bidders Letter Head in the following format:

A	B	C	D	E		F
S. No.	Item Name	Quantity	Unit Price	GST Amount	GST %age	Total Price (Including Taxes)
A	B	C	C			(C x D) + E = F
1						
2						
3						
4						
Total						

Note: Each Bidder must mention clearly the rate of BRA & GST applicable on each item of its Bid.

4. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. ALL costs (including duties, taxes, transportation & other Govt. payables) incurred up-to delivery at the designated location of the Peoples Primary Health Initiative (PPHI-B)
 - ii. Complete services as required in the schedule of requirements of this bidding document
 - iii. Cost including transportation required destination as detailed on page No 05 of the technical proposal etc. (As & where applicable)
5. BST/GST Taxes must be included along-with the price of each item/components/service
6. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise, taxes shall be deducted as per Government Policy / Rules
7. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

TERMS AND CONDITIONS:

1. Completion time may be clearly specified. Where completion time shall mean; time consumed execution of required services to the designated location of Peoples Primary Health Initiative (PPHI-B), including but not limited to time required for development of Performa/forms and training (if needed) **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the assignment is **60 Days** from the date of work Order.
3. Tenders must be quoted in Pakistani Rupees (PKR).
4. Tax Liability:
 - i. Complete Tax liability is to be borne by the Vendor/individual as per the applicable rate of tax authority.
 - ii. Quoted prices shall be **inclusive of all applicable Taxes with maintaining of %age of GST.**
 - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise, taxes shall be deducted as per Government Policy / Rules.
 - iv. All tax variations by the Tax Authorities will be borne by the vendor only, there will be no change in contract.
5. Validity of the bid would be at-least **30 Days** (to be specified by the Peoples Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening
6. Financial Bids must be accompanied with Bid Security Deposit at Call from a scheduled bank @ 2% of quoted bid value favoring the PPHI Balochistan.
7. In case of late delivery of supplies, the bidder may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.5% per day (of the value of items delivered late) per day, up to a maximum of 10% of the Contract Value.
8. Bid Security of successful bidder/s shall be released after 30 days of completion of all deliveries as per work/supply order.
9. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
10. Tender will be awarded to the lowest quoted (Total cost) bidder in financial evaluation.
11. PPHI shall not be responsible for any theft or loss during delivery of supplies at required destination.
12. Payment release is subject to delivery report duly signed by the following committee.
1: Director MER 2: Public Health Specialist 3: Concerned DSM of delivery station
4: Any Co-opted Member & 5: Authorized person from bidder/supplier.
13. Payment:
 - i. 100% payment will be released within 20 working days upon complete delivery of quantities against each delivery destination as detailed on page No. 05 of the technical proposal of purchase order supplies subject to provision of required documents & the quality as per the specifications of tender documents and submitted samples.
 - ii. Partial payment is not allowed.
 - iii. Advance payment is not allowed.

- iv. Payment is subjected to satisfactory report of above mentioned committee.

CURRENCY & BID VALIDITY

- Pak Rupees & 30 Days

Sr. #	Items	Description/Specifications	Units	Total Quantity	Rate	GST Amount	Total Amount
<u>Furniture for Basic Health Units of PPHI Baluchistan</u>							
1	Chairs	Shesham Wood Chapti		1776			
2	Tables	3 drawers tea tray laminated 5x3		444			
3	Cupboards	steel cupboard 20 gauge 4 shelves		444			
4	Benches	pipe 18 gauge wooden top strips 1.5 inch		444			
5	Stools	best quality steel top		444			
6	Examination Couch	6x3 frame made of shesham wood top cushioned		444			
7	Stretcher	steel round pipe 18 gauge folding with cloth		222			
8	Bed	2 fowler made of steel best quality		222			

Transportation Cost to delivery sites as mentioned in delivery schedule at page 06 of this document, shall be included in the cost of bid.

DECLARATION BY THE BIDDER

I solemnly undertake that:

- Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**
- The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

Company Stamp. _____