



The Head Office,
People's Primary Healthcare
Initiative, Balochistan.
Admin Section
Reference No. PPHI-B/H.O
BLN/2025/01/RENTALVEHICLES/002
Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for Hiring of Vehicle Services on
Rental Basis under UNICEF (Health Screening
Initiative) funded project.**

Available Budget@190,000/vehicle

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/Constructors having expertise in “Hiring of Vehicle Services on Rental Basis”:

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 ADDRESS & WEBSITE	PPHIBLN@GMAIL.COM 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: 28th April 2025 & Time 11:30 PM directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date: 28th April 2025 & Time 03:00 PM at the Head Office of PPHI-Balochistan.
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: CALL DEPOSIT/ PAY ORDER 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 BRA	NTN/STRN Certificate AND must be on Active Tax Payer list and has active registration with BRA in the relevant Tarif only.	Copy of <u>NTN/STRN</u> AND duly verifiable <u>Active Tax Payer Certificate</u> from FBR website & BRA
2.	Relevant Experience	06 successfully completed comparable & similar assignments of providing Vehicle Services on Rental Basis (Minimum 6 Months each Assignment)	Copy/ies of <u>Work Order or Service Agreements</u> with relevant completion certificate/s
3.	Financial Capacity	Turn Over of PKR. 2.5 Million for the past 3 years (2021, 2022 and 2023 or 2024)	Audited Final Accounts OR Annual Tax Return Only (2021, 2022 and 2023 or 2024).
4.	Non-Blacklisting	Must not be presently black-listed by any Government Organization	Declaration of Non-blacklisting on <u>Non-Judicial Stamp</u> paper by the Bidder/Individual
5.	Local presence (For Firms)	The Bidder must have functional corporate/support office at Provincial level.	Copy of <u>Tenancy agreement</u> or <u>ownership documents</u> of the office premises AND Copy of recently paid <u>utility Bill</u> (maximum 3 months old)
6.	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	<u>Signature & company seal</u> on <u>every page</u> of the bidding document.
7.	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

NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared NON-RESPONSIVE

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

1. Name of company/Firm: _____

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. / BRA Registration No. _____

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

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 Hiring of Vehicle Services on Rental Basis such that no requirement of the Peoples Primary Healthcare Initiative (PPHI-B) is left un-mentioned here under.

1. UNICEF PROJECT

S#	Name and Description of Rental Vehicle	Quantity	Nature of Work
1	Toyota Double Cabin 2017 & Above (With Driver & with POL)	2	The vehicle will be stationed at Quetta and will be used across Balochistan for health screening initiative camps.

Delivery Schedule & Requirements:

S#	Name and Description of Rental Vehicle	Period	Delivery Schedule & Requirements
1	Toyota Double Cabin 2017 & Above (With Driver & with POL) for 2500 KM per/vehicle/month and upon exceeding this limit Rs 40/- will be paid per KM	Till Dec 2025	The vehicle will be stationed at Quetta and will be used across Balochistan for health screening initiative camps.

- The monthly limit is 2500 kilometers per vehicle/month, If mileage exceeds the given limit, Rs 40/- @per kilometer will be paid for the excess mileage.
- **Note:** If the assigned monthly limit of 2500 kilometers is not fully utilized, the remaining mileage will carry forward to the next month.
- **Example:**
 - Assigned Mileage: 2500 KM
 - Covered/Used Mileage: 2100 KM
 - Unused/Remaining from Last Month: 400 KM

- The unused mileage will be carried forward to the next month based on the log book. For example, if 400 kilometers were unused from the last month, then 2500 KM + 400 KM = 2900 KM will be available for the next month.

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 & shall be part of Technical proposal.**
 - b. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Peoples Primary Healthcare Initiative (PPHI-B), Balochistan.
 - c. 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 (PPHI-B), Balochistan.
 - d. **Description of status** as Sole proprietor or etc. (as the case may be) as required by the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B) in the schedule of requirements.
 - e. 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:

S #	Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
			YES / NO	YES / NO	YES / NO
1	Registration with Income Tax (For Firms), BRA (if applicable)	Copy of NTN attached? BRA Certificate Copy? Active Tax Payer? (Registered with income & BRA tax under same tariff)			
2	Relevant Experience	06 No. of Work Orders or Service Agreement with relevant completion certificate of successfully completed similar assignments attached? (Minimum period of 6 months assignment each)			
3	Financial Capacity	Turn Over of PKR. 2.5 Million for the past 3 years (2021, 2022 and 2023 or 2024))			
4	Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
5	Local Presence	Copy of <u>Tenancy agreement</u> or <u>ownership documents</u> of the office premises AND Copy of recently paid <u>utility Bill</u> (maximum 3 months old)			
6	Submission of bidding documents fee @ Rs. 2,000	AMOUNT: PKR. 2,000/- Tender Fee in separate envelope			
7	Non-Blacklisting	Declaration of Non-blacklisting on <u>Non-Judicial Stamp</u> paper by the Bidder/Individual			

- i. Firm must score “YES” in all 06 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. In case any document is missing in the technical proposals of firms that are already pre-qualified with PPHI-B shall not affect their qualification, as their credentials are already available with PPHI-B.
 - iii. 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 Financial 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 Opened publicly, in the presence of bidders or his representative 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:

S#	Name and Description of Rental Vehicle	Quantity	Rate Per Month (Inclusive of all prevailing taxes)	Total Monthly Rent with Driver & without POL (Inclusive of all prevailing taxes)
1	Toyota Double Cabin 2017 & Above (With Driver & with POL)	2		

- 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 prevail.
- v. If there is any discrepancy between amount in words and amount in figures, the amount in words will always prevail.

5. Recommendation of Procurement Committee

After Technical Qualification, the contract will be awarded to the “Lowest Financially Evaluated bidder” with minimum quoted rates among all the Technical qualified Contractors (The prevailing term is for the submission of same modelled Vehicles. While for different modelled Vehicles, both model and quoted price will be evaluated). The procurement committee may inspect physical condition of the quoted vehicle.



The Head Office,
People's Primary Healthcare
Initiative, Balochistan.
Admin Section
Reference No. PPHI-B/H.O
BLN/2025/01/RENTALVEHICLES/002
Dated: _____

Financial Proposal

People's Primary Healthcare Initiative (PPHI) -Balochistan

**Bidding Document for Hiring of Vehicle Services on
Rental Basis under UNICEF (Health Screening
Initiative) funded project.**

Available Budget@190,000/vehicle

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 / Firm: _____

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. BTSN 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	G	H
S. No.	Item Name	Quantity	Unit Price/Month	BRA Amount	BRA %age	POL/Month	Total Price/Month (Including Taxes)
A	B	C	C x D				(C x D) + E = F
1							
2							
3							
4							
Total							

Note: Each Bidder must mention clearly the rate of BRA 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 & other Govt taxes) 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
5. BST 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 of the bidder.
8. Bid security will be retained as performance security for entire contract period.

TERMS AND CONDITIONS:

1. The Firm shall provide the rental services for travelling on monthly rental basis for vehicles detailed at DATA-SHEET OF THE ASSIGNMENT with valid license holder driver and working Air Conditioner. The quantity of vehicles may vary as per requirement of the Client.
2. Vendor has to make vehicles available for travelling out of city, official travelling whenever required.
3. Vehicle required at District Support Unit (DSU) Quetta will be utilized for the purpose of monitoring UNICEF funded Project (HSI). Working days will be Monday – Saturday. While Sundays will be off but in case of need, the vehicle should be available.
4. Vehicles are required along with drivers and POL.
5. Logbooks will be maintained by the driver provide by the vendor.
6. Parking of vehicles after duty will be the responsibility of Vendor. PPHI-B (Hirer) cannot provide parking for the vehicles.
7. Incase of any damage, loss or theft, the PPHI-B will not be responsible for any kind of loss.
8. Incase of any outstation or stay in the district, duty driver food and accommodation will be provided by PPHI-B (Hirer).
9. 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 BRA/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.
 - v. All taxes will be borne by the vendor and PPHI-B will only pay up to the agreed amount as quoted at the time of tender
10. Validity of the bid would be at-least 45 days (to be specified by the Peoples Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening
11. Financial Bids must be accompanied with Bid Security (for firms) in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2 % of quoted bid value favoring the PPHI Balochistan.
12. In case of any fault during visits, vendor will be liable to provide alternate vehicle.
13. Vendor is responsible for any major repair of the vehicle.
14. Bid Security of successful bidder/s shall be released upon submission of Completion letter by the vendor at the end of year after expiry of Contract.
15. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
16. Tender will be awarded to the vendor who quoted lowest rates for same modelled vehicle. While for different modelled vehicles, both rate and model will be evaluated.

17. Payment release is subject to submission of monthly BRA Invoice signed & stamped by the vendor.

CURRENCY & BID VALIDITY

- **Pak Rupees & 45 days**

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. 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 & UNDERTAKE TO ABIDE BY THE SAME.**
- b. 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 _____