



Reference Number _____

Dated` _____

(Peoples Primary Healthcare Initiative Balochistan (PPHI-B))

BIDDING DOCUMENT FOR THE PRINTING OF

DHIS Materials

(TECHNICAL PROPOSAL)

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

LETTER OF INVITATION FOR BIDS:

Sealed Tenders are invited under the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) procurement rules, by the PPHI-B from “Eligible Bidders” dealing in Sales and after-sale of Printing of DHIS material as per details contained here-under:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLES PRIMARY HEALTHCARE INITIATIVE BALOCHISTAN (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	MANAGER ADMIN
POSTAL ADDRESS OF THE PEOPLES PRIMARY HEALTHCARE INITIATIVE BALOCHISTAN (PPHI-B)	PEOPLES PRIMARY HEALTHCARE INITIATIVE BALOCHISTAN House # 8-A JINNAH TOWN SAMUNGLI ROAD, QUETTA-PAKISTAN
PHONE NUMBER & FAX NUMBER	081-2863620 & 081-22863642
E-MAIL ADDRESS & WEBSITE	contact@pphib.org & http://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 22 March, 2022 & Time 05:00 PM directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date 24th March, 2022 & Time 11:30 AM at the Head Office of PPHI-B, Quetta.
OPENING OF FINANCIAL BIDS	Date: 25th March, 2022 & Time 11:00AM at the Head Office of PPHI-B, Quetta.
BIDDING DOCUMENT FEE	AMOUNT: PKR. 1000/- (NON- REFUNDABLE) IN THE FORM OF: DEMAND DRAFT / PAY ORDER / CHALLAN In the name Of PPHI BALOCHISTAN Head Office. PPHI-Balochistan
BID SECURITY	AMOUNT: 2 % OF THE TOTAL BID MANNER OF PAYMENT: <u>CALL DEPOSIT/ BANK GUARANTEE</u> IN FAVOR OF PPHI BALOCHISTAN

ELIGIBILITY CRITERIA FOR BIDDERS:

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax	NTN Certificate and being Active Tax payer	Copy of NTN AND duly verifiable Active Tax Payer Certificate from FBR website and last annual tax return
2	Registration with Sales-Tax	GST/BST Certificate	Copy of GST/BST registration Certificate
3	Relevant Experience	For Experienced (Old Firms): 03 successfully completed comparable & similar assignments	Copy/s of Supply Order /s with relevant completion certificate/s or Inspection Report /s
		For In-experienced (New Firms): MoU / JV or Agreement with a Firm fulfilling the above-mentioned criteria	Signed & stamped copy of Agreement in addition to Supply orders & Inspection Report of the experienced Firm
4	Financial Capacity	Annual Turnover PKR. 03 Million for the past 2 years	Audited Final Accounts OR Bank Certificate of Company's Bank Account certifying the required financial worthiness of the Bidder
5	Non-Blacklisting	Must not be presently black-listed by any Government Organization	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder
6	Local presence	The Bidder must have functional corporate office in Balochistan having PTCL Phone & Fax No.	Copy of Tenancy agreement or ownership documents of the office premises AND Copy of recently paid utility Bill (maximum 3 months old)
7	Delivery time compliance	Must agree to serve the Contract within 30 days (Mention Days / Months)	Completion time must be clearly specified in the Technical Bid
8	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	Signature & company stamp on every page of the bidding document.
9	Submission of Bidding Document Fee	As required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) in the Tender Notice	Receipt of in-time payment of Bidding document fee

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: _____
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)
12. Total Completion Time: _____ (In Days / Months, please specify)

DATA-SHEET OF THE ASSIGNMENT / SCHEDULE OF REQUIREMENTS

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 Balochistan (PPHI-B) is left un-mentioned here under, so as to enable the bidders to prepare their bids accordingly:

It is mandatory for the bidders to meet the following given specifications. All offers meeting or exceeding the following minimum required specification shall be considered as equally responsive.

S. No.	Item Name	Specification	**Qty
1	OPD Registers with Binding/250 leaf and each page spreadsheet contains 29 rows	13.5 (width) & 8.3 (length) 70gm	942 Registers
2	OPD Tickets Pad (100/pads)	5.3 (width) & 8.7 (length) 68gm	2984 pads
3	Monthly Reporting form (in Green color) with Printing on both sides	16.9" (width) & 13.3" (length) 68gm	14751 forms
4	Maternal Health Register (250 leaves)	13.5 (width) & 8.3 (length) 68gm	225 registers
5	Family Planning Registers (250 leaves)	13.5 (width) & 8.3 (length) 68 gm	203 Registers
6	Obstetric Register (250 leaves)	13.5 (width) & 8.3 (length) 68 gm	88 registers
7	Medicine Stock Register (250 leaves)	13.5 (width) & 8.3 (length) 68 gm	454 registers
8	Equipment Stock Register (250 leaves)	13.5 (width) & 8.3 (length) 68 gm	288 register
9	Lab Register (250 leaves)	13.5 (width) & 8.3 (length) 68gm	65 registers
10	Abstract Form In Pad/100	13.5 (width) & 8.3 (length) 68gm	50 pads

Ordered quantity shall not vary beyond **15% of the quantities specified in the "Data-Sheet of the Assignment" as per requirement of the Procurement rules, Peoples Primary Healthcare Initiative Baluchistan (PPHI-B).

Delivery Schedule & Requirements:

Place of Delivery of Goods: PPHI-B, Head Office, Quetta.

Last Date & Time of Delivery: 30 days from the dated of work/supply order.

Other Delivery requirements:

1. Warranty Requirements:

All items must be supplied as per manufacturers policy (whichever is longer) from the date of inspection for replacement of malfunctioned items without any additional cost within 15 days from the date of reporting of problem in writing and handing over of the item by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) during Warranty period. Pickup and delivery shall be the responsibility of the contractor from the delivery location.

2. Partial delivery is Not-allowed

3. Transportation including loading and unloading

4. Finishing including installation, commissioning Completion time **MUST** be clearly specified by the Bidder **in the Technical Bid**. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Peoples Primary Healthcare Initiative Balochistan (PPHI-B) as mentioned above, including time required for performing the required tasks / services as detailed in the schedule of requirements
5. Authorized representative (technical) of the bidder shall be present at the time of delivery of Consignment at Peoples Primary Healthcare Initiative Balochistan (PPHI-B)'s designated location.
6. Supplier shall deliver the Goods against the Delivery Challan and take receiving of Goods from duty staff PPHI Head Office.
7. Supplier shall submit Completion Report along-with Delivery Challan for Inspection as per the Supply Order prior to submission of Invoice

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"**
 - d. **"Reference No & date of Bids Submission"**
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 the name Of PPHI Balochistan
 - b. **Completion time**, which means; time consumed in delivery to the designated location of the Peoples Primary Healthcare Initiative Balochistan (PPHI-B).
 - 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 Dealership / authorization from the publisher / 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. Description of post-sales services / service contract stating the **terms of sales and after-sales support** (as the case may be) as required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) in the schedule of requirements.
 - 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 Balochistan (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 **Least-Cost Selection Method** which mean, **“Eligible Bidder quoting Technically Responsive items at the lowest financial cost”**

The procedure shall be applied on knock-down basis 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	Copy of NTN attached?			
Registration with Sales-Tax	Copy of GSTRN attached?			
Registration with BRA (in Case of Services)	Copy of BRA Certificate			
Annual Tax Return	Last Year			
Relevant Experience	For Self-experienced / Old Firms: 03 No. of Supply Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments attached?			
	For In-experienced / New Firms: Signed & stamped copy of MoU / JV or Agreement of support, with a Firm fulfilling the above-mentioned criteria duly attested by Notary Public attached?			
Financial Capacity	Bank Certificate of Company’s Bank Account certifying annual turn-over of PKR. 5 million for the past 3 years attached?			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
Delivery time	Is the quoted completion time within the stipulated time period?			

- 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. **Item-wise Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE PPHI-B**(If the required items are not technically complex)for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet)on **Item-wise** basis, in the following manner:

TECHNICAL EVALUATION

S.No	Item Name	* Technical Requirement/s	Eligible Bidder 1		Eligible Bidder 2		Eligible Bidder 3	
			Fulfill Requirement (Yes/No)	Reason	Fulfill Requirement (Yes/No)	Reason	Fulfill Requirement (Yes/No)	Reason
1	List of Items mentioned in the Data-sheet							

*** List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.**

- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
 1. Responsive Proposals
 2. Non-Responsive Proposals

4. **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. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
 - iv. 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;
 2. Rejection of the Ineligible &/OR Non-Responsive Bid/s
 - v. Technical Evaluation concludes at this stage.
5. **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
Items 1							
Items 2							
Items 3							

- i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

6. **Recommendation of Procurement Committee.**

After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined; this Report shall be called the “Evaluation Report”. The Evaluation Report must clearly state justification for acceptance of evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the “Eligible and Responsive Bidders” shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**.



Reference Number _____

Dated` _____

(Peoples Primary Healthcare Initiative Balochistan (PPHI-B))

BIDDING DOCUMENT FOR THE PRINTING OF

DHIS Materials

(FINANCIAL PROPOSAL)

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

Designation of the procurement Office: Manager Admin

Procuring Agency's Address: Peoples Primary Healthcare Initiative Balochistan (PPHI-B), House No. 8-A, Jinnah Town, Samungli Road Quetta.

Procuring Agency's Phone:081-2863620 Fax No:081-2863642

Procuring Agency's Website: <http://pphib.org/>

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

1. Name of company: _____
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)
12. 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 dis-qualification 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 Healthcare Initiative Balochistan (PPHI-B))
 - b. All applicable Government 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/BST	Total Price(Including Taxes)
A	B	C	C x D	E	(C x D) + E = F
1					
2					
3					
4					
Total					

4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. 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. payables) incurred up-to delivery at the designated location of the Peoples Primary Healthcare Initiative Balochistan (PPHI-B)
 - ii. Loading, unloading and other labor charges
 - iii. Complete services as required in the schedule of requirements of this bidding document
7. All applicable taxes must be included along-with the price of each item
8. 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
9. 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 in delivery of the ordered items to the designated location of Peoples Primary Healthcare Initiative Balochistan (PPHI-B), including but not limited to time required for installation, commissioning & training. **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the order is 30 Days from the date of Supply /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
 - ii. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the aforementioned format at Para-2 and may not be applied to the sub-total of the package.
 - 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.
5. Validity of the bid would be at-least 90 days (to be specified by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B)/ office) from the date of Tender opening
6. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or call Deposit from a scheduled bank @ 2% of total bid value favoring the PPHI Balochistan .
7. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of .5% (of the value of items delivered late) per day, upto a maximum of 10% of the Contract Value.
8. The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at Peoples Primary Healthcare Initiative Balochistan (PPHI-B)/ designated Office.
9. Partial delivery is **Not-allowed**.
10. Quantity may vary up-to an extent of **15%** of quantities specified in the “Data-Sheet of the Assignment” as per requirement of Peoples Primary Healthcare Initiative Balochistan (PPHI-B)
11. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
12. Provision of partial payment does not exist in this Tender; payment shall be made within 15 Days from the date of successful inspection.
13. Payment release is subject to satisfactory inspection by the joint team comprising of:
 - i. The Purchase Committee of Peoples Primary Healthcare Initiative Balochistan (PPHI-B)
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)

CURRENCY & BID VALIDITY

- Pak Rupees & 90 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.

Checklist for Peoples Primary Healthcare Initiative Balochistan (PPHI-B)

- ☐ The Bidding Documents being used is downloaded at Official website of PPHI-B.
- ☐ Eligibility of Bidders table on **page 1 is duly filled.**
- ☐ Specifications of items is mentioned in Data sheet of assignments.
- ☐ Irrelevant fields in **Instructions for Bidders** are removed/ edited.
- ☐ **Evaluation Criteria** is clear and unambiguous.
- ☐ In case of Quality-Cost based evaluation, the **marking is clear and easily understandable** for bidders.
- ☐ Terms and conditions are **as per requirement of Peoples Primary Healthcare Initiative Balochistan (PPHI-B).**
- ☐ The partial delivery of items is **not allowed** (Terms and Conditions section)
- ☐ Format for **Evaluation of Bidders** is duly filled and matches the table on page 1.
- ☐ Format for **Technical Evaluation** is duly filled and is in line with the specifications / requirements of the items being procured.
- ☐ Schedule of bidding process matches the **schedule given in the NIT** in newspapers and Website..
- ☐ **Complete address and contact details** of the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) are provided at the end of the bidding documents.