



People's Primary Healthcare Initiative,

Balochistan.

Admin Section

Ref No. PPHI-B/H.O.BLN/2026/01/(IT)

Dated: \_\_\_\_\_

---

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

**BIDDING DOCUMENT FOR THE PROCUREMENT OF**

**IT Equipment**

**(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 **I.T. EQUIPMENT** as per details contained here-under:

<b>REQUIRED BIDDING INFORMATION</b>	<b>PEOPLES PRIMARY HEALTHCARE INITIATIVE BALOCHISTAN (PPHI-B)</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 & 081-2863642
E-MAIL ADDRESS & WEBSITE	<a href="mailto:PPHIBLN@GMAIL.COM">PPHIBLN@GMAIL.COM</a> & <a href="https://pphib.org/">https://pphib.org/</a>
METHOD OF PROCUREMENT	SINGLE STAGE - TWO ENVELOPE BIDDING PROCEDURE
ISSUANCE OF BIDDING DOCUMENTS	The tender documents can be downloaded from the PPHI-B website: <a href="https://pphib.org/">https://pphib.org/</a>
DEADLINE FOR SUBMISSION OF BIDS	Date 16 <sup>th</sup> March, <b>2026</b> & Time <b>11:30 AM</b> directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date 16 <sup>th</sup> March <b>2026</b> & Time <b>12:30 PM</b> at the Head Office of PPHI-B, Quetta.
OPENING OF FINANCIAL BIDS	Shall be communicated to the qualified bidders.
BIDDING DOCUMENT FEE	AMOUNT: PKR. 2000/- IN THE FORM OF: <b>DEMAND DRAFT / PAY ORDER</b> IN FAVOR OF <b>PEOPLE'S PRIMARY HEALTHCARE INITIATIVE -BALOCHISTAN</b>
BID SECURITY	AMOUNT: <b>2%</b> OF THE QUOTED AMOUNT WITH <b>FINANCIAL PROPOSAL</b> MANNER OF PAYMENT: <u>CALL DEPOSIT</u> IN FAVOR OF <b>PEOPLE'S PRIMARY HEALTHCARE INITIATIVE -BALOCHISTAN</b>

**ELIGIBILITY CRITERIA FOR BIDDERS:**

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax and GST	Must be registered with FBR (NTN & STRN). Must be registered under relevant Tariff Code.	Copy of NTN, GST registration and Tax Inquiry Profile duly verifiable from FBR IRIS / website.

2	Tax Payer Status	Tax payer status must be “Active”. (Income Tax and General Sales Tax)	Tax payer must be “Active Tax Filler” with 100% GST Compliance.
3	Relevant Experience	<b>03</b> successfully completed similar assignments of 5 million each	Copy/ies of <b>Supply Order/s/</b> relevant completion certificate/s or <b>Inspection Report/s</b>
4	Financial Capacity	Annually PKR. 10 million Average for the past 3 years 2023, 2024, 2025	Audited <b>Final Statements</b> OR <b>Annual Tax returns</b> Only
5	Non-Blacklisting & litigation Status	Must disclose Litigations, if any. Must not be presently black-listed by any Government/ Semi Govt or Private Organization.	Declaration of non-blacklisting and declaration of Litigations on NonJudicial Stamp paper by the Bidder/Individual.
6	Warranty & After-Sales	As required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) in the Data-sheet	<b>Certificates of Warranty &amp; After-Sales</b>
7	Local presence	The Bidder must have functional, corporate and national level business anywhere in Pakistan.	Copy of Tenancy agreement or ownership documents of the office premises or copy of recently paid utility Bill (maximum 3 months old)
8	Delivery time compliance	Must agree to serve the Contract within agreed time i.e. Supplies Within 30 days period after award of contract.	Completion time must be clearly specified in the Technical Bid in Number of Days.
9	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.	<b>Signature &amp; company seal on every page</b> of the bidding document and declaration by the bidder on the firms letter pad to agree with all terms and conditions.
10	Submission of Bidding Document Fee	As required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) in the Tender Notice	AMOUNT: PKR. 2,000/- Tender Fee in separate envelope with technical 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 in disqualification from financial bid opening.
- Each eligibility criteria document must be tagged and indexed for convenience.
- No document shall be added in bidding documents once bid documents are submitted.
- Please avoid to attach documents not required in the above criteria and it would be convenient to tag each eligibility criteria documents.
- Financial Proposals cannot be withdrawn after opening of technical proposals. Such withdrawals will result in forfeiture of bid security.
- Bid Security: 2 % security deposit with **FINANCIAL Proposal. Don't attach the 2% bid security with the technical proposal. This will result in disqualification.**

**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. \_\_\_\_\_
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 hereunder, so as to enable the bidders to prepare their bids accordingly:

It is mandatory for the bidders to meet the following given specifications and **provide detail specs, brand & model no of each item offered** along with brochures with the **technical proposal**. All offers meeting or exceeding the following minimum required specification shall be considered as equally responsive.

S. No.	Item Name	Specification	Qty
1	Laptop Ultra 7	<b>Requirement 1:</b> Ultra 5. <b>Requirement 2:</b> 16GB RAM or higher. <b>Requirement 3:</b> 512GB SSD. <b>Requirement 4:</b> Display Screen Size: 13 to 14-inch. X360 <b>Requirement 5:</b> Licensed Operating System (Windows). <b>Requirement 6:</b> (Not refurbished, Not Open Box, Backlit). <b>Requirement 7:</b> Carry Case (WIWU equivalent V Good Quality 14") <b>Requirement 8:</b> Brand & Model No	1

S. No.	Item Name	Specification	Qty
2	Laptop Core Ultra 7 (omni, yoga, equal)	<b>Requirement 1:</b> Ultra7, 14 <sup>th</sup> Generation <b>Requirement 2:</b> 16GB RAM or higher. <b>Requirement 3:</b> 1TB SSD. <b>Requirement 4:</b> Display Screen Size: 15 to 16-inch <b>Requirement 5:</b> Licensed Operating System (Windows). <b>Requirement 6:</b> (Not refurbished, Not Open Box, Backlit). <b>Requirement 7:</b> Carry Case (WIWU equivalent V Good Quality) <b>Requirement 8:</b> Brand & Model No	6

S. No.	Item Name	Specification	Qty
3	Laptop Core 5	<b>Requirement 1:</b> minimum Corei5 13 <sup>th</sup> Gen or Higher <b>Requirement 2:</b> 8GB RAM or higher. <b>Requirement 3:</b> 512GB SSD. <b>Requirement 4:</b> Display Screen Size: 15 to 16-inch. <b>Requirement 5:</b> Licensed Operating System (Windows). <b>Requirement 6:</b> (Not refurbished, Not Open Box, Backlit and without touch screen preferred). <b>Requirement 7:</b> Carry Case (WIWU equivalent V Good Quality) <b>Requirement 8:</b> Brand & Model No	37

S. No.	Item Name	Specification	Qty
4	Desktop	<b>Requirement 1:</b> Core i5, 13 <sup>th</sup> Generation or Higher. <b>Requirement 2:</b> 8GB RAM or higher. <b>Requirement 3:</b> 512GB SSD + 1TB HDD <b>Requirement 4:</b> LED Monitor Screen Size: 22-inch. <b>Requirement 5:</b> Licensed Operating System (Windows). <b>Requirement 6:</b> (Not refurbished, Not Open Box). <b>Requirement 7:</b> Keyboard Mouse, HDMI/DP and Power Cables included <b>Requirement 8:</b> Brand & Model No	5

S. No.	Item Name	Specification	Qty
5	Sheet Feed Scanner	<b>Requirement 1:</b> Scans up to 40 ppm / 80 IPM <b>Requirement 2:</b> Resolution: 600 dpi <b>Requirement 3:</b> Interface: USB 2.0 <b>Requirement 4:</b> Min 50 page ADF <b>Requirement 5:</b> Duplex <b>Requirement 6:</b> (Not refurbished, Not Open Box). <b>Requirement 7:</b> Brand & Model No	3

S. No.	Item Name	Specification	Qty
6	Keyboard Wired	<b>Requirement 1:</b> Corded Keyboard <b>Note:</b> Logitech K120 or Equivalent/ better*	6

S. No.	Item Name	Specification	Qty
7	Mouse Wired	<b>Requirement 1:</b> Corded Mouse <b>Requirement 2:</b> With mouse pad 11*8" approx. <b>Note:</b> Logitech B100 or Equivalent/ better*	10

S. No.	Item Name	Specification	Qty
--------	-----------	---------------	-----

8	Mouse Wireless	<b>Requirement 1:</b> Wireless Mouse <b>Requirement 2:</b> With mouse pad 11**8” approx. <b>Note:</b> Logitech M185 or Equivalent/ better*	8
---	----------------	--	---

S. No.	Item Name	Specification	Qty
9	Wireless Keyboard Mouse	<b>Requirement 1:</b> Wired Keyboard Mouse Set <b>Requirement 2:</b> With mouse pad 11**8” approx. <b>Note:</b> Logitech MK235 or Equivalent/ better*	4

S. No.	Item Name	Specification	Qty
10	Printer LaserJet	<b>Requirement 1:</b> 750 to 4000 pages’ monthly Volume <b>Requirement 2:</b> Prints up to 40 ppm (black). <b>Requirement 3:</b> Print scan copy and fax <b>Requirement 4:</b> Duty cycle Up to 80,000 pages Media sizes supported (metric) A4, Letter, Legal, Executive, Statement, Officio (8.5 x 13) <b>Requirement 5:</b> Duplex Printing, Network (Ethernet/Wi-Fi) <b>Requirement 6:</b> 02 Additional Toner Cartridges refills compatible with the offered model (apart from included toner) <b>Requirement 7:</b> Brand & Model No	9

11	External HDD Original	<b>Requirement 1:</b> 1TB with Interface USB 3.2 <b>Requirement 2:</b> High Speed Transfer <b>Requirement 3:</b> Shock resistance (Mandatory) <b>Requirement 4:</b> Original Products ( <b>WD Seagate copies not acceptable</b> ) <b>Requirement 5:</b> Must include official software <b>Requirement 6:</b> Brand & Model No (Sample will be verified)	6
----	-----------------------	--	---

12	Wireless Presenter	<b>Requirement 1:</b> Laser Class: Class 2 Laser <b>Requirement 2:</b> Wireless operating distance: Approx 10m <b>Requirement 3:</b> Wireless technology: 2.4 GHz wireless technology <b>Requirement 4:</b> Windows 10 or later <b>Note:</b> Logitech R400 or Equivalent/ better*	1
----	--------------------	---	---

13	C-Type to HDMI	<b>Requirement 1:</b> C type to HDMI Good Quality	1
----	----------------	---	---

14	Laptop Bag	<b>Requirement 1:</b> Carry Case (WIWU equivalent V Good Quality) 1x14” and 2x16”	3
----	------------	---	---

\* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of PPHI-B Procurement rules however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

\*\* 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 Balochistan (PPHI-B). \*\*\* If boxed specs of the item are higher than the requirement the same should be provided.

\*\*\*\* Carry case samples need approval.

\*\*\*\*\* Windows License key will be provided along with the delivery on a printed and signed sheet.

**Delivery Schedule & Requirements:**

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

**Last Date & Time of Delivery:** 30 Days After Receiving Supply Order

## Other Delivery requirements:

### 1. **Warranty Requirements:**

All items must be supplied under at-least one-year local Warranty or 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. **After-Sales Requirements:**

Repairs, parts and services for at-least three years.

### 3. **On Site Support**

Onsite support for the delivered Equipment during warranty period

### 4. **Partial delivery is allowed.**

### 5. **Each Item will be evaluated and allotted separately.**

### 6. **Transportation including loading and unloading.**

### 7. **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.**

### 8. **Supplier shall deliver the Goods against the Delivery Challan and take receiving of Goods from duty staff**

### 9. **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 Instruction 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.

#### 4. Following information should be attached/contained in the Technical Proposal: -

- a. Receipt of payment of **Bidding Document Fee** (If required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B))
- b. **Completion time**, which means; time consumed in delivery to the designated location of the Peoples Primary Healthcare Initiative Balochistan (PPHI-B), time required for demonstration, fixation, installation, commissioning & training (as the case may be) of the delivered Items
- 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. **Brochure** / technical literature of the quoted items
  - f. **Description of status** as Dealership / authorization from the manufacturer / 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
  - g. 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
  - h. **Guaranty/Warranty** details. (As applicable) as required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) in the schedule of requirements.
  - i. **Format of Product genuineness** / method of Product verification from the Manufacturer, such as unique Product code etc. (Where applicable) as required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) in the schedule of requirements.
  - j. 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 and may result in disqualification of bid.

**Evaluation Criteria:** The tendering process will follow **Single Stage-Two Envelop Method** and selection of the successful bidder shall be based on the **Least-Cost Selection Method (Item Wise)** which means, **“Eligible Bidder quoting Technically Responsive items at the lowest financial cost”** The procedure shall be applied as follows: -

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 (For Firms), GST (if applicable)	I. Copy of NTN attached? II. GST Certificate Copy? III. Registered with FBR in relevant Tariff Code.			
Tax Payer Status (Active or In-active)	Must be an active tax payer and has 100% compliance in GST?			
Relevant Experience	<b>Three (3)</b> No. of Work Orders /relevant completion certificate of successfully completed similar assignments of more than 5 million each?			
Financial Capacity (For Firms)	Annual Audited Financial Statement OR Annual Tax Returns to Clarify the Minimum turnover of <b>PKR. 10 million (Avg)</b> for the past <b>3 years</b> each (i.e. 2023, 2024 and 2025) 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 of 30 days?			
Non-Blacklisting & Litigation Status	Declaration of non-blacklisting by any govt, semi-govt or private organization, and declaration of Litigations on judicial stamp paper/s attached?			
Local Presence	Ownership documents or tenancy agreement of registered office and/or copies of last three months paid utility bills attached?			
Warranty & After sales service	Documents attached?			
Specification Compliance	Are the quoted items complying with the given specifications?			
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. **Item-wise Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE ITSELF** (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	Laptop	Requirement 1:						
		Requirement 2:						
		Requirement 3:						
		Requirement 4:						
		Requirement 5:						
		Requirement 6:						
		Requirement 7:						

**\* 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 and;
    - 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:

<b><u>FINANCIAL EVALUATION OF BIDS</u></b>							
<b>Item/s Name / Model &amp; description</b>	<b>Quantity</b>	<b>Responsive Bidder 1</b>		<b>Responsive Bidder 2</b>		<b>Responsive Bidder 3</b>	
		<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>
Item 1							
Item 2							
Item 3							
Item 4							

- 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.
6. **Recommendation of Procurement Committee and Evaluation Report.** After Technical and Financial Evaluation of the Bids, clearly stating justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids, lowest financial Bidder/Bidders among the “Eligible and Responsive Bidders” item wise shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**.

PPHI-B reserves the right to award whole quantity of work as per mentioned quantities to single or multiple bidders 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 of tendering process.

## **ADDITIONAL CLAUSES**

### **1. Confidentiality**

- Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
- Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- Notwithstanding from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing.

### **2. Procuring Agency's Right to Accept or Reject All Bids**

- The Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- The Bidders shall be promptly informed about the rejection of the Bids, if any.
- The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

### **3. Corrupt or Fraudulent Practices**

- The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.
- "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

### **4. Black Listing**

- Bidders will be Blacklisted i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc. and those found involved in "Corrupt Practices" are not allowed to participate in bidding.
- Procuring agency may, for a specified period, debar a bidder or Contractor from participating in any procurement process of the procuring agency, if the bidder or Contractor has:
  - a. acted in a manner detrimental to the public interest or good practices;
  - b. consistently failed to perform his obligation under the Contract;
  - c. not performed the Contract up to the mark; or
  - d. indulged in any corrupt practice.

### **5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.**

- The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such

### **6. Termination for Default performance.**

- The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:
  - (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the

Contract, or within any extension thereof granted by the Procuring Agency pursuant

(b) if the Supplier fails to perform any other obligation(s) under the Contract; or

(c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract.

- In the event the Procuring Agency terminates the Contract in whole or in part, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
- The Procuring Agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.



People's Primary Healthcare Initiative,

Balochistan.

Admin Section

Ref No. PPHI-B/H.O.BLN/2026/01/(IT)

Dated: \_\_\_\_\_

---

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

**BIDDING DOCUMENT FOR THE PROCUREMENT OF**

**IT EQUIPMENT**

**(FINANCIAL PROPOSAL)**

**NAME OF BIDDER:** \_\_\_\_\_

(To be filled-in by the Bidder)

Designation of the Procurement Officer: Manager Admin

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

Phone: 081-2863620 Fax No: 081-2863642

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.: \_\_\_\_\_

11. Bid Validity: \_\_\_\_\_ (Please specify in No. of Days)

12. Total Bid Value: \_\_\_\_\_ (In Pakistani Rupees)

**INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL**

These Instruction 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. 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
S. No.	Item Name	Specification	Quantity	Unit Price	GST	Total Price (Including Taxes)
A	B	C	D	E	F	$D \times (E + F) = G$
1						
2						
3						
4						
5						
6						
7						

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

4. 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.
5. 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
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
6. Taxes must be included along-with the price of each item
7. 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
8. 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 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.

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 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 Deposit at Call from a scheduled bank @ 2% of total bid value favoring the Procurement Officer
7. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.2% (of the value of items delivered late) per day, up to a maximum of 10% of the Contract Value of the Item. In case of further delay, PPHI-B reserves the right to cancel its work order and forbid the security deposit along with the penalty cost.
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 **will be accepted.**
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. Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
13. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
14. Payment release is subject to satisfactory inspection by the joint team comprising of:
  - i. The Procurement Committee of Peoples Primary Healthcare Initiative Balochistan (PPHI-B)
  - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
15. Payment:
  - i. Payment will be released within 30 working days upon complete delivery
  - ii. 05% of the payment will be withheld for a period of 1 year as Performance Security against warranties / Guarantees.
  - iii. Partial payment is not allowed. iv. Proper GST Invoices must be submitted for payment.
  - v. Payment is subject to the satisfactory report of the above-mentioned committee.
16. Bid security of the **successful** bidder/s shall be released within two months from the date of successful inspection of the delivered goods.

## **CURRENCY & BID VALIDITY**

- **Pak Rupees & 30 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 & UNDETAKE 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.