



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Reference No. PPHI-B/H.O
BLN/2024/07/ERC Coastal-FR/001
Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for Provision of Furniture for ERCs District
Lasbella (Liyarri, Phore & Rasmalan) District Gawadar (Basool,
Nailant and Passni) (Coastal Highway)**

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

Address: People's 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 People's 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 PEOPLE'S PRIMARY HEALTHCARE INITIATIVE (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	MANAGER ADMIN
POSTAL ADDRESS OF THE PEOPLE'S PRIMARY HEALTH CARE INITIATIVE (PPHI-B)	PEOPLE'S 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: 30 Aug 2024 & Time 11:00 AM directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date: 30 Aug 2024 & Time 12:30 PM at the Head Office of PPHI-Balochistan.
SAMPLE SUBMISSION/ INSPECTION	Date: 02 Sep 2024 & Time 03:00 PM at the Head Office of PPHI-Balochistan.
OPENING OF FINANCIAL BIDS	Will be communicated to bidders after Sample Inspection and 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 WITH 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 BRA/GST	NTN Certificate and must be registered with FBR under tariff code of "Furniture".	Copy of NTN, GST registration and Tax Inquiry Profile duly verifiable from FBR IRIS / website.
2	Registration with Sales-Tax	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 (total worth of 03 Million PKR or above during each FY)	Copy/ies of Work Order/s or relevant completion certificate/s, where quantities & amount are clearly mentioned duly attested by Executive of the firm
4	Financial Capacity	Minimum Turn Over of PKR. 06 Million or above for last three years (i.e. 2021, 2022 and 2023)	Audited Financial Statements OR Annual Tax Return only.
5	Non-Blacklisting	Must not be presently black-listed by any Government/ Semi Government or Private Organization.	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder/Individual.
6	Outlet / shop Pakistan	Must have established outlet in Pakistan	Complete Address and Registration certificate of the Business.
7	Warranty & After-Sales	As required by the PPHI-Balochistan in the Data-sheet	Certificates of Warranty & After-Sales Services
8	Delivery time compliance	Must agree to serve the Contract within 30 days after award of contract	Completion time must be clearly specified in the Technical Bid
9	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.
10	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 / Eligible bidders will have to provide Fresh Samples that will be evaluated by The Procurement Committee.
- No document shall be added in bidding documents once bid documents are submitted.
- Retention & Return of Bidder Samples, samples provided by qualified bidders will be retained by PPHI-B until the completion of bid/supplies. Samples from non-qualifies bidders will be returned accordingly.

- 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 / Cities may send their bids via courier at below mentioned mailing address and can participate in the bidding process virtually through online link (subject to prior intimation to the procuring officer) if desired, otherwise physical presence is preferred.

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 _____ (In Days, Months please specify)

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 People's Primary Healthcare Initiative (PPHI-B) is left un-mentioned here under.

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 as long as there is no cost implication.

S.No	Item Name	Specifications	Estimated Qty Required
1	Office Chairs	Wooden Chair (Seasoned Sheesham) with standard size, covered with cushion (green color), with arm rest	60
2	Table (For Medical Officer)	5*3 size (season Sheesahm frame with lamination sheet on top having 3 drawers with one drawer having lock.	6
3	Staff Table	4*2.5 size (season Sheesahm frame with lamination sheet on top having 2 drawers with one drawer having lock.	6
4	wardrobe Almira (wooden)	Wooden ply wardrobe, 72"x40", 02 doors with lock, one locker at the base on each side	30
5	Bench	Iron Frame with wooden top 1.5 inches strips, Pipe gage 18 off white color.	18
6	Set of Foam Mattress with bed sheet, pillow and cover	Mattress 78"x 42" x 4", cotton fabric bed sheets and pillow covers in grey color, ball fiber pillows.	54
7	Beds (Doctors rest rooms)	Wooden Bed (seasoned Sheesham frame) with best finishing, 78" x 42" size	54
8	Revolving Chair	High back revolving chair, seat size of 500mm (W) x 500mm (D), 12 mm hot pressed plywood & moulded polyurethane foam and polypropylene covers in seat or leather or any other material, back size 500m (W) x 720mm (H)	6
9	Sofa Set	144" width x 38" depth x 34" height foam cushioned of high density for comfortable sitting fabric/leather/Regzine (supplier may quote multiple qualities with catalogue provision)	6

Note: Bidders shall not quote multiple items

Delivery Schedule & Requirements:

Place of Delivery is: Emergency Response Center ERS Located AT COSTAL HIGHWAY NAMELY, Lasbella DISTRCT (Liyarri, Phore & Rasmalan) Gawadar DISTRCT (Basool, Nailant and Passni).

F.O.R basis within 30 days.

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 People’s 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 People’s 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 People’s Primary Healthcare Initiative, Balochistan (PPHI-B) in the schedule of requirements.
 - f. **Defect Liability Period:** details. (As applicable) as required by the People’s 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. And an index must be included mentioning page number of mandatory documents.
5. Attachment of any document not demanded by the People’s 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 and BRA/GST	NTN Certificate and must be registered with FBR under tariff code of “Furniture”.			
Registration with Sales-Tax	Tax payer status is “Active” or “In-Active”?			
Relevant Experience	03 successfully completed similar assignments for Provision of Furniture (03 Million PKR or above during each Financial Year)			
Financial Capacity	Minimum Turn Over of PKR. 06 Million or above for last three years (i.e. 2021, 2022 and 2023)			
Non-Blacklisting	Must not be presently black-listed by any Government/ Semi Govt or Private Organization.			
Outlet / shop Pakistan	Must have established outlet in Pakistan			
Warranty & After-Sales	As required by the PPHI-Balochistan in the Data-sheet			
Delivery time compliance	Must agree to serve the Contract within 30 days in each ERC center after award of contract			
Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.			
Submission of Bidding Document Fee	As required by the Peoples Primary Healthcare Initiative (PPHI-B) in the Tender Notice.			

- 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. The eligible bidders shall be asked to submit samples of the quoted items for procurement committee review, inspection and approval.
 - iii. Submitted samples will be evaluated by the procurement committee item wise.
 - iv. Subsequent upon assessment, Bidders will be categorized as either:
 1. Eligible Bidders
 2. Ineligible Bidders
2. **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. Such non-responsive bidders' financial proposals shall be returned without being opened.
- ii. Technical Evaluation Report of approved samples only, 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.
- iii. Firms/Bidders conforming technical qualification criteria and approved samples (item-wise or whole) by the procurement committee shall be declared qualified for financial opening for accepted samples only.
- iv. Rejected samples will not be considered for further process.
- v. Technical Evaluation concludes at this stage.

3. **Financial Evaluation.** Financial Proposals of the Responsive and technically qualified 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:

FINANCIAL EVALUATION OF BIDS							
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.

4. **Recommendation of Procurement Committee**

After Financial Evaluation (of only technically approved bidders), the contract will be awarded to the "Lowest Financially Evaluated bidder" with minimum quoted rates among all the Technical Qualified Bidders. PPHI-B reserve the right to issue work order to the lowest quoted bidder on items wise or as whole.

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 of tendering process.



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

Admin Section

Reference No. PPHI-B/H. O

BLN/2024/07/ERC Coastal-FR/001

Dated: _____

Financial Proposal

People's Primary Healthcare Initiative Balochistan

**Bidding Document for Provision of Furniture for ERCs District
Lasbella (Liyarri, Phore & Rasmalan) District Gawadar (Basool,
Nailant and Passni) (Coastal Highway)**

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

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

Phone: 081-2863620

Website: www.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: _____

5. 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 People's 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:

S.No	Item Name	Specifications	Qty Req
1	Office Chairs	Wooden Chair (Seasoned Sheesham) with standard size, covered with cushion (green color), with arm rest	60
2	Table (For Medical Officer)	5*3 size (season Sheesahm frame with lamination sheet on top having 3 drawers with one drawer having lock .	6
3	Staff Table	4*2.5 size (season Sheesahm frame with lamination sheet on top having 2 drawers with one drawer having lock	6
4	wardrobe Almira (wooden)	Wooden ply wardrobe, 72"x40", 02 doors with lock, one locker at the base on each side	30
5	Bench	Iron Frame with wooden top 1.5 inches strips, Pipe gage 18 off white color.	18
6	Set of Foam Mattress with bed sheet, pillow and cover	Mattress 78"x 42" x 4", cotton fabric bed sheets and pillow covers in grey color, ball fiber pillows.	54
7	Beds (Doctors rest rooms)	Wooden Bed (seasoned Sheesham frame) with best finishing, 78" x 42" size	54
8	Revolving Chair	High back revolving chair, seat size of 500mm (W) x 500mm (D), 12 mm hot pressed plywood & moulded polyurethane foam and polypropylene covers in seat or leather or any other material, back size 500m (W) x 720mm (H)	6
9	Sofa Set	144" width x 38" depth x 34" height foam cushioned of high density for comfortable sitting fabric/leather/Regzine (supplier may quote multiple qualities with catalogue provision)	6

Note: Each Bidder must mention clearly the rate of GST where 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 payables) incurred up-to delivery at the designated location of the People's Primary Health Initiative (PPHI-B)

- ii. Complete supplies as required in the schedule of requirements of this bidding document
 - iii. Cost including fixation, assembling, dismantling etc. (As & where applicable)
5. 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 People's 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 **30 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 People's Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening
6. 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.
7. In case of late execution of required works, the bidder may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.3% per day (of the value of items delivered late) per day, up to a maximum of 20% of the Contract Value.
8. Bid Security of successful bidder/s shall be released upon submission of Performance Security, Otherwise Bid Security/CDR may be retained until 60 days after completion of work
9. Bid Security of unsuccessful bidder/s shall be released within thirty days on submission of written request from the firm/bidder.
10. Tender will be awarded to the lowest quoted bidder as per criteria already prescribed as whole or on item wise basis.
11. Payment release is subject to delivery report from Project Coordinator ERC Costal.

12. Payment:

- i. Payment is subject to supplies as per specifications and approved sample.
- ii. 100% payment will be released within 20 working days upon complete delivery of purchase order supplies.
- iii. Bidders will be required performance security deposit equal to 5% of total cost of those items against which warranties or guarantees quoted.
- iv. No Payment will be made in case of damage or substandard supply.

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. _____