



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Reference No. _____
Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for the Provision of 1600 Food Hampers in
Various Districts of Balochistan**

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

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

Phone: 081-2863620

Website: www.pphib.org

LETTER OF INVITATION FOR BIDS:

Sealed proposals are invited under the Peoples Primary Healthcare Initiative (PPHI) - Balochistan procurement rules, by the PPHI-B from Eligible Individuals/Firms/Ltd Companies having expertise in Foods Hamper and registered with tax authorities in relevant activity tariff:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLES PRIMARY HEALTH CARE INITIATIVE (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	MANAGER ADMIN
POSTAL ADDRESS	PEOPLES PRIMARY HEALTHCARE INITIATIVE (PPHI) - BALOCHISTAN, HOUSE NO 8-A, MAIN JINNAH TOWN 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: 09 January 2023 & Time 11:30 PM directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date: 09 January 2023 & Time 12:00 PM at the Head Office of PPHI-Balochistan.
OPENING OF FINANCIAL BIDS	Date: 12 January 2023 & Time 12:00 PM at the Head Office of PPHI-Balochistan.
BIDDING DOCUMENT FEE	AMOUNT: PKR. 2,000/- PAY ORDER IN THE NAME OF PPHI Balochistan (Pay Order shall be part of the technical evaluation)
BID SECURITY/EARNEST MONEY	AMOUNT: 2 % OF THE QUOTED AMOUNT MANNER OF PAYMENT: CALL DEPOSIT/ PAY ORDER IN FAVOR OF PPHI-B BALOCHISTAN ((Pay Order shall be part of the Financial evaluation).

ELIGIBILITY CRITERIA FOR BIDDERS:

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax	NTN and GST registration Certificate	Copy of <u>NTN and GST registration</u> duly verifiable from the FBR website
2	Relevant Experience	The relevant experience of the bidder would be evaluated on basis of the number of such food supplies, dealing in food purchasing and selling, and the number of projects undertaken from various entities.	Copies of work orders, Completion certificates, and any other such documents in form of the purchase order, issued invoices, and signed agreements with suppliers/buyers. (Note these documents must Pertain to last three years only).
3	Financial Capacity (For Firms)	The Average turnover of PKR 2.5 Million for the past 3 years (For Firms)	Audited <u>Financial Statements</u> OR Annual Tax Return
4	Non-Blacklisting	Must not be presently black-listed by Government Organizations or any other entity	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 the 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	Delivery time compliance	Must agree to serve the Contract within the agreed time period after the award of the contract	Completion time must be <u>clearly specified</u> in the Technical Bid
7	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	<u>Signature & company seal on every page</u> of the bidding document.
8	Submission of Bidding Document Fee	At the time of the submission of the tender documents, the tender fee must be submitted inform of <u>CALL DEPOSIT/ PAY ORDER</u> IN FAVOR OF <u>PPHI-B BALOCHISTAN ((Pay Order shall be part of the Financial evaluation)</u>	<u>Receipt</u> 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/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 _____ (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 the complete scope of this procurement supplies of the Food Hamper such that no requirement of the Peoples Primary Healthcare Initiative (PPHI-B) is left un-mentioned here under.

(Number of Food Packs: 1,600)

Specification of One (1) Food Hamper (Pack)				
S#	Item name	Specification	Unit	Quantity
1	Flour (Atta)	Fine Flour, Freshly grind, Date of production mentioned on packing bag (polypropylene bag) 2 bags of 20KG each	kg	40
2	Rice (Chawal)	A Grade Basmati Rice, 90-93% whole grain (damaged or broken grain not more than 5-7% per 100gram), having good quality packing)	kg	15
3	Sugar (Cheeni)	A Grade, as per sample	kg	5
4	Cooking Oil (Edible Oil)	A Grade, Equivalent to Dalda and Meezan specifications	Ltrs	5
5	Pulses	A Grade (Daal Maash), Grains shall be free from dust, Mycotxin, Mud balls, Infected by insects or Broken (Packing in Polythene bag)	kg	5
6	White Beans	A Grade, (Lobia) Grains shall be free from dust, Mycotxin, Mud balls, Infected by insects or Broken (Packing in Polythene bag)	kg	5
7	Black Tea	Equivalent to Lipton and Tapal specification	kg	1
8	Water (Local Brand)	Clear Drinkable Water (TDS level between 50-150) locally branded 2 bottles of 5 Ltrs each	ltr	10
9	Dry Milk (Branded)	Equivalent to Nestle's Everyday specification	kg	2
10	Packing	Good Quality Carton (Minimum 7 Ply)/Card Board, Stretch rap. (Carton must be marked with PPHI-B and donor logos) (Note: Rice, Sugar, Pulses, White beans, Black tea, and dry milk must be packed in one single pack. Flour, Cooking Oil, and Water are not required to be packed)	No's	1
11	Transportation	400 food packed of the above-mentioned quantity are required to be delivered to each district namely; Naseerabad, Jafferabad, Suhbatpur, and Jhalmagsi.	No's	1

Note: A sample of the Food Hamper Containing the above specifications must be provided to PPHI-B Head Office within office hours Two days after the opening of technical tender only by the technically qualified vendors. (All company-packed items must have at least 70% shelf life)

Delivery Schedule & Requirements:

Place of Delivery

S#	Name of Districts	Number of Food Hampers
1	Jaffarabad	400
2	Naseerabad	400
3	Sohbatpur	400
4	Jhal Magsi	400

INSTRUCTIONS FOR PREPARING TECHNICAL BID

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

Proposals shall be prepared on the following lines: -

1. The sealed Envelope containing the Technical Proposal should clearly state:
 - a. **“Name of Bidder”**
 - b. **“Name of Tender”**
 - c. **“TECHNICAL PROPOSAL”**
2. The portion of the Technical Proposal of this bidding document duly filled, supported with the Bidder’s covering Letter and the technical Bid on the Bidders Letter Head be attached as the Technical Proposal.
3. Technical Proposal shall be prepared to keep 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**, which means; actual execution time for the titled Work.
 - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Peoples Primary Healthcare Initiative, Balochistan. (PPHI-B).
 - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B)
 - e. **Description of status** as Partnership / authorization from the Firm / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as

required by the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B) in the schedule of requirements.

- f. **Defect Liability Period:** details. (As applicable) as required by the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B) in the schedule of requirements as mentioned.
 - g. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Peoples Primary Healthcare Initiative (PPHI-B) at instruction 4 of “Instruction for preparation of Technical Bid” is strictly prohibited.

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

The procedure shall be applied as follows: -

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

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax	Copy of NTN and GST registration duly verifiable from the FBR website ?			
Relevant Experience	Copies of work orders, Completion certificates, and any other such documents in form of the purchase order, issued invoices, and signed agreements with suppliers/buyers. (Note these documents must Pertain to last three years only)?			
Financial Capacity (For Firms)	The Average turnover of PKR 2.5 Million for the past 3 years (For Firms). Audited Financial Statements OR Annual Tax Return?			
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. **Component-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).

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

The eligible venders with responsive BIDs shall be finally evaluated/scored by following mentioned criteria,

(A) Requirement compliance

(B) Technical Expertise and past experience

i. Bids confirming to the required technical qualification will qualify for Financial Bid opening.

ii. The Contract will be awarded to the lowest Financial Bidder after Technical Qualification.

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. 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.

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
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

6. 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.

Disclaimer: Please note that PPHI-B Reserves the right to increase or decrease the number of Food Hampers, considering the availability of Funds.



Reference No. _____

Dated: _____

Financial Proposal

People's Primary Healthcare Initiative Balochistan

Bidding Document for the Provision of 1600 Food Hampers in Various Districts of Balochistan

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

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

Phone: 081-2863620

Website: www.pphib.org

1. Name of company: _____

2. Complete Postal Address: _____

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

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

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 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:

List of Items Required in Food Hamper (1,600 Packs)

S#	Item name	Specification	Unit	Brand offered (if applicable)	Quantity	Unit Price	Total Amount inclusive of all taxes
1	Flour (Atta)	Fine Flour, Freshly grind, Date of production mentioned on packing bag (polypropylene bag)	Kg		40		
2	Rice (Chawal)	A Grade Basmati Rice, 90-93% whole grain (damaged or broken grain not more than 5-7% per 100gram) ,at Least 1 year old, having good quality packing)	Kg		15		
3	Sugar (Cheeni)	A Grade, as per sample	Kg		5		
4	Cooking Oil (Edible Oil)	A Grade, Equivalent to Dalda and Meezan specifications	Ltr		5		
5	Pulses	A Grade (Daal Maash), Grains shall be free from dust, Mycotxin, Mud balls, Infected by insects or Broken (Packing in Polythene bag)	Kg		5		
6	White Beans	A Grade, (Lobia) Grains shall be free from dust, Mycotxin, Mud balls, Infected by insects or Broken (Packing in Polythene bag)	Kg		5		
7	Black Tea	Equivalent to Lipton and Tapal specifications	Kg		1		

8	Water (Local Brand)	Clear Drinkable Water (TDS level between 50-150) locally branded 2 bottles of 5 Ltrs each	Ltr		10			
9	Dry Milk (Branded)	Equivalent to Nestle Everyday specification	Kg		2			
10	Packing	Good Quality Carton (Minimum 7 Ply)/Card Board, Stretch rap. (Carton must be marked with PPHI-B and donor logos) (Note: Rice, Sugar, Pulses, White beans, Black tea, and dry milk must be packed in one single pack. Flour, Cooking Oil, and Water are not required to be packed)	No's		1			
11	Transportation	400 food packed of the above-mentioned quantity are required to be delivered to each district namely; Naseerabad, Jafferabad, Suhbatpur, and Jhalmagsi.	No's		1			
Total Amount for One Pack inclusive of Transportation and Taxes								
Total Amount for 1,600 Packs inclusive of Transportation and Taxes								

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 Peoples Primary Health Initiative (PPHI-B).
 - ii. Complete services/Supplies as required in the schedule of requirements of this bidding document.
5. All applicable Taxes must be included along-with the price of each item/components/services.
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. PPHI-B will not bear any tac that may be imposed/announced after the award of contract, by the federal or provincial Government.
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 execution of required services to the designated location of Peoples Primary Health Initiative (PPHI-B), including but not limited to time required for development of Performa/forms and training (if needed) **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet).**
2. Maximum completion time for the assignment is **45 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.
 - ii. Quoted prices shall be **inclusive of all applicable Taxes with maintaining of %age of BRA/GST**, be filled service-wise as per the afore-mentioned 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 15 days (to be specified by the Peoples Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening.
6. Financial Bids must be accompanied with Bid Security (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 0.1% (of the value of items delivered late) per day, up to a maximum of 10% of the Contract Value. Moreover, PPHI-B reserves the right to terminate thye contract without any notification.
8. The services, as per the work Order, must be executed by the authorized HR (technical) at the time of execution of work at Peoples Primary Health Initiative (PPHI-B)/ designated Office.
9. Bid Security of successful bidder/s shall be released completion of Contract.
10. Tender will be awarded to the Lowest Quaoted Cost bidder in financial evaluation.
11. Payment release is subject to satisfactory sign off by the joint team comprising of:
 - i. The Purchase Committee of Peoples Primary Health Initiative (PPHI-B)
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document).

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 & 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 _____