



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Ref No. PPHI-BALOCHISTAN/H.O BLN/04-26/T.H –
Furniture/25-26
Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for Procurement and Supply of Furniture's
for Telehealth Center of PPHI - Balochistan**

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-Balochistan from Eligible Bidders having expertise in Provision of Furniture:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLE'S PRIMARY HEALTHCARE INITIATIVE (PPHI-BALOCHISTAN)
DESIGNATION OF PROCUREMENT OFFICER	MANAGER ADMIN
POSTAL ADDRESS OF THE PEOPLE'S PRIMARY HEALTH CARE INITIATIVE (PPHI-BALOCHISTAN)	PEOPLE'S PRIMARY HEALTHCARE INITIATIVE (PPHI-BALOCHISTAN) SAMUNGLI ROAD, QUETTA-PAKISTAN
PHONE NUMBER & FAX NUMBER	081-2863620 & 081-2863623
E-MAIL and ADDRESS & WEBSITE	https://www.pphib.org E-MAIL PPHIBLN@GMAIL.COM
METHOD OF PROCUREMENT	SINGLE STAGE - TWO ENVELOPE BIDDING PROCEDURE
ISSUANCE OF BIDDING DOCUMENTS	The tender documents can be downloaded from the PPHI-Balochistan website: http://pphib.org/
DEADLINE FOR SUBMISSION OF BIDS	Date: 11th May 2026 & Till 11:00 A.M. directly submitted to the Head Office, PPHI-BALOCHISTAN.
PRE BID MEETING	Date: 28th April 2026 & Time 12:00 P.M. at the Head Office of PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date 11th May 2026 & Time 12:00 P.M. at the Head Office of PPHI-Balochistan.
SAMPLE SUBMISSION	Date: Shall be communicated to eligible bidders after being responsive as per eligibility criteria.
OPENING OF FINANCIAL BIDS	Date: Shall be communicated to qualified bidders after technical evaluation.
BIDDING DOCUMENT FEE	AMOUNT: PKR. 2,000/- PAY ORDER IN THE NAME OF PPHI-Balochistan WITH TECHNICAL BID IN SEPARATE ENVELOPE
BID SECURITY/EARNEST MONEY	AMOUNT: 2 % OF THE QUOTED AMOUNT MANNER OF PAYMENT: <u>CALL DEPOSIT/ PAY ORDER</u> IN FAVOR OF PPHI-BALOCHISTAN , WITH FINANCIAL PROPOSAL

ELIGIBILITY CRITERIA FOR BIDDERS:

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax and GST	NTN Certificate and must be registered with FBR under relevant tariff code of "Furniture's".	Copy of NTN, GST registration and Tax Inquiry Profile duly verifiable from FBR IRIS / website.
2	Tax Payer status	Tax payer status is "Active" or "In-Active"?	Tax payer status must be "Active" of NTN & GST.
3	Relevant Experience	03 (Three) successfully completed similar assignments for Provision of Furniture as manufacturer, authorized dealer, sole proprietor (total worth of PKR 05 million of each assignment during FY of 2023, 2024 and 2025).	Copy/ies of Work Order/s and relevant completion certificates / Delivery Challans, where quantities & amount are clearly mentioned.
4	Financial Capacity (For Firms)	Turn Over of PKR. 20 million for the past 3 years (i.e 2023, 2024 and 2025).	Audited Financial Statements OR Annual Tax Return only.
5	Non-Blacklisting and disclose of litigation cases	Must not be presently black-listed by any Government/ Semi Govt or Private Organization. Must disclose the litigation cases.	Declaration of Non-blacklisting and disclose the litigation cases on Non-Judicial Stamp paper by the Bidder/Individual.
6	Outlet / shop Pakistan	Must have established outlet in Pakistan.	Complete address and registration certificates along with relevant documents if any
7	Delivery time compliance	Must agree to serve the Contract within agreed time i.e., Within 30 days period after award of Work Order.	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 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.
9	Submission of Bidding Document Fee	As required by the People's Primary Healthcare Initiative (PPHI-Balochistan) in the Tender Notice.	AMOUNT: PKR. 2,000/- Tender Fee in separate envelope with technical proposal. AMOUNT: 2 % Security deposit with financial proposal.
10	Specification of the Required Items	To be submitted on the firm's official letterhead	Detailed specifications of each item must be clearly mentioned on the firm's official letterhead must attached with technical bid.

NOTE:

- a) It is mandatory for the bidders to score "**YES**" in all the above-mentioned 11 (Eleven) requirements of eligibility. In-case of single "**NO**" to any requirement, the Bid shall be declared NON-RESPONSIVE resulting disqualification for sample submission and financial bid opening.
- b) After technical qualification, responsive/eligible bidders shall be required to submit samples of the quoted items within three (03) working days of communication by PPHI-Balochistan for inspection and approval by the Procurement Committee. In case a sample is rejected, the bidder may resubmit the sample within one (01) working day without any change to the financial proposal and technical specification. Financial evaluation shall be evaluated only against the approved samples. Bids with rejected samples shall not be considered for financial evaluation.
- c) No document shall be added in bidding documents once bid documents are opened.
- d) Retention & Return of Bidder Samples, samples provided by qualified bidders will be retained by PPHI-BALOCHISTAN until the completion of bid/supplies. Samples from non-responsive bidders will be returned accordingly.

- e) Under the Single Stage, Two Envelope tender process, if any document related to the financial bid, such as a copy of the CDR is disclosed or included in the technical bid, the bid shall be considered non-responsive and will be disqualified for further processing.
- f) Please avoid to attach documents not required in the above-mentioned criteria and it would be convenient to tag each eligibility criteria documents.
- g) Bidders must ensure that all submitted documents are valid, verifiable, and arranged in the sequence of eligibility criteria. Incomplete, forged, or unverifiable documents will result in immediate disqualification.
- h) Bidders from other cities/provinces 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.

Exact Address: PPHI-BALUCHISTAN Head Office House # 8-A, Jinnah Town, Samungli Road, Quetta.

Bidding Instructions and General Conditions

1. Bid Submission Requirements

- a) The bidder must quote for the entire quantity specified in the tender. Partial or incomplete quantity shall be rejected.
- b) All bids must be tape-bound, properly sealed, and clearly labeled. Each page must be numbered, signed, and stamped by the authorized representative of the firm.
- c) All documents shall be attached in the sequence prescribed in the tender document for evaluation purposes.
- d) Any interlineations, erasers, or overwriting shall be valid only if initialized by the person(s) signing the bid.
- e) Blank fields in the bid forms must be duly filled. Incomplete or unsigned bids should be treated as non-responsive.

2. Method and Deadline of Submission

- a) Preferably, bids shall be submitted physically through the firm's authorized representative on or before the date and time specified in the Letter of Invitation / Bid Data Sheet. However, bidders from other provinces may dispatch their bids via courier to the address mentioned below. Such bidders may also participate in the bid opening proceedings virtually through an online link, subject to prior intimation to the Procuring Officer. Physical presence of bidders or their representatives shall, however, remain preferred.
- b) The bid shall comprise a single package containing two separate envelopes:
 - a. Technical Proposal
 - b. Financial Proposal
- c) Each envelope shall be sealed and marked in bold letters as "*TECHNICAL PROPOSAL*" and "*FINANCIAL PROPOSAL*."
- d) Both envelopes shall then be placed in an outer sealed envelope clearly marked with the Tender Reference Number and Subject.
- e) Bids received after the specified deadline shall be rejected without opening.

3. Conditions for Opening and Validity

- a) If the submission or opening date falls on a public holiday or non-working day, the bids shall be opened on the next working day at the same time and venue.
- b) A bidder may **withdraw** its bid before the deadline for submission.

- a. No withdrawal is permitted after the submission deadline until the expiry of the bid validity period.
- b. Any withdrawal during the validity period may lead to legal action under applicable rules of PPHI-B.

4. Eligibility of Bidders

- a) The invitation is open to all Furniture's manufactures and authorized sole agents/importer of manufacturers registered in Pakistan for the supply of Furniture's items.
- b) The manufacturer must provide documentary proof for being the original producer of the quoted goods.
- c) The sole agent/Importer must submit.
 - Valid authorization letter from the manufacturer.
 - Copy Memorandum of Association or Partnership Deed duly registered with the registrar companies.
- d) Bidders under declaration of ineligibility, suspension, or blacklisting by any government or public-sector organization are not eligible to participate.

5. Blacklisting and Debarment

The following actions shall render a bidder liable for blacklisting/debarment:

- a) Submission of false, fabricated, or forged documents.
- b) Failure to achieve required service standards or timely completion of contractual obligations.
- c) Persistent non-compliance with contract terms or specifications.
- d) Engagement in corrupt, fraudulent, or unethical practices.
- e) Tender fixing or any conduct detrimental to the integrity of the procurement process.
- f) Security concerns or actions affecting the reputation of the Procuring Agency or the State.

6. Clarifications and Amendments

- a) A prospective bidder may seek clarification(s) in writing no later than ten (10) days prior to the submission deadline at the Procuring Agency's address indicated in the Bid Data Sheet.
- b) The Procuring Agency shall issue written responses (without disclosing the identity of the inquirer) to all bidders who have obtained the documents.
- c) The Procuring Agency may, at any time before the submission deadline, amend the bidding documents through a written addendum. No verbal response shall be accepted.
- d) Such amendments shall be notified through official correspondence (letter, email, fax) or publication on the official PPHI-BALOCHISTAN website.
- e) To accommodate the amendment(s), the Procuring Agency may extend the bid submission deadline, if deemed necessary.

7. Corrupt or Fraudulent Practices and Mechanism for Debarment / Blacklisting

A. Definition of Corrupt and Fraudulent Practices

For the purpose of this tender, the following practices shall constitute corrupt, fraudulent, coercive, collusive, or obstructive behavior, which are strictly prohibited:

- a) **Corrupt Practice:** Offering, giving, receiving, or soliciting directly or indirectly anything of value to influence the actions of a public official, procuring entity, or any party in the procurement process or contract execution for wrongful gain.
- b) **Fraudulent Practice:** Any act, omission, or misrepresentation that knowingly or recklessly misleads or attempts to mislead another party to obtain undue advantage or avoid an obligation.

- c) **Collusive Practice:** Any agreement or arrangement between two or more parties designed to establish bid prices at non-competitive, artificial levels to the detriment of fair competition.
- d) **Coercive Practice:** Direct or indirect actions, threats, or harm to any party or its property to improperly influence their participation or decisions in the procurement process.
- e) **Obstructive Practice:** Deliberate acts intended to impede investigation or audit processes, including falsifying or concealing evidence, making false statements, or intimidating witnesses.

8. Bid Price

- a) **Price Indication:** The bidder shall indicate, in the prescribed form, the unit price and total bid price.
- b) **Completion and Authentication:** Price schedules must be carefully filled, preferably typed, and signed/stamped on each page.
- c) **Compliance with Technical Specifications:** Bids must comply with all technical specifications; any deviation shall render the bid non-responsive.
- d) **Inclusive Pricing:** Prices must include all taxes, duties, transportation/delivery and loading unloading to the designated sites.
- e) **Tax Exemptions:** Any exemption or reduction in taxes or duties available under law shall be passed on to the Procuring Agency.

9. Bid Security

The bidder shall submit 2% bid security of total bid value of item as mentioned in Tender Documents (data sheet), in the form of Call Deposit Receipt (CDR) from any scheduled bank and shall be part of financial Bid envelop.

Disclosure of bid security in the technical proposal shall render the bid non-responsive and result in disqualification.

10. Bid Validity

- a) Bids shall remain valid for 45 days from the date of technical bid opening.
- b) Bidders agreeing to extend validity must not change the substance of their bids.
- c) Bidders declining to extend may withdraw without forfeiting bid security.

Bidders who: -

(a) Agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

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 _____ (Date of completion)

DELIVERY SCHEDULE CONDITIONS

1. Scope of Delivery & Locations

The successful bidder shall be responsible for the supply and delivery of Furniture's items from its warehouse/manufacturing facility to the Central Warehouse/Telehealth Center of PPHI-Balochistan.

2. Delivery Time & Schedule

A) Delivery Period

- a) The successful bidder shall complete delivery of all Furniture's items to the designated locations within 30 (thirty) days from the date of issuance of the Supply Order.
- b) Deliveries shall be completed strictly within the approved delivery timeline unless an extension is granted in writing by PPHI-Balochistan.

B) Partial / Phased Deliveries

- a) Partial or phased deliveries are permitted and shall remain within the overall delivery period of 30 days.

C) Delivery Documentation

Each delivery must be accompanied by:

- Delivery Challan
- Packing List / Item-wise Details
- Receiving Acknowledgement duly signed by the consignee

Note: At the time of delivery, the vendor must ensure to issue three copies of delivery. The delivery challan must be sign and dated with delivery date of receipts of items with condition of maintaining the condition of delivery items, one copy of PPHI record whereas the second copy at the time of payment and one copy for Vendor.

D) Penalty for Delay

Delay in delivery beyond the stipulated 60-day period, without prior written approval, shall attract a penalty of 0.15% per day of the value of the undelivered portion, subject to a maximum of 10% of the total contract value.

E) Force Majeure

Delays caused by events beyond the bidder's control such as natural disasters, civil disturbances, strikes, or other force majeure circumstances must be immediately reported to PPHI-Balochistan with supporting evidence. A reasonable extension may be granted at the discretion of PPHI-Balochistan.

F) Damages & Loss

The bidder shall be fully responsible for any damage, breakage, deformation, or loss of Furniture's items during transportation, handling, or unloading. Damaged items shall be replaced at the bidder's cost, or the equivalent cost shall be deducted

from the payable invoice, as determined by PPHI-Balochistan.

3. Place & Mode of Execution

The successful bidder shall be solely responsible for:

- a) Transportation of Furniture's items to designated location.
- b) Safe unloading and handover at consignee sites
- c) Provision of required manpower, tools, and handling equipment

All logistics arrangements including packing, loading, transportation, and unloading shall be the sole responsibility of the bidder.

4. Vehicle & Handling Requirements

The Bidder Must Ensure:

- A) Availability of Suitable Covered/Transportation Vehicles for Furniture's Transportation
- B) Proper Packing, Cushioning, And Strapping to Prevent Damage During Transit
- C) Careful Handling During Loading and Unloading

5. Monitoring & Reporting


The Bidder Shall:

- A) Provide Delivery Status Updates as Required
- B) Immediately Report Any Delay, Damage, Or Incident During Delivery
- C) Submit Delivery Completion Confirmation Duly Acknowledged by the Consignee

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-BALUCHISTAN) is left un-mentioned here under.

Furniture for Telehealth Center of PPHI Baluchistan

S#	Items Name	Description / Specs	Estimate d Qty Require d
1	Single Person Workstation with Partition	<p>Dimensions (Approx.): L: 1200–1300 mm W: 1000–1100 mm H: 1100–1200 mm</p> <p>Table Top: Good quality MFC/laminated board or equivalent Smooth finish with proper edge banding</p> <p>Partition Panels: Side and back partitions Combination of solid board and frosted/opaque sheet or equivalent</p> <p>Frame/Structure: Durable Aluminum or engineered structure with proper finishing</p> <p>Design:</p>  <p>Cable Management: Provision for cable management</p> <p>Color: Standard office colors (wood/grey or equivalent)</p>	120
2	Revolving office chair with ergonomic features	<p>Dimensions: Standard size</p> <p>Backrest: High back with mesh or cushioned support</p> <p>Headrest: Adjustable or fixed</p> <p>Seat: Cushioned seat with fabric or equivalent</p> <p>Armrests: Fixed or adjustable</p> <p>Mechanism: Height adjustable with tilt function</p> <p>Base: Strong nylon or metal base</p> <p>Castors: Wheels for smooth movement</p> <p>Color: Black or standard office color</p>	120
3	Office Desk (Standard Desk Compatible with Workstation)	<p>Dimensions (Approx.): L: 1200–1300 mm W: 600–700 mm H: 740–760 mm</p> <p>Table Top: Good quality MFC/laminated board or equivalent Smooth finish with proper edge banding</p>	10 - 15

S#	Items Name	Description / Specs	Estimated Qty Required
		Structure/Frame: Durable aluminum or metal frame with proper finishing Modesty Panel (Optional): Front modesty panel made of MFC/laminated board or equivalent Legs/Base: Metal legs with leveling adjusters Cable Management: Provision for cable management (grommets or equivalent) Design: Standard rectangular office desk compatible with workstation layout Color: Same or matching color scheme as workstation (wood/grey or equivalent)	

Delivery Schedule & Requirements:

- Delivery shall be made to the Central Warehouse / Telehealth Center of PPHI-B.

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/ 100% delivery of order supplies.
 - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the People's Primary Healthcare Initiative, Balochistan. (PPHI-BALOCHISTAN).
 - 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-BALOCHISTAN)
 - 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-BALOCHISTAN) in the schedule of requirements.

- f. **Defect Liability Period:** details. (As applicable) as required by the People’s Primary Healthcare Initiative, Balochistan (PPHI-BALOCHISTAN) 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 People’s Primary Healthcare Initiative (PPHI-BALOCHISTAN) at instruction 4 of “Instruction for preparation of Technical Bid” is strictly prohibited.

The procedure shall be applied as follows: -

S.No.	Bidders Eligibility Factor	Requirement	Documents attached	
			YES	NO
1	Registration with Income Tax and GST	I. Is a valid NTN Certificate attached? II. Is the bidder registered for GST and GST Certificate attached? III. Is the bidder registered with FBR under tariff code “Furniture’s” and an Active Taxpayer?		
2	Tax Payer status	I. Is the status of NTN is active tax payer? II. Is the status of GST is 100% compliant?		
3	Relevant Experience	Has the bidder successfully completed 03 similar assignments for provision of Furniture’s (each worth PKR 05 million during FY 2023, 2024 & 2025)?		
4	Financial Capacity (For Firms)	I. Does the bidder have a minimum turnover of PKR 20 million for the last 03 years (2023, 2024 & 2025) ? II. Does the Financial statement or tax returns attached?		
5	Non-Blacklisting and disclose of litigation cases	I. Has the bidder submitted a declaration confirming that it is not blacklisted by any Government, Semi-Government or Private Organization? II. Litigation cases disclosed if any?		
6	Outlet / shop Pakistan	Does the bidder have a registered shop/outlet with a complete address, and are the shop registration certificate(s) along with relevant supporting documents (if any) attached?		
7	Delivery time compliance	Has the bidder agreed to complete delivery within 30 days after award of Work Order?		
8	Agreement with all the terms & conditions	Has the bidder unconditionally agreed to all instructions, terms & conditions of the bidding documents and contract agreement?		
9	Submission of Bidding	Has the bidder submitted the required Tender		

S.No.	Bidders Eligibility Factor	Requirement	Documents attached	
			YES	NO
	Document Fee	Fee and Bid Security as per Tender Notice?		
10	Specification of the Required Items	Does provided letter head for the said requirement of items specification as required in technical bid?		

1. **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:
 - a) Their financial proposals shall be returned without being opened.
 - b) 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.
 - c) 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.
 - d) Rejected samples will not be considered for further process.
 - e) Technical Evaluation concludes at this stage.

1. Award of Work:

PPHI-Balochistan reserves the right to award the whole quantity of work as per the quantities mentioned in the data sheet of this document, or to award the work partially, depending upon administrative requirements and availability of funds.

2. Right to Cancel Tender:

PPHI-Balochistan reserves the right to cancel or annul the tender process at any stage, without assigning any reason thereof.

3. Variation in Quantity:

PPHI-Balochistan reserves the right to increase or decrease the quantity of items, subject to availability of funds and organizational requirements.

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-BALOCHISTAN at any stage.



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Ref No. PPHI-BALUCHISTAN/H.O BLN/04-26/T.H –
Furniture/25-26
Dated: _____

Financial Proposal

People's Primary Healthcare Initiative Balochistan

**Bidding Document for Procurement and Supply of Furniture's
for Telehealth Center of PPHI - Balochistan**

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

1. Name of company: _____

2. Complete Postal Address: _____

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

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

2. 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. GST 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-BALOCHISTAN))
 - 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 Description	Quantity	Unit Price Exclusive of GST	GST %age	Unit Price Inclusive of GST	Total Price (Including Taxes)
		A	B	C	$D = B + (B * C)$	$E = A * D$
1						
2						
3						
4						
Total						

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

4. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals for approved samples only 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:
 - a. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.
 - b. Comparatives of Financial will be prepared and signed by the procurement Committee in detail.
 - c. If there is any discrepancy between Unit rate and total rate, the unit rate will always govern.
 - d. If there is any discrepancy in tender documents clause and Work Order Clause, the work order Clause will always govern.
 - e. If there is any discrepancy between amount in words and amount in figures, the amount in words will always govern.
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 People’s Primary Health Initiative (PPHI-BALOCHISTAN)
 - ii. Complete services as required in the schedule of requirements of this bidding document
 - iii. Cost including fixation, assembling, dismantling etc. (As & where applicable)
6. BST/GST Taxes must be included along-with the price of each item/components/service
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.

Recommendation of Procurement Committee

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

TERMS AND CONDITIONS:

1. Completion time may be clearly specified as per the required number of days. Where completion time shall mean; time required for 100 % deliveries of supplies at the designated location of People's Primary Health Initiative (PPHI-Balochistan), including **(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 issuance of work Order of the said supplies.
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 **45 Days** (to be specified by the People's Primary Health Initiative (PPHI-Balochistan) / office) from the date of Tender opening.
6. Financial Bids must be accompanied with Bid Security Deposit at Call from a scheduled bank @ 2% of quoted bid value favoring the PPHI Balochistan.
7. In case of late delivery of supplies, the bidder may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.15% per day (of the value of items delivered late) per day, up to a maximum of 10% of the Contract Value.
8. Bid Security of successful bidder/s shall be released after 30 days of completion of all deliveries as per work/supply order.
9. A performance security equivalent to 5% of the contract value, in the form of a Pay Order or Demand Draft, shall be required to cover the warranty period (only for warranty items if any).
10. The bid security of successful bidders submitted by the firm shall be considered as performance security. However, if the firm/vendor opts, a separate Bid Security amounting to 2% of the total work/supply order value in lieu of total bid security or performance Security.
11. Bid Security of unsuccessful bidder/s shall be released within 10 working days from the date of award of contract to the successful bidder/s.
12. Tender will be awarded to the technically qualified (with approved sample) lowest quoted bidder (Item-wise or whole) after financial evaluation.
13. PPHI-Balochistan shall not be responsible for any theft or loss during delivery of supplies at required destination.
14. Payment release is subject to delivery report duly signed by the authorized officials by competent authority PPHI-Balochistan.
15. Payment:
 - i. Advance payment is not allowed.
 - ii. Partial payment shall be made upon successful supply of 50% of the total ordered items. Payment for 50% of the supplied quantity will be processed, while 10% shall be withheld as performance security until completion of the remaining supplies. The balance payment will be released upon 100%

successful delivery of the remaining items within 20 working days subject to the submission of all required documents and verification of quality as per the specifications outlined in the tender documents and approved samples.

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. _____