



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

Admin Section

Reference No. PPHI-B/H.O

BLN/2024/07/ERC-FR/001

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

## Technical Proposal

**People's Primary Healthcare Initiative (PPHI) - Balochistan**

**Bidding Document for Provision of Furniture ERC(mines)**

**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](http://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:

<b>REQUIRED BIDDING INFORMATION</b>	<b>TO BE FILLED BY THE PEOPLE'S PRIMARY HEALTHCARE INITIATIVE (PPHI-B)</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	<a href="mailto:PPHIBLN@GMAIL.COM">PPHIBLN@GMAIL.COM</a> <a href="https://www.pphib.org">https://www.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="http://pphib.org/">http://pphib.org/</a>
DEADLINE FOR SUBMISSION OF BIDS	Date: 30 Aug <b>2024</b> & Time <b>11:00 AM</b> directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date: 30 Aug <b>2024</b> & Time <b>12:30 PM</b> at the Head Office of PPHI-Balochistan.
SAMPLE SUBMISSION/ INSPECTION	Date: <b>02 Sep 2024</b> & Time <b>03:00 PM</b> 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 <b>PPHI Balochistan</b> WITH TECHNICAL BID IN SEPARATE ENVELOPE
BID SECURITY/EARNEST MONEY	AMOUNT: <b>2 %</b> OF THE QUOTED AMOUNT WITH MANNER OF PAYMENT: <u>CALL DEPOSIT/ PAY ORDER</u> IN FAVOR OF <b>PPHI-B BALOCHISTAN</b> , WITH <b>FINANCIAL BID</b>

## **ELIGIBILITY CRITERIA FOR BIDDERS:**

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax and BRA/GST	NTN Certificate AND on Active Tax payer list and registered with BRA & FBR in relevant tariff code.	Copy of <u>NTN</u> AND duly verifiable <u>Active Tax Payer Certificate</u> from FBR website
2	Registration with Sales-Tax	GST, BRA Certificate	Copy of GST, BRA registration Certificate
3	Relevant Experience	<b>03</b> successfully completed comparable & similar assignments (01 Million or above)	Copy/ies of <u>Supply Order/s</u> or relevant completion certificate/s / <u>Inspection Report/s</u>
4	Financial Capacity	Turn Over of <b>PKR. 02 Million</b> or above for last three years (i.e. 2021, 2022 and 2023)	Audited <u>Financial Accounts</u> OR <u>Annual Tax Return</u> of FY 2021, 2022 and 2023.
5	Non-Blacklisting	Must not be presently black-listed by any Government Organization	Declaration of Non-blacklisting on <u>Non-Judicial Stamp</u> paper by the Bidder
6	Local presence	The Bidder must have functional, corporate and national level business anywhere in Pakistan.	Copy of <u>Tenancy agreement</u> or <u>ownership documents</u> of the office premises or Copy of recently paid <u>utility Bill</u> (maximum 3 months old)
7	Warranty & After-Sales	As required by the PPHI-Balochistan in the Data-sheet	<u>Certificates of Warranty &amp; After-Sales Services</u>
8	Delivery time compliance	Must agree to serve the Contract within 30 days after award of contract	Completion time must be <u>clearly specified</u> 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	<u>Signature &amp; company seal</u> on <u>every page</u> of the bidding document or declaration on firm's letterhead.
10	Submission of Bidding Document Fee	As required by the PPHI-B in the Tender Notice	<u>Receipt</u> of in-time payment of Bidding document fee in separate envelop along with technical proposal

### **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**
- **Responsive Bidders will have to provide samples (furniture) as mentioned in Technical Bids**
- **Technical Evaluation would be performed based on inspection of the samples.**
- **No document shall be added in bidding documents once bid documents are opened.**
- **Please avoid to attach documents not required in the above criteria**
- **Each eligibility criteria document must be tagged and indexed for convenience.**

The eligible vendors with responsive BIDs shall be finally evaluated by following mentioned criteria,

- Specifications compliance
- Dummy or actual/physical examination/presentation of the product

**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. / BRA Registration No. \_\_\_\_\_

11. Bid Validity \_\_\_\_\_ (Please specify in no. of days)

12. Total Completion Time \_\_\_\_\_ (In Days, Months please specify)

## **DATA-SHEET OF THE ASSIGNMENT / 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.

<b>S.No</b>	<b>Item Name</b>	<b>Specifications</b>	<b>Qty Req</b>
1	Office Chairs	Wooden Chair (Seasoned Sheesham) with standard size, covered with cushion (green color), with arm rest	20
2	Table (For Medical Officer)	5*3 size (season Sheesham frame with lamination sheet on top having 3 drawers with one drawer having lock.	2
3	Staff Table	4*2.5 size (season Sheesham frame with lamination sheet on top having 2 drawers with one drawer having lock	2
4	wardrobe Almira (wooden)	Wooden ply wardrobe, 72"x40", 02 doors with lock, one locker at the base on each side	12
5	Bench	Iron Frame with wooden top 1.5 inches strips, Pipe gage 18 off white color.	6
10	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.	18
11	Beds (Doctors rest rooms)	Wooden Bed (seasoned Sheesham frame) with best finishing, 78" x 42" size	18
12	Revolving Chair	High back revolving chair, seat size of 500mm (W) x 500mm (D), 12 mm hot pressed plywood & molded polyurethane foam and polypropylene covers in seat or leather or any other material, back size 500m (W) x 720mm (H)	2
15	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) 5 Seater with 2 side and 1 center table	2

### **Delivery Schedule & Requirements:**

PLACE OF DELIVERY IS: EMERGENCY RESPONSE CENTER OF DISTRICTS DUKI (01), ERC SOORANGE DISTRICT QUETTA (01)

**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	NTN Certificate AND on Active Tax payer list and registered with BRA in relevant tariff code.			
Registration with Sales-Tax	Copy of GST attached?			
Relevant Experience	03 No. of Supply Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments (each 1 million or more) attached?			
Financial Capacity	Audited financial statements or tax returns certifying annual turnover of PKR. 2 million or above for last three financial year (i.e.2021, 2022 and 2023 each) attached?			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed or declaration on firm’s letterhead given?			
Delivery time	Is the quoted completion time within the stipulated time period of 30 days?			
Non-Blacklisting	Declaration by the bidder for non-blacklisting by any Govt / Semi Govt or Private organization on judicial stamp paper attached?			
Local Presence	Ownership documents or tenancy agreement of registered office and 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			

- 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. **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 after inspection 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.
  
4. **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:

<b>FINANCIAL EVALUATION OF BIDS</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>
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.



## **5. Recommendation of Procurement Committee**

**After mandatory evaluation responsive bidders would be required to submit samples for inspection & technical evaluation.**

**The bidders would be permitted to resubmit sample in case of rejection of originally submitted sample within the existing financial proposal.**

**Financial proposal will be open after completion of inspection by the procurement committee and preparation of technical evaluation report and only items qualified during inspection would be financially evaluated.**

**After Technical Qualification, the contract will be awarded as a whole to the “Lowest Financially Evaluated bidder” with minimum quoted rates of approved samples among all the Technical Qualified Bidders.**

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.



Reference No. PPHI-B/H.O BLN/2024/07/ERC-FR/001

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

# Financial Proposal

**People's Primary Healthcare Initiative Balochistan**

**Bidding Document for Provision of Furniture ERC (Mines)**

**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](http://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: \_\_\_\_\_

6. 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:

<b>S. No.</b>	<b>Items</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Price Per Unit (Inclusive of Taxes) In PKR</b>	<b>GST</b>	<b>Total Price (Inclusive of Taxes) In PKR</b>
1	Office Chairs	Wooden Chair (Seasoned Sheesham) with standard size, covered with cushion (green color), with arm rest	20			
2	Table (For Medical Officer)	5*3 size (season Sheesahm frame with lamination sheet on top having 3 drawers with one drawer having lock .	2			
3	Staff Table	4*2.5 size (season Sheesahm frame with lamination sheet on top having 2 drawers with one drawer having lock	2			
4	wardrobe Almira (wooden)	Wooden ply wardrobe, 72"x40", 02 doors with lock, one locker at the base on each side	12			
5	Bench	Iron Frame with wooden top 1.5 inches strips, Pipe gage 18 off white color.	6			
10	Set of Foam Mattress with bed sheet, pillow and cover	Matress 78"x 42" x 4", cotton fabric bed sheets and pillow covers in grey color, ball fiber pillows.	18			
11	Beds (Doctors rest rooms)	Wooden Bed (seasoned Sheesham frame) with best finishing, 78" x 42" size	18			
12	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)	2			

15	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) 5 Seater with 2 side and 1 center table	2		
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**Note: Each Bidder must mention clearly the rate of BRA & GST 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. BST/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 BRA/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 0.03% 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 120 days after completion of work
9. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
10. Tender will be awarded to the lowest quoted bidder of the acceptable quality equipment in financial evaluation.
11. Payment release is subject to delivery report from District Support Unit duly signed by District Support Manager (Duki and Quetta) .
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. 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. \_\_\_\_\_