



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Reference No. PPHI-B/H.O BLN/2024/07/IEC/001

Dated: _____

Technical Proposal

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

**Bidding Document for the Printing of IEC Material,
Audio Visual & Training Manual Production**

NAME OF BIDDER:

(To be filled-in by the Bidder)

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/Constructors having expertise in Printing of IEC Material, Audio Visual & Training Manual Production:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLES PRIMARY HEALTHCARE INITIATIVE (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	MANAGER ADMIN
POSTAL ADDRESS OF THE PEOPLES PRIMARY HEALTHCARE INITIATIVE (PPHI-B)	HOUSE NO: 8-A, JINNAH TOWN, PEOPLES 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: 02 Sep 2024 & Time 11:30 AM directly submitted to the Head Office, PPHI- Balochistan.
OPENING OF TECHNICAL BIDS	Date: 02 Sep 2024 & Time 12:00 PM at the Head Office of PPHI-Balochistan.
OPENING OF FINANCIAL BIDS	Date: 03 Sep 2024 & 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 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-B BALOCHISTAN, WITH FINANCIAL BID

ELIGIBILITY CRITERIA FOR BIDDERS:

S.#	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax	NTN Certificate AND on Active Tax payer list 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 and BRA	GST Certificate	Copy of GST registration with FBR
3	Relevant Experience	03 successfully completed comparable & similar assignments each worth 2 million or above.	Copy/ies of <u>Supply/Work orders</u> with relevant completion certificate/sor <u>Inspection Report/s</u> (<u>Not older than 2021</u>)
4	Financial Capacity	Turn Over of PKR. 3 Million for the past 3 years (2021, 2022 & 2023) each.	Audited <u>Financial Statements</u> OR Annual Tax Return of 2023, 2022 & 2021.
5	Non-Blacklisting	Must not be presently black-listed by any Government/Semi Govt Organization	Declaration of Non-blacklisting on <u>Non-Judicial Stamp</u> paper by the Bidder
6	Local presence	The Bidder must have physical printing press business in Balochistan	Address and Photo of the Shop.
7	Delivery Time Compliance	Must agree to serve the Contract within agreed time i.e., 30 days period after award of contract	Completion time must be <u>clearly specified</u> 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	<u>Signature & company seal</u> on <u>every page</u> of the bidding document.
9	Submission of Bidding Fee	As required by the Peoples Primary Healthcare Initiative Balochistan (PPHI-B) in the NIT	AMOUNT: PKR. 2,000/- Tender Fee in separate envelope with Technical Bid AMOUNT: 2 % Security Fee with Financial Bid

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

S.NO	Information Required	To be filled-in by the Bidder	
1.	Name of company/Individual		
2.	Complete Postal Address		
3.	Telephone Number		
4.	Email Address		
5.	Fax Number		
6.	Mobile Number		
7.	Authorized Representative's name & designation	Name _____ Designation _____	
8.	Type of Business (Tick the Box)	A) Sole Proprietorship	C) Corporation (Private Ltd.)
		B) Partnership	D) Corporation (Public Ltd.)
9.	National Tax Number & Date of issuance	NTN # _____ Date of Issuance _____	
10.	Sales Tax Registration No. / GST Registration No		
11.	Bid Validity (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 complete scope of this procurement such that no requirement of the Peoples Primary Healthcare Initiative (PPHI-B) is left un-mentioned here under.

S.NO	ITEMS	Description	Quantity
1	OPD Slips	Carbonized paper size 4'9 x 7'5 inch 100 +100 pages with serial no on each book	1000
2	Referral Slips	Carbonized paper size 4'9 x 7'5 inch 100 +100 pages with serial no on each book	500
3	Charts	"22 x 28" inch on luster plastic paper	300
4	Wooden Frame	"22 x 28" inch on with luster plastic paper with plastic lamination	50
5	BHU Signage/Signboards	Material: GI (Galvanized Iron) poles- Pole Size: 10 feet (height)- 8-gauge (4.25 mm thickness) Signage Type: Billboard- or 4x6 feet- Material Thickness: 1/8 inch- Finish: Powder coated- Other Requirements: Weather resistant and durable for outdoor use in harsh climate.	6
6	BHU Name Plates	Material: Mild Steel (MS)- Thickness: 10 gauge (3.25 mm) - best gauge for durability and corrosion resistance- Size: 6 feet x 4 feet- Colors: 4 clr hatching Finish: Powder coated for added durability and color retention- Holes: 8 holes, 1/2-inch diameter, 2 inches spacing- Edge Treatment: Folded edges for added strength and safety	6
7	Banners	400 gsm k star size 7" x 3"	50
8	OTP Beneficiary Follow Up Card (RUFT)	300 gsm, Art Card A4 size with 4 color printing	1000
9	OTP Beneficiary Follow Up Card (AFZAISH)	300 gsm, Art Card A4 size with 4 color printing	1000
10	OTP Beneficiary Follow Up Card (RUSF)	300 gsm, Art Card A4 size with 4 color printing	1000
11	Attendance Sheet Book	70 gsm, 100 papers A4 size (parfed)	300
12	Daily Activity Repot Book	70 gsm, 100 papers A4 size (parfed)	300
13	ANC Card	300 gsm, Art Card 7x5 inch, Front + Back 4 color printing	500
14	Doctor Gowns	White gown for medical teams Must include the monogram of PPHI-B and Save the Children on each pocket.	36

Delivery Schedule & Requirements:

All supplies/items will be received by the Admin Section, PPHI-B Head Office through proper Goods Receiving Note (GRN) by the Admin Section and the vendor.

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 & delivery of 100% supplies.
 - 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 attached?			
Registration with Sales-Tax	Copy of GST attached			
Relevant Experience	03 No. of Supply/Work Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments of 2 million each or above attached? (Not older than 2021)			
Financial Capacity	Annual Audit Financial Statement OR Annual Tax Returns to Clarify the Minimum turnover of PKR. 03 million for the past 3 years attached?			
Non-Blacklisting	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder			
Local presence	Shop Address & Photo for the prove of existence			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
Delivery time	Is the quoted completion time i.e., 30 days is 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:
 - a) Eligible Bidders
 - b) 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. 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;
 - a) Acceptance of the Eligible & Responsive Bid/s and.
 - b) Rejection of the Ineligible &/OR Non-Responsive Bid/s.
- iv. Technical Evaluation concludes at this stage.

3. **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
OPD Slips	1000						
Referral Slips	500						
Charts	300						
Wooden Frame	50						
BHU Signage /Signboards	6						
BHU Name Plates	6						
Banners	50						
OTP Beneficiary Follow Up Card (RUFT)	1000						
OTP Beneficiary Follow Up Card (AFZAISH)	1000						
OTP Beneficiary Follow Up Card (RUSF)	1000						

Attendance Sheet Book	300						
Daily Activity Report Book	300						
ANC Card	500						
Doctor Gowns	36						

- 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 fulfilling all the requirements in technical evaluation, the bid will be allotted to lowest financial bidder.

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.



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Reference No. PPHI-B/H.O BLN/2024/07/IEC/001

Dated: _____

Financial Proposal

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

**Bidding Document for the Printing of IEC Material,
Audio Visual & Training Manual Production**

NAME OF BIDDER:

(To be filled-in by the Bidder)

BIDDER'S INFORMATION		
S.NO	Information Required	To be filled-in by the Bidder
1.	Name of company/Individual	
2.	Complete Postal Address	
3.	Telephone Number	
4.	Email Address	
5.	Fax Number	
6.	Mobile Number	
7.	Authorized Representative's name & designation	Name _____ Designation _____
8.	Type of Business (Tick the Box)	A) Sole Proprietorship
		B) Partnership
		C) Corporation (Private Ltd.)
		D) Corporation (Public Ltd.)
9.	National Tax Number & Date of issuance	NTN # _____ Date of Issuance _____
10.	Sales Tax Registration No. / GST Registration No	
11.	Bid Validity (Please specify in no. of days)	

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 Healthcare 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:

A	B	C	D	E		F
S #	Item Name	Quantity	Unit Price	GST %age	GST Amount	Total Price (Including Taxes) (C x D) + E = F
1	OPD Slips	1000				
2	Referral Slips	500				
3	Charts	300				
4	Wooden Frame	50				
5	BHU Signage /Signboards	6				
6	BHU Name Plates	6				
7	Banners	50				
8	OTP Beneficiary Follow Up Card (RUFT)	1000				
9	OTP Beneficiary Follow Up Card (AFZAISH)	1000				
10	OTP Beneficiary Follow Up Card (RUSF)	1000				
11	Attendance Sheet Book	300				
12	Daily Activity Repot Book	300				
13	ANC Card	500				
15	Doctor Gowns	36				
Total						

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

4. GST Taxes must be included along-with the price of each item/supply.
5. No technical detail / specification mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the

- risk & cost of the bidder. This means:
7. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the People's Primary Healthcare Initiative (PPHI-B).
 - i. Loading, unloading and other labor charges
 - ii. Complete services as required in the schedule of requirements of this bidding document
 - iii. Cost including transportation, loading, unloading etc. (As & where applicable).
 8. 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
 9. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

TERMS AND CONDITIONS:

1. Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of People's Primary Healthcare Initiative (PPHI-B). **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Quantity of supply/items may be increased or reduced keeping in view the rates quoted by the vendor and availability of the budget.
3. Maximum completion time for the order is 30 Days from the date of Supply/Wok Order
4. Tenders must be quoted in Pakistani Rupees (PKR).
5. Tax Liability:
 - i. All applicable taxes 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 the percentage 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 shall be no change in the contract.
6. Validity of the bid would be at-least **20 days** (to be specified by the Peoples Primary Healthcare Initiative PPHI-B) from the date of Tender opening
7. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit atCall from a scheduled bank @ 2% of total bid value favoring the PPHI Balochistan.
8. 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 0.05% per day (of the value of items delivered late) per day, up to a maximum of 20% of the Contract Value. The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery PPHI-B designated Office.
9. Bid Security/CDR may be retained until 100% delivery of supplies.
10. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award ofcontract to the successful bidder/s.

11. The bidders shall quote for each item else the bidder will be considered non-responsive.
12. Provision of partial payment does not exist in this Tender; payment shall be made within maximum one month from the date of complete delivery of items/supplies.
13. Payment release is subject to delivery of Items/Supplies with submission of GRN duly signed by the vendor and the admin section.
14. Payment: 100% payment will be released within 20 working days upon complete delivery of purchase order supplies.
15. PPHI-B will not be held responsible in case of damage or theft of any item/supply. Vendors is responsible for the safety and maintenance of supplies until complete delivery to Admin Section PPHI-B.
16. PPHI-B reserves the right to award work to the lowest quoted vendor on item wise up to the availability of the funds.

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 _____