



PPHI-B

The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Ref No. PPHI-B/H.O BLN/07-24/UNICEF-SCR/2024-25
Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for Procurement and Supply of Dental Kits
Under Donor Funded Project 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-B from Eligible Individuals/Firms/Contractors having expertise in Provision of Medical Equipment:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLES PRIMARY HEALTHCARE INITIATIVE (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	MANAGER ADMIN
POSTAL ADDRESS OF THE PEOPLE'S PRIMARY HEALTH CARE INITIATIVE (PPHI-B)	PEOPLE'S PRIMARY HEALTHCARE INITIATIVE (PPHI-B) SAMUNGLI ROAD, QUETTA-PAKISTAN
PHONE NUMBER & FAX NUMBER	081-2863620 & 081-2863623
E-MAIL PPHIBLN@GMAIL.COM ADDRESS & WEBSITE	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: 07th November 2024 & Till 11:00 a.m. directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date: 07th November 2024 & Time 12:00 P.m. at the Head Office of PPHI-Balochistan.
SAMPLE SUBMISSION	Date: Shall be submitted with technical bid, sealed in a separate envelop.
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-B BALOCHISTAN , WITH FINANCIAL BID

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	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".
3	Relevant Experience	03 (Three) successfully completed similar assignments of General Store Items as manufacturer, authorized dealer, Whole seller, sole proprietor (total worth of PKR 03 million during FY of 2021, 2022 and 2023).	Copy/ies of Work Order/s or relevant completion certificate/s, where quantities & amount are clearly mentioned duly attested by Senior Executive of the firm
4	Financial Capacity (For Firms)	Turn Over of PKR. 05 million for the past 3 years each (i.e 2021 or 2022, 2023 and 2024).	Audited Financial Statements OR Annual Tax Return only. 2021 or 2022, 2023 and 2024
5	Non-Blacklisting	Must not be presently black-listed by any Government/ Semi Govt or Private Organization.	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder/Individual.
6	Delivery time compliance	Must agree to serve the Contract within agreed time i.e., Within 15 days period after award of contract.	Completion time must be clearly specified 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.	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.
8	Submission of Bidding Document Fee	As required by the Peoples Primary Healthcare Initiative (PPHI-B) in the Tender Notice.	AMOUNT: PKR. 2,000/- Tender Fee in separate envelope with technical proposal. AMOUNT: 2 % Security deposit with financial proposal.

NOTE:

- It is mandatory for the bidders to score "**YES**" in all the above-mentioned requirements of eligibility. In-case of single "**NO**" to any requirement, the Bid shall be declared NON-RESPONSIVE resulting disqualification for financial bid opening.
- Responsive Bidders / Eligible bidders will required to submit samples of the quoted items for Procurement Committee review/approval. Bidders can resubmit sample in case of rejection without change to financial proposal. The Bidders shall not quote multiple items.
- No document shall be added in bidding documents once bid documents are opened.
- Retention & Return of Bidder Samples, samples provided by qualified bidders will be retained by PPHI-B until the completion of bid/supplies. Samples from non-responsive bidders will be returned accordingly.
- Please avoid to attach documents not required in the above criteria and it would be convenient to tag each eligibility criteria documents.

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

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)

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.

Detail and Quantity of Kits required by PPHI Baluchistan

S.No	Items Name	Description / Specs	Estimated Qty Required
1	Dental Kit	Dental Kits/ Quantity may vary, subject to availability of funds	12000-14000

** Dental Kit description

S.No	Item Name	Estimated Qty Required
1	Pouch Size , 11x6 Inches, 11 Inches in Length 06 Inches in Width Outer material: water resistant, nylon, Polyester, durable and easy cleaning. Zippers: Good quality metal zipper that glide smoothly Color: Light Blue Color, Logos: 02 Inches in Length 02 Inches in Width Printed Logos of European Union, PPHI-Balochistan, Govt of Balochistan and UNICEF. Sample given as under	1
2	Tooth Brush , Kid Size 5-10 years, Extra Soft to Soft Head Size: with a brush head around 1 inches. Handle length: approximately 5-6 inches for comfortable grip by small hands. Bristle Type: Extra soft to soft Bristles Kid-friendly themes: themed with popular cartoons characters	1
3	Tooth Paste with Packaging Size: Net Weight 80 Grams Cap Type: Screw on or Flip-Top cap, both designs acceptable Shelf Life: 2-3 years from the date of manufacture	1
4	Pencil : Non-mechanical, pencil made of Wood and lead	2
5	Rubber: white color, Pencil Eraser, general purposes erasers	2
6	Sharpener: Stainless Steel blade, Hand rotation, compact and portable.	2

Delivery Schedule & Requirements:

- Delivery shall be received at Quetta.
- Exact delivery place shall be communicated once supplies are ready for delivery.

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 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.

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 GST	I. NTN Certificate and must be registered with FBR			
Tax Payer status	Tax payer status is "Active" or "In-Active"?			
Relevant Experience	03 (Three) successfully completed similar assignments of General Store Items as manufacturer, authorized dealer, Whole seller, sole proprietor (total worth of PKR 03 million during FY of 2021, 2022 and 2023).			
Financial Capacity (For Firms)	Turn Over of PKR. 05 million for the past 3 years each (i.e 2021 or 2022, 2023 and 2024).			
Non-Blacklisting	Must not be presently black-listed by any Government/ Semi Govt or Private Organization.			
Outlet / shop Pakistan	Must have established outlet in Pakistan			
Delivery time compliance	Must agree to serve the Contract within agreed time i.e., Within 15 days period after award of contract.			
Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.			
Submission of Bidding Document Fee	As required by the Peoples Primary Healthcare Initiative (PPHI-B) in the Tender Notice.			
Registration with Income Tax and GST	NTN Certificate and must be registered with FBR			

- 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. Eligible bidders shall be asked to submit samples of the quoted items for procurement committee review.
 - iii. Submitted samples will be evaluated by the procurement committee item wise.
 - iv. Bidders can resubmit sample in case of rejection without change to financial proposal
 - v. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders
2. **Return of Non-Responsive Proposals & preparation of Technical Evaluation Report.** Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as "Non-Responsive" and consequently shall **NOT** be accepted for any further evaluation:

- i. Their financial proposals shall be returned without being opened.
 - ii. 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.
 - iii. Firms/Bidders conforming technical qualification criteria and approved samples (item-wise or whole) by the procurement committee shall be declared qualified for financial opening for accepted samples only.
 - iv. Rejected samples will not be considered for further process.
 - v. Technical Evaluation concludes at this stage.
3. **Financial Evaluation.** Financial Proposals of the Responsive 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:

FINANCIAL EVALUATION OF BIDS							
Item/s Name / Model & description	Quantity	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Service 1							
Service 2							
Service 3							

- i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.
- ii. Comparatives of Financial will be prepared and signed by the procurement Committee in detail.
- iii. If there is any discrepancy between Unit rate and total rate, the unit rate will always govern.
- iv. If there is any discrepancy in tender documents clause and Work Order Clause, the work order Clause will always govern.
- v. If there is any discrepancy between amount in words and amount in figures, the amount in words will always govern.

4. **Recommendation of Procurement Committee**

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

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.



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Ref No. PPHI-B/H.O BLN/07-24/UNICEF-SCR/2024-25
Dated: _____

Financial Proposal

People's Primary Healthcare Initiative Balochistan

**Bidding Document for Procurement and Supply of Dental Kits
Under Donor Funded Project of PPHI 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: _____

5. Authorized Representative's name & designation:

8. Type of Business:

- (1) Sole Proprietorship (2) Partnership
(3) Corporation (Private Ltd.) (4) Corporation (Public Ltd)

9. National Tax Number & Date of issuance: _____

10. Sales Tax Registration No. _____

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 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:

A	B	C	D	E		F
S. No.	Item Name	Quantity	Unit Price	GST Amount	GST %age	Total Price (Including Taxes)
A	B	C	C			(C x D) + E = F
1						
2						
3						
4						
Total						

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 Peoples Primary Health Initiative (PPHI-B)
 - ii. Complete services 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 required for 100 % deliveries of supplies at the designated location of People's Primary Health Initiative (PPHI-B), including **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the assignment is **15 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 **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 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 0.5% 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 after 30 days of completion of all deliveries as per work/supply order. Performance security of 5% will be required for warranties if any.
9. Bid Security of unsuccessful bidder/s shall be released within 10 days from the date of award of contract to the successful bidder/s.
10. Tender will be awarded to the technically qualified (with approved sample) lowest quoted bidder (Item-wise or whole) in financial evaluation.
11. PPHI shall not be responsible for any theft or loss during delivery of supplies at required destination.
12. Payment release is subject to delivery report duly signed by the following committee.
1: Director MER 2: Project Coordinator 3: Manager Admin
4: Any Co-opted Member 5: Chief Financial Officer & 6: Authorized person from bidder/supplier.
13. Payment:
 - i. 100% payment will be released within 20 working days upon complete delivery of purchase order supplies subject to provision of required documents & the quality as per the specifications of tender documents and submitted samples.
 - ii. Partial payment is not allowed.
 - iii. Advance payment is not allowed.
 - iv. Payment is subjected to satisfactory report of above mentioned committee.

CURRENCY & BID VALIDITY

- Pak Rupees & 15 Days

Detail and Quantity of Kits Required by PPHI Balochistan

S.No	Items Name	Description / Specs	Estimated Qty Required
1	Dental Kit	Dental Kits/ Quantity may vary, subject to availability of funds	12000-14000

- **** Dental Kit Description**

S.No	Item Name	Estimated Qty Required
1	Pouch Size , 11x6 Inches, 11 Inches in Length 06 Inches in Width Outer material: water resistant, nylon, Polyester, durable and easy cleaning. Zippers: Good quality metal zipper that glide smoothly Color: Light Blue Color, Logos: 02 Inches in Length 02 Inches in Width Printed Logos of European Union, PPHI-Balochistan, Govt of Balochistan and UNICEF. Sample given as under	1
2	Tooth Brush , Kid Size 5-10 years, Extra Soft to Soft Head Size: with a brush head around 1 inches. Handle length: approximately 5-6 inches for comfortable grip by small hands. Bristle Type: Extra soft to soft Bristles Kid-friendly themes: themed with popular cartoons characters	1
3	Tooth Paste with Packaging Size: Net Weight 80 Grams Cap Type: Screw on or Flip-Top cap, both designs acceptable Shelf Life: 2-3 years from the date of manufacture	1
4	Pencil: Non-mechanical, pencil made of Wood and lead	2
5	Rubber: white color, Pencil Eraser, general purposes erasers	2
6	Sharpener: Stainless Steel blade, Hand rotation, compact and portable.	2

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 & UNDERTAKE 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. _____



**Funded by
the European Union**



PPHI-B

