



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Reference No. PPHI-B/H.O BLN/UNHCR/2025/02/ 001

Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for Medical Camp
Arrangements/Catering Services and Accommodation in
District Chagai, Loralai, Quetta (Panjpai), Killa Saifullah and
Pishin, PPHI-Balochistan Under Donor Funded Project.**

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 having expertise in provision of camp arrangements and supply of catering services:

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: 17 th March 2024 & Time 11:30 AM directly submitted to the Head Office, PPHI- Balochistan.
OPENING OF TECHNICAL BIDS	Date: 17 th March 2024 & Time 12:00 PM at the Head Office of PPHI-Balochistan.
OPENING OF FINANCIAL BIDS	Date: 18 th March 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. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1.	Registration with Income Tax and BRA	NTN/STRN Certificate AND must be on Active Tax Payer list and has active registration with BRA	Copy of <u>NTN/STRN</u> AND duly verifiable <u>Active Tax Payer Certificate</u> from FBR website & BRA
2.	Relevant Experience	04 successfully completed comparable & similar assignments in past 3 years (2022, 2023 and 2024)	Copy/ies of <u>Work Order</u> /s with relevant completion certificate/s
3.	Financial Capacity (For Firms)	Turn Over of PKR. 2 Million for the past 3 years each (2022, 2023 & 2024)	Audited <u>Financial Statements</u> OR <u>Annual Tax Return</u> Only
4.	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/Individual
5.	Local presence (For Firms)	The Bidder must have functional corporate/support office at Provincial level	Copy of <u>Tenancy agreement</u> or <u>ownership documents</u> of the office premises AND Copy of recently paid <u>utility Bill</u> (maximum 3 months old)
6.	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.
7.	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 AMOUNT: 2 % Security Fee

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

BIDDER'S INFORMATION

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. / BRA 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 Supply/Services such that no requirement of the Peoples Primary Healthcare Initiative (PPHI-B) is left un-mentioned here under.

S#	District	Name of Refugee Village/Camp	Number of Camps/Month	Supplies/Services required for each Camp.
1	Chagai	1. Chagai, Refugee Camp	3	<ul style="list-style-type: none"> • 4 Tables for Medical Outreach Team (4x2.5) With 25-Chairs • Water Cooler large size with soft drinking water for 200 people • Tent for separate waiting area for male and female approx. 100 people. • Tent for female OPD Area approx. 50 people • Tent for male OPD Area approx. 50 people • Including Transportation, Loading unloading fitting, and unfitting charges • Accommodation with breakfast, lunch & dinner of Medical Teams (8 Persons) in Chagai & Loralai thrice a month (6 Nights in chagai and 6 Nights in Loralai = total 12 nights) • Vendors are required to provide tea, fried eggs and bread for breakfast. However, biryani is recommended for lunch while in dinner bread & chicken qorma is preferred. <p>*Note: (Above are the requirement per camp)</p>
		2. Posti Refugee Camp	3	
		3. Lijay Karez Refugee Camp	3	
2	Quetta (Panjpai)	4. Muhammad Khail Refugee Camp	3	
3	Killa Saifullah	5. Malagagai Refugee Camp	3	
4	Pishin	6. Surkhab (New & Old), Refugee Camp	4	
		7. Saranan, Refugee Camp	4	
5	Loralai	8. Katvai Nasarabad, Refugee Camp	3	
		9. Shar Karez, Refugee Camp	3	
		10. Ghazki Minara, Refugee Camp	3	
Total Camps			32	

Delivery Schedule & Requirements:

Place of Execution of Works: a total of Thirty-Two (32) monthly camps in Ten (10) Refugee villages in District Chagai, Quetta (Panjpai), Pishin, Killa Saifullah and Loralai with 12 night stays in Chagai and Loralai as detailed above in data sheet.

***Note:** (The initial contract will be awarded till Dec 31st, 2025. However, upon the extension of the project the contract may also be extended)

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. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Peoples Primary Healthcare Initiative, Balochistan. (PPHI-B).
 - c. 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)
 - d. **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.
 - e. **Defect Liability Period:** details. (As applicable) as required by the Peoples Primary Healthcare Initiative, Balochistan (PPHI-B) in the schedule of requirements as mentioned.

f. 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 (For Firms),BRA (if applicable)	Copy of NTN attached? BRA Certificate Copy? Active Tax Payer?			
Relevant Experience	04 No. of Work Orders with relevant completion certificate of successfully completed similar assignments attached?			
Financial Capacity (For Firms)	Annual Audit Financial Statement OR Annual Tax Returns to Clarify the Minimum turnover of PKR. 2 million for the past 3 years (2022, 2023 and 2024) attached?			
Non-Blacklisting	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder/Individual			
Submission of Bidding Document Fee	AMOUNT: PKR. 2,000/- Tender Fee in separate envelope			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			

- 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 Non-Responsive Proposals & preparation of Technical Evaluation Report.** Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:
- i. Their financial proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
 - iii. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
 1. Acceptance of the Eligible & Responsive Bid/s and.
 2. Rejection of the Ineligible &/OR Non-Responsive Bid/s.
 - iv. Technical Evaluation concludes at this stage.
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
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 Technical Qualification, the contract will be awarded to the “Lowest Financially Evaluated bidder” with minimum quoted rates among all the Technical qualified Contractors.



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Reference No. PPHI-B/H.O BLN/UNHCR/2025/02/ 001

Dated: _____

Financial Proposal

People's Primary Healthcare Initiative Balochistan

**Bidding Document for Medical Camp
Arrangements/Catering Services and Accommodation in
District Chagai, Loralai, Quetta (Panjpai), Killa Saifullah and
Pishin, PPHI-Balochistan Under Donor Funded Project.**

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	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. / BRA 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 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	BRA/GST Amount	BRA/GST %age	Total Price (Including Taxes)
A	B	C	D			$(C \times D) + E = F$
1	4 Tables	32 camps				
2	1-Water Cooler	32 camps				
3	Tent for waiting area (male & Female separate)	32 camps				
4	Tent for OPD (Male & Female separate)	32 camps				
5	25-Chairs	32 camps				
6	Accommodation in Chagai & Loralai along with Breakfast, lunch & Dinner (12 nights)	12 Nights				
Total						

Note: Each Bidder must mention clearly the rate of BRA & GST applicable on each item of its Bid. Vendors are required to provide tea, fried eggs and bread for breakfast. However, biryani is recommended for lunch while in dinner bread & chicken qorma is preferred.

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)
 - iv. Cost including transportation, loading & unloading 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. Tenders must be quoted in Pakistani Rupees (PKR).
2. 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.
3. Validity of the bid would be at-least 20 days (to be specified by the Peoples Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening
4. 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.
5. 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 10% of the Contract Value.
6. Bid Security of successful bidder/s shall be released upon submission of Performance Security, Otherwise Bid Security/CDR may be retained until maturity of work agreement.
7. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
8. Tender will be awarded to the lowest scored bidder in financial evaluation.
9. Payment release is subject to submission of monthly invoice by the vendor.
10. Transportation, loading and unloading of supplies will be the responsibility of the vendor.
11. Vendor is required to provide breakfast (6 times), lunch (12 times) and dinner (12 times) during stay in District Chagai & Loralai for 12 nights for 8 persons.
12. Vendor is required to provide tea, fried eggs and bread for breakfast. However, biryani is recommended for lunch while in dinner bread & chicken qorma is preferred.
13. PPHI-B will not be held responsible in case of damages or theft of any item. Vendors is responsible for the safety and maintenance of supplies in concerned districts.
14. The dates of Camp (Camp Schedule) will be communicated by the project team PPHI-B.

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 & UNDETAK** 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 _____