



The Head Office,
People's Primary Healthcare Initiative,
Balochistan.
Admin Section
Ref No. PPHI-B/H.O BLN/11-25/BHUs-Medicines/2025-26/01
Dated: _____

Technical Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for the Procurement of Essential Medicines
and Disposable / Surgical Items for BHUs (Basic Health Units)
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 from eligible Pharmaceutical manufacturers, importers, and authorized sole agent/distributor having relevant expertise in the supply of essential medicines and disposable/surgical items on a free delivery to Consignee's end basis.

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-BALUCHISTAN)	PEOPLE'S PRIMARY HEALTHCARE INITIATIVE (PPHI-BALUCHISTAN) SAMUNGLI ROAD, QUETTA-PAKISTAN
PHONE NUMBER & FAX NUMBER	081-2863620 & 081-2863623
E-MAIL ADDRESS & WEBSITE	E-mail: PPHIBLN@GMAIL.COM 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-Balochistan website: http://pphib.org/
DEADLINE FOR SUBMISSION OF BIDS	Date: 08th December 2025 & Till 11:00 A.M directly submitted to the Head Office, PPHI-Balochistan.
OPENING OF TECHNICAL BIDS	Date: 8th December 2025 & Time 12:00 P.M at the Head Office of PPHI-Balochistan.
SAMPLE SUBMISSION	Date: Shall be communicated to responsive bidders upon evaluation as per the eligibility criteria.
OPENING OF FINANCIAL BIDS	Date: Shall be communicated to technically qualified bidders after 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-BALUCHISTAN , WITH FINANCIAL BID.

ELIGIBILITY CRITERIA FOR BIDDERS:

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax as pharmaceutical manufacturers, authorized sole agents/distributor	NTN Certificate as pharmaceutical manufacturers/Importer/Authorized Distributor AND status must be Active Tax Payer list.	Copy of NTN/STRN AND duly verifiable FBR Active Tax Payer Certificate
2	Relevant Experience	03 successfully completed comparable & similar assignments for supply of Medicines as Manufacturer, Importer or Distributor.	Copy/ies of Work Order/s with relevant completion certificate/goods delivery challan
3	Financial Capacity	Turn Over of PKR. 10 million for the past 3 years (2023,2024 and 2025)	Audited Financial statements OR Annual Tax Return only (Bank Statement are not acceptable)
4	Non-Blacklisting and disclosure of litigation	Must not be presently black-listed by any Government or other Organizations the firm must disclose litigation cases if any.	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder/Individual and declaration of any litigations, if any.
5	Local presence (For Distributor)	Must have local presence in Balochistan, Quetta.	A copy of the tenancy agreement or ownership document of the distribution premises approved for Balochistan by the respective pharmaceutical company, along with a recently paid utility bill (not older than three months) , shall be provided as evidence of local presence.)
6	Delivery time compliance	Must agree to serve the contract within agreed time i.e., 45 days w.e.f. award of contract, and 50% delivery within 30 days.	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.
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 AMOUNT: 2 % Security Fee

NOTE:

- It is mandatory for the bidders to score **"YES"** in all the above-mentioned Nine 08 requirements of eligibility. In-case of single **"NO"** to any requirement, the Bid shall be declared **NON-RESPONSIVE** resulting disqualification for sample submission or financial bid opening.
- DRAP Registration or Provisional Certificate** confirming permission for sale in Pakistan.

Bidding Instructions and General Conditions**1. Bid Submission Requirements**

- The bidder must quote for the entire quantity specified in the tender. Partial bids shall be summarily rejected.
- All bids must be submitted in tape binding, properly sealed, and clearly labeled. Each page must be numbered, signed, and stamped by the authorized representative of the firm.

3. All documents shall be attached **in sequence as prescribed in the tender document** for evaluation purposes.
4. Any interlineations, erasures, or overwriting shall be valid only if initialed by the person(s) signing the bid.
5. Blank fields in the bid forms must be duly filled. Incomplete or unsigned bids shall be treated as non-responsive.

2. Method and Deadline of Submission

1. Preferably, bids shall be submitted by hand 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.
2. The bid shall comprise a single package containing two separate envelopes:
 - Technical Proposal
 - Financial Proposal
3. Each envelope shall be sealed and marked in bold letters as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL."**
4. Both envelopes shall then be placed in an outer sealed envelope clearly marked with the Tender Reference Number and Subject.
5. Bids received after the specified deadline shall be rejected without opening.

3. Conditions for Opening and Validity

1. 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.
2. A bidder may **withdraw** its bid before the deadline for submission.
 - No withdrawal is permitted after the submission deadline until the expiry of the bid validity period.
 - Any withdrawal during the validity period may lead to legal action under applicable rules.

4. Eligibility of Bidders

1. The invitation is open to all **pharmaceutical manufacturers/Importer/Authorized**
2. **Distributor** of manufacturers **registered in Pakistan** for the supply of medicines and surgical/disposable items.
3. The **manufacturer** must provide documentary proof of being the **original producer** of the quoted goods.
4. The **sole agent/distributor/importer** must submit:
 - Valid **authorization letter** from the manufacturer.
 - Copy of **Memorandum of Association** or **Partnership Deed** duly registered with the Registrar of Companies.
5. 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:

1. Submission of **false, fabricated, or forged documents**.
2. Failure to achieve required **quality standards** or **timely completion** of contractual obligations.
3. Persistent **non-compliance with contract terms** or **specifications**.
4. Engagement in **corrupt, fraudulent, or unethical practices**.

5. **Tender fixing** or any conduct detrimental to the integrity of the procurement process.
6. **Security concerns** or actions affecting the reputation of the Procuring Agency or the State.

6. Clarifications and Amendments

1. 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.
2. The Procuring Agency shall issue written responses (without disclosing the identity of the inquirer) to all bidders who have obtained the documents.
3. The Procuring Agency may, at any time before the submission deadline, amend the bidding documents through a written addendum.
4. Such amendments shall be notified through official correspondence (letter, email, fax) or publication on the official PPHI-B website.
5. To accommodate the amendment(s), the Procuring Agency may extend the bid submission deadline, if deemed necessary.

7. Samples

Bidders shall submit product samples of the quoted items along with the bid at their own cost. Samples will be retained for technical evaluation and verification as per the tender requirements.

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

1. 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:

1. **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.
2. **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.
3. **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.
4. **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.
5. **Obstructive Practice:** Deliberate acts intended to impede investigation or audit processes, including falsifying or concealing evidence, making false statements, or intimidating witnesses.

9. Bid Price

1. **Price Indication:** The bidder shall indicate, on the prescribed form included in the bidding documents, the unit price and total bid price of the goods proposed to be supplied on a free delivery to consignee's end basis under the contract.
2. **Completion and Authentication:** The price schedule must be filled carefully, preferably typed. Any alteration or correction shall be initialed by the authorized person. Each page must be signed and stamped at the bottom.
3. **Compliance with Technical Specifications:** Prices shall be quoted strictly in accordance with the technical specifications provided in *Schedule of Requirements & Technical Specifications*. Any deviation or variation shall render the bid non-responsive.
4. **Inclusive Pricing:** All quoted prices must be comprehensive and inclusive of all applicable taxes, duties, inland transportation, handling, and storage charges up to the consignee's destination. If taxes are not specifically mentioned, the quoted prices shall be deemed inclusive of all applicable taxes and duties.

5. **Tax Exemptions:** Any exemption or reduction in taxes or duties available under law shall be passed on to the Procuring Agency.
6. **Total Quantity Requirement:** Prices must be quoted for the entire quantity of each item specified. Partial or conditional offers shall be considered non-responsive and rejected accordingly.

10. Bid Security.

The bidder shall submit 2% bid security of total estimated cost 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.

11. Bid Validity.

Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

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.

12. Drugs Act/ DRAP Act Compliance.

All supplies will comply with the provision of Drugs Act 1976/DRAP Act 2012 and rules framed there under.

(Mailing 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. 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 for further evaluations in accordance with the evaluation criteria.

Medicine Items for Basic Health Units(BHUs) under PPHI Baluchistan

S. No	GENERIC NAME	ESTIMATED QUANTITY	SPECIFICATION			Drug Registration Number/Certification if any
			TYPE	STRENGTH	PACKING	
1	Osmular ORS	332,280	Sachet	310mmol/L(standard)	20 sachet	
2	Gentamycin	110,760	Injection	80 mg/2 mL	P.P.OF.5 AMP	
3	Sulfamethizol / Trimethoprim(PLAIN)	88,608	Tablet	400 mg / 80 mg	P.P.OF.40 0TAB	
4	Sulfamethizol / Trimethoprim	221,520	Syrup	200 mg / 40 mg per 5 mL	BOTTLE	
5	Polymyxin-B Sulphate	55,380	Ointment	5000 units/g	20 g Tube	
6	Lidocaine Hydrochloride	66,456	Injection	2% (20 mg/10mL)	P.P.OF.50 AMP	
7	Albendazole	219,600	Tablet	200 mg	2 TAB Per Strip	
8	Albendazole	164,700	Syrup	200 mg/5ml	30 mL BOTTLE	
9	Paracetamol	230,000	Drops	80 mg/0.8 mL(=100mg/mL)	15 mL BOTTLE	

Surgical Item for Basic Health Units (BHUs) Under PPHI-B

Sr#	GENERIC NAME	DETAIL SPECIFICATION	ESTIMATED QUANTITY	SPECIFICATION			Drug Registration Number/Certification if any
				TYPE	STRENGTH	PACKING	
1	Syringe	Auto-Disable Syringe 3ml (3cc):Capacity 3ml (3cc), medical-grade polypropylene barrel, latex-free rubber plunger, 22–23G needle, ETO sterilized, auto-lock after single use.	640,939	Disposable	3 cc	Standard Pack	
2	Syringe	Auto-Disable Syringe 5ml (5cc):Capacity 5ml (5cc), medical-grade transparent barrel, latex-free plunger, 21G needle, ETO sterilized, auto-disable mechanism prevents reuse	666,414	Disposable	5 cc	Standard Pack	
3	IV Set	Sterile, disposable, non-pyrogenic IV infusion set (with or without air vent), made of medical-grade PVC, 150 cm tube with flow regulator, drip chamber (15–20 drops/mL), in-line filter, latex-free injection port, luer lock connector, DRAP certified, with at least 3 years shelf life and individual peel-pack packaging.	192,414	IV-Set	Standard	Disposable Set	

Delivery Schedule & Requirements:

- **Delivery Location:** All deliveries shall be made to the **Head Office Central Warehouse, Quetta.**
- **Place of Execution of Works:** The successful bidder shall act as an independent medicine supply provider, responsible for the complete provision and transportation of medicines/drugs to the

designated site, i.e., the **Central Warehouse, Quetta**. All logistical arrangements, including loading, unloading, and safe delivery, shall be the sole responsibility of the successful bidder.

- The bidder shall also ensure that the official organizational stamp is affixed both inside and outside of each medicine package, packet, vial, or ampoule.
- **Stamping Requirement:** The successful bidder shall ensure that all medicines are clearly stamped with the marking **“NOT FOR SALE – PPHI BALOCHISTAN.”**

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-Balochistan).
 - 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-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 Peoples Primary Healthcare Initiative, Balochistan (PPHI-Balochistan) in the schedule of requirements.
 - f. **Defect Liability Period:** details. (As applicable) as required by the Peoples 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 Peoples 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: -

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:

S. No	Bidders Eligibility Factor	Mandatory Requirement	Bidder 1	Bidder 2	Bidder 3
			YES / NO	YES / NO	YES / NO
1	Registration with Income Tax as pharmaceutical manufacturers, authorized sole agents/distributor	NTN Certificate as pharmaceutical manufacturers/Importer/Authorized Distributor AND status must be Active Tax Payer list.			
2	Relevant Experience	03 successfully completed comparable & similar assignments for supply of Medicines as Manufacturer, Importer or Distributor.			
3	Financial Capacity	Turn Over of PKR. 10 million for the past 3 years (2023,2024 and 2025)			
4	Non-Blacklisting and disclosure of litigation	Must not be presently black-listed by any Government or other Organizations the firm must disclose litigation cases if any.			
5	Local presence (For Distributor)	Must have local presence in Balochistan, Quetta.			
6	Delivery time compliance	Must agree to serve the contract within agreed time i.e., 45 days w.e.f. award of contract, and 50% delivery within 30 days.			
7	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.			
8	Submission of Bidding Document Fee	As required by the Peoples Primary Healthcare Initiative (PPHI-B) in the Tender Notice			

- 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. Evaluation of rejected samples will not be considered for further process.
- v. Technical Evaluation concludes at this stage.
3. **Financial Evaluation.** Financial Proposals of the Technical Qualified 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
ITEM 1	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
ITEM 2	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
ITEM 3	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

- 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.
- vi. All prices shall quote along with all applicable taxes and all quoted prices will be considered inclusive of all applicable taxes.

4. **Recommendation of Procurement Committee**

After Financial Evaluation (of only technically approved bidders), the contract will be awarded to the "Lowest Financially Evaluated bidder of the approved samples" 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 or as whole.

1. PPHI-Balochistan 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.

2. PPHI-B reserves the right to cancel the Work Order, either in full or in part, at the initial stage or during the delivery process, in the event that the MSD issues a price list for the same or equivalent formulated items.
3. In case the contract or Work Order of PPHI-B is awarded to the same vendor approved by MSD, the applicable rate shall be the lower of the two — either the MSD-approved rate list or the tender rate — effective from the inception of the contract.

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 Ref No. PPHI-B/H.O BLN/11-25/BHUs-
Medicines/2025-26/01
Dated: _____

Financial Proposal

People's Primary Healthcare Initiative (PPHI) - Balochistan

**Bidding Document for the Procurement of Essential Medicines
and Disposable / Surgical Items for BHUs (Basic Health Units)
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. / 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 Peoples 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:

A	B	C	D	E	F	G	H	I
S. No.	Item Name	Brand Name	Unit Price(Inclusive of all applicable taxes)	Discount (If any)	Final Price	Specify % of GST (If any)	Total Quantity	Final Total Price (Including All Taxes)
A	B	C	D	E	D-E=F	G	H	FxH=I
1								
2								
3								
4								
		Total						

Note: Each Bidder must mention clearly the rate of GST applicable on each item of its quoted 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-Balochistan).
 - ii. Complete services as required in the schedule of requirements of this bidding document.
 - iii. Cost including delivery. (As & where applicable)
5. GST Taxes must be included along-with the price of each item components.
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 will 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 Peoples 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 **45 Days** from the date of work Order and 50% delivery within 30 days.
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 30 days (to be specified by the Peoples Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening
6. Successful bidders shall be liable to stamp all medicine as “Not for Sale PPHI-Balochistan”.
7. 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.
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 1% per day (of the value of items delivered late) per day, up to a maximum of 50% of the Contract Value.
9. Bid Security of successful bidder/s shall be released upon their written request after the complete delivery of drugs/medicine to places as mentioned in delivery schedule.
10. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
11. Tender will be awarded to the bidder who offered maximum discount on MRP per Item.
12. Payment release is subject to delivery report duly signed by the Central Warehouse in charge and Pharmacist PPHI-Balochistan.
13. DRAP Registration or Provisional Certificate confirming permission for sale in Pakistan.
14. Copy of DRAP Registration or Provisional Certificate for imported or local items (include current SRO or permission letter for deregulated items)
15. Product should be approved/registered by DRAP (Pakistan Drug Regulatory Authority).
 - A. **Manufacturer:** (Non declaration of substandard, spurious, adulterated, misbranded are any other section of the drug act 1976 imposed are declared absconder by any drug court in Pakistan).

- B. **Price Reasonability:** Supplies must be below the Trade Price of that product.
- C. **Delivery Time:** Must agree to serve the contract within agreed time i.e., 45 days w.e.f. award of contract, and 50% delivery within 30 days.
- D. **Shel-Life:** Shelf-Life must be 70% for imported and 75% for local (from the date of supply of disposables).

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 & 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. _____