



DOCUMENTS For

Prequalification/ Registration of SUPPLIERS / VENDORS/ SERVICE PROVIDERS / CONTRACTORS

**Manager Admin,
People's Primary Healthcare Initiative(PPHI-B) Balochistan**

Head Office, House No 8-A Jinnah Town Samungli Road, Quetta

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E-mail: pphi_p@gmail.com

URL: <https://pphib.org>

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Introduction

The People's Primary Healthcare Initiative (PPHI-B), Balochistan (here in after referred to as "Service") was incorporated as a company under section 42 of The Companies Ordinance, 1984 (repealed). The service now operates as a Not-for-Profit registered public company under section 42 of The Companies Act 2017 with an eminent Board of Directors.

The Service operates in Corporate Mode & procurements in the service are governed under PPHI-B Procurement Policies and Operation Manual.

The main objective of the service is rehabilitation and operation of Basic Health Units (BHUs) and other assigned health facilities in Balochistan.

The service is one of the largest Non-Profit-Organization in Balochistan and provide services in all districts of Balochistan through strengthening of Primary Health Care. Learn more at <https://pphib.org>

PPHI-Balochistan desires to seek **registrations** from reputed companies for **Pre-Qualification / Registration of Suppliers / Vendors/ Service Providers/Contractors** at PPHI-Balochistan's Head Office as per requirements given in this document in the areas of operation already advertised in the leading newspapers by the Service (Copy enclosed)

Instruction to Bidders/Sellers

1. **Procurement Narrative Description:** The purpose of this document is to assist the service across Balochistan in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category. We reserve the right to prequalify more than one bidder per category of goods and/or services. In order to simplify this process, you need to provide certified copies of all supporting documents requested.
2. The service will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to provide complete documents will result in the supplier's disqualification from further consideration. Where necessary and if insufficient space has been provided on for the information, please provide the detail as supplementary on separate sheets.
3. The information provided in the prequalification document is strictly confidential and solely for use by the service. Please note that by submitting documents to this prequalification you accept that all documents provided in this prequalification are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further the service reserves the right without further recourse to verify at its own cost the accuracy of any document provided herein.
4. The service will have the right to inspect the business premises of the supplier/service provider as part of the evaluation process.
5. Participants/vendors/suppliers/sellers kindly note that this document does not amount to any contractual obligation on the part of the service and that the service is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
6. The original Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who sign(s) the document.
7. Suppliers will meet all costs associated with the preparation and submission of their applications/documents. The completed document shall be signed off and initialed by the Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
8. Minority groups (women, youth, and persons with disability) are encouraged to apply.
9. As policy the service require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications. The service will disqualify a supplier/service provider where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification.
10. The Participants/vendors/suppliers/sellers need to fill the questionnaires and forms in the document agree to pre and post prequalification "Terms and Conditions" and submit the complete set along with all supporting documents in a plain sealed envelope clearly marked:

"Tender No: PPHI-BLN/HO/PRQ-REG/01-2023/01 Prequalification/ Registration of
SUPPLIERS / VENDORS/ SERVICE PROVIDERS/ CONTRACTORS FOR CATEGORIES
Applied"

should be addressed and delivered to:

Manager Admin

PPHI-Balochistan

House No. 8-A, Samungli Road, Jinnah Town, Quetta.

Evaluation Criteria

EOI evaluation scoring for prequalification/registration will be based on the following criteria.

S.no	Description	Maximum Marks	Marks Obtained (Based on Weighted Average of procurement Committee)	Recommendation
1	Relevant Experience	15		
2	Previous Work Completion certificate from ex-client	10		
3	Financial Standing	15		
4	Tax Status/ Licensing/Registration	10		
5	Vendor Status(Individual, AOP or Company)	10		
6	Market Reputation	10		
7	After Sales Services	05		
8	Accuracy of Documentation	10		
9	Geographical Presence	10		
10	Prior Experience with PPHI-B	05		
Total		100		

Based on EOI evaluation vendors will be ranked according to the assigned scores. Ranking Criteria. And top 06 firms/companies will be prequalified.

Category	Score
A	70-100
B	50-69
C	0-49

Brief Introduction of the Organization /Company

Sr.	Factors	Description
1	Name of the Organization/ Contractor/Dealer / Supplier :	_____
2	Date of Establishment :	_____
3	Corporate Status :	_____
4	Owner / Proprietor / MD / CE Name :	_____
5	CNIC No. :	_____
6	Business/ Mailing Address :	_____ _____
7	Contact No(s). :	_____
8	Cell No(s). :	_____
9	Fax No(s). :	_____
10	Email Address :	_____
11	NTN/GST etc. :	_____
12	Bank Name & Account No. :	_____
	(for which account maintenance certificate and statement is enclosed)	
13	Attachments:	<div style="display: flex; align-items: flex-start;"> <div style="width: 50px; text-align: center;">:</div> <div> <ul style="list-style-type: none"> a) Attested copy of Registration / Incorporation Certificate; b) Attested copy of valid NTN & G.S.T Certificate etc.; c) Attested copies of valid technical association; d) Declaration of Non-blacklisting on <u>Non-Judicial Stamp paper</u> by the Bidder e) Financial Soundness Proof (Annual Tax Returns or Audited Report); f) Copy of Account Maintenance Certificate & Bank Statement of last 03 months. g) List of Existing Clients with contact person (regular and occasional) on specified format; h) List of Projects Completed (if exceeds 50, then only for last 03 years i) Utility Bills of the Business </div> </div>

Company's Stamp

Signature

Questionnaire Additional Info of the Organization /Company

No.	PARTICULARS	RESPONSE (Please mention Attached Annex No.)
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings.	
3	Has any partner, director, shareholder or employee been convicted of an offence concerning his professional conduct?	
4	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by PPHI-Balochistan and who is in a position to influence the award of any supply. (For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children) (Detail on prescribe format)	
5	Please state if any Director shareholder/ Partner and / or Company Secretary of the Organization is currently employed or has been employed in the past three years by PPHI-Balochistan.	
6	Has company or any partner, director, shareholder or employee been involved in a transaction with any banned outfit? Or had any relation, direct or indirect, with proscribed individual/entities/political exposed person/s or terrorists organizations.	
7	Has company or any partner, director, shareholder been involved in litigation with a Govt. department	
8	Has been prosecuted under Schedule 4 of the proscribed persons under NACTA for AML/CFT, or are on any list of sanctioned parties issued by the Pakistan Government, UN agencies, UNSCR, NACTA, and others.	

I/we hereby confirm that the information provided is correct.

Company's Stamp

Signature

TECHNICAL EVALUATION DOCUMENTATION REQUIREMENT

Following documents are required and would be used for Technical Evaluation of the prequalification:

Sr. No.	Documents	Mark ? if document available
1.	Covering Letter	
2.	Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc.	
3.	Copy of Certificate of Incorporation from SECP or Registration from Registrar of Firms / undertaking of establishment in case of sole proprietor /partnership deed (if available);	
4.	Proof of valid and active CNIC / NTN Registration	
5.	Proof of valid and active Sales Tax Registration (if available)	
6.	Proof of valid and active Balochistan Revenue Authority Registration (in case of services) if available	
7.	Affidavit (on E-Stamp paper worth Rs.100/-) declaring that the Bidder is not blacklisted by any Government Department / Authority / Agency / iNGO /Company and the Bidder is not engaged in any sort of litigation against any Government Department / Authority / Agency / Company	
8.	Financial Soundness Proof : Sole proprietor/partnership/company/firm will provide last year income tax return/Annual Audited Report.	
9.	Experience certificate / letters of satisfaction from the customer / purchase order / work order/relevant evidence.	
10.	Processing fee in the form of Demand Draft/Pay Order of Rs.500/- (non-refundable) favoring PPHI-Balochistan	
11.	Copies of certificate of professional / technical association;	
12.	Copy of any international / local affiliation (if any);	
13.	Copy of ISO 9001 / 2000 Certificates / local and international standards (if any);	
14.	List of Projects Completed (prescribed format)	
15.	List of Clients (prescribed format)	
16.	List of Available Staff (prescribed format)	
17.	List of Office(s) with Contact Person (prescribed format)	
18.	List of Associated, subsidiaries and sister companies (prescribed format)	
19.	List of any family member/Relatives in PPHI-B (prescribed format)	

Note:

- If 2021-2022 Income Tax Return/Annual Audited Report submission date is extended by the department (FBR) then 2020-2021 Income Tax Return/Annual Audited Report will be considered for technical evaluation.
- Any other formality/documents that may be required by PPHI-B.

I / we hereby confirm that required documents are provided with the EOI / proposal.

Company's Stamp

Signature



People's Primary Healthcare Initiative Balochistan

Tender No.: PPHI-BLN/HO/PRQ-REG/01-2023/01

Date: _____

The Manager Admin

Admin Section,
PPHI-B Head Office,
Quetta.

Subject: Pre-Qualification of Suppliers / Service Provider

I / We are interested to **register / apply for pre-qualification of our organization / firm** in the following categories (please ✓ mark):

Sr.	Tick Mark	Category	Certificate of Proof* (if any) Please mention Attached Annex No.
Suppliers			
1.		Stationery Items and Office Supplies;	
2.		Computer Hardware & Accessories, Network and Communication Tools; (Laptop, Tabs, Switches etc.)	
3.		Furniture & Fixtures, (Chairs, Tables, etc.)	
4.		Electrical and Electronics Items;	
5.		Plaques, Mementos, Souvenirs, etc.;	
6.		Security Equipment, Cameras, CCTV, fire extinguishers etc.;	
7.		Medicine and Medical Supplies	
8.		Solar equipment and accessories	
9.		Petroleum, Lubricants, accessories and Spares	
10.		Vehicle Spares and Tires	
11.		Misc. General Supplies etc	
Service Providers in Contractual Services			
12.		Travel Agents and Ticketing Services;	
13.		IT Hardware Equipment Repair and Maintenance;	
14.		General Services for Repair and Maintenance;	
Service Providers in Specialized Services			
15.		Printing and Publications including Off-set, Panaflex, Banner, Book Binding, Compiling, Digital and Ordinary Identification Card Making etc.;	
16.		Services of Diesel Generators, Photocopiers, Laser / other Printers, PABX, etc.;	
17.		UPS, Dry Battery, Stabilizer, etc. Repair & Maintenance;	
18.		Advertising Agency / Firm;	
19.		Graphics Designing / Composing, Video Making etc.;	
20.		Vehicle Tracking	
Service Providers in Rental Services			
21.		Rent-a-Car Services;	
22.		Logistics, transportation Services;	
Service Providers in Miscellaneous Services			
23.		Civil Contracts (repairing & maintenance and Building Constructions) including Contractors to provide Carpenter, Painter, Sewage Cleaner, Plumber, Electrician, Mason, and other skilled labor	
24.		Catering/Event Management Services	

25.		Motor Vehicle Repair and Maintenance;	
26.		Sanitary and Hardware Items;	
27.		Courier Postage Services	

* Certificate of Proof is the **membership / registration certificate** of Federation, Chambers, trade bodies / associations such as FPCCI, QCCI, TAAP, IAP, APSAA, etc.; regulatory bodies / authorities such as SECP, DRAP, PEC, TDAP, etc. and registration / certificate of working with government organizations such as SSGC, BDA, etc.

I / We can adequately supply and provide services of contract in the following cities (please ✓ mark):

Sr.	Tick Mark	City	Sr.	Tick Mark	City	Sr.	Tick Mark	City
1		Quetta	12		Kharan	23		Musakhail
2		Lasbela	13		Basima	24		Barkhan
3		Khuzdar	14		Killa Saifullah	25		Dukki
4		Kalat	15		Jaffarabad	26		Ziarat
5		Mastung	16		Naseerabad	27		Chagai
6		Chaman	17		Sibbi	28		Harnai
7		Pishin	18		Dhadar	29		Panjgur
8		Zhob	19		Dera Bugti	30		Gwadar
9		Loralai	20		Kohlu	31		Turbat
10		Awaran	21		Sohbatpur			
11		Noshki	22		JhalMagsi			

Company's Stamp

Signature



**People's Primary Healthcare Initiative, Balochistan
Admin Section**

**ORGANIZATION'S INFORMATION
PROJECTS**

List of Major Projects in (Minimum 10, if exceeds 50 then only of last 3 years)

Sr.	Clients / Organization	Description of Project	Place / City	Overall Approx. Cost of Project	Duration	Completion Year or Ongoing

Use extra sheet in the same format if required.

Company's Stamp

Signature



List of major Clients with Contact Person

I / We have provided supplies / services to following **Clients** (along with their details):

Use extra sheet in the same format if required.

Signature



Details of Professional Staff

Use extra sheet in the same format if required.

Signature

ORGANIZATION'S INFORMATION

List of Offices with Contact Person

[illegible]

Use extra sheet in the same format if required.

Company's Stamp	

Signature



**People's Primary Healthcare Initiative Balochistan
Admin Section**

**ORGANIZATION'S INFORMATION
COMPANIES**

Detail of Associated, subsidiaries, and sister companies

I / We have provided details of all active and shut associated, subsidiaries, and sister companies.

Sr.	Name of Company	Address	NTN

Use extra sheet in the same format if required.

Company's Stamp

Signature



**People's Primary Healthcare Initiative Balochistan
Admin Section**

**ORGANIZATION'S INFORMATION
RELATIVES**

Detail of RELATIVES in PPHI-Balochistan including close relatives

Sr.	Name of Relative	Position/Duty Station	Relation	Contact No.

Use extra sheet in the same format if required.

Company's Stamp

Signature



People's Primary Healthcare Initiative, Balochistan
Admin Section

Terms & Conditions

Terms & Conditions for Participation

1. The Suppliers / Service Providers with province wide supply / service with own facilities will be preferred;
2. The participating organization should have expertise in their relevant field;
3. The organization should have its own expertise in all respect;
4. The participating organization or any of its associated/sister company is not blacklisted.
5. The organization should at-least have 1-year professional experience in respective categories for working with reputable clients;
6. Tenders should be submitted on PPHI-Balochistan prescribed format with stamp of the organization otherwise will be rejected;
7. The participants must submit valid NTN & GST certificate, last 03-month bank statement or certificate of financial soundness or annual report and list of clients with contact person (regular and occasional) on PPHI-Balochistan specified format;
8. If required, the selected / short-listed organizations will be informed in due course of time;
9. The financial bids / quotations will be invited from selected / short-listed organizations as and when desired;
10. PPHI-B reserves the rights to accept or reject any or all organizations / firms applied for registration / pre-qualification on the basis of technical grounds or any other reason without informing them;
11. The Pre-Qualification should be submitted (by hand or registered post) within 30 days from the date of advertisement to Admin Section PPHI-Balochistan Head Office, 8-A Jinnah Town Samungli Road, Quetta along with processing fee in form of Demand Draft/Pay Order Rs.500/- in favor of PPHI-Balochistan
12. Firm may submit the document(s)/proposal(s) against multiple categories.
13. PPHI-B will not consider any proposal from the potential bidder if he is in litigation at any judicial forum or has defaulted with PPHI-B
14. PPHI-B may cancel the proposal of any Firm, which has not performed satisfactorily in past with PPHI-B.

Terms & Conditions for Selected / Shortlisted Suppliers / Service Providers

15. The pre-qualification / registration status of vendors / service-providers/Contractors will remain valid until June 2024 or deregistered;
16. The registered / pre-qualified organizations will be preferred for inviting sealed financial bids / quotations;
17. The financial quotations / bids should be provided within the specified time period;
18. The rates should be inclusive of applicable taxes whenever financial bid will be quoted;
19. The rates should also include delivery and installation of relevant items, materials and accessories at PPHI-Balochistan Head Office /DSUs/ BHUs including all means of transportation;
20. As and when desired depending on the products / services, earnest money may be required on inviting financial bids / quotations;
21. The sealed financial quotations may / may not be opened in front of bidders;
22. The retention money may be required or withheld in case of products / services warranty;
23. The bank guarantee may be required in case of specialized / technical products having long-term commitment;
24. The Service will not be liable to change Purchase / Work Order if prices of supply and other materials will increase due to inflation or any other factor;
25. The invoice will be processed after completion of work and its satisfaction certificate by concerned department / officer (if required);
26. The payment will be made within 20 to 30 days after submission of invoice and receiving satisfaction certificate;
27. The delivery challan should also be submitted for all part deliveries;
28. The task will be undertaken on the receipt of Purchase / Work Order and according to the specification provided or finally agreed;
29. The work should be completed within with specified time period after that penalty will be imposed;
30. Incomplete proposal or those received after deadline date and time will not be entertained;
31. Tax Deduction will be made as per prevailing rates and tax status of registered prequalified vendor/supplier.
32. In case of Tax exemption, tax exemption certificate will be required along with Invoice;

Pre-qualified Firm(s) may be terminated/pre-qualification may be cancelled on substandard work /supply/repair & maintenance etc.

Company's Stamp

Signature

For further information and clarification, please contact:
Admin Section

Head Office, House No 8-A Jinnah Town Samungli Road, Quetta
Tel.: 081-2863620 081-2863623
E-mail: pphi_p@gmail.com URL: <https://pphib.org>



PRE-QUALIFICATION / REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS / CONTRACTORS

The PPHI-Balochistan invites competent **SUPPLIERS / SERVICE PROVIDERS** for registration and pre-qualification to provide various types of goods and render diversified services on as and when requested basis for its Head Office and other District Offices across Balochistan. The Suppliers, Vendors, Service Providers Contractors etc. are required in the following areas:

SUPPLIERS

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Stationery Items and Office Supplies; 2. Computer Hardware & Accessories, Network and Communication Tools; 3. Furniture & Fixtures, Chairs, Tables, etc.; 4. Electrical and Electronics Items; 5. Plaques, Mementos, Souvenirs, etc.; | <ol style="list-style-type: none"> 6. Security Equipment, Cameras, CCTV, etc.; 7. Medicine and Medical Supplies 8. Solar Equipment and Accessories 9. Petroleum, Lubricants, accessories and Spares 10. Vehicle Spares and Tires 11. Misc. General Supplies |
|--|---|

SERVICE PROVIDERS

Contractual Services

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Travel Agents and Ticketing Services; 2. IT Hardware Equipment Repair and Maintenance; | <ol style="list-style-type: none"> 3. General Services for Repair and Maintenance; |
|--|---|

Specialized Services

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Printing and Publications including Off-set, Panaflex, Banner, Book Binding, Compiling, Digital and Ordinary Identification Card Making etc.; 2. Services of Diesel Generators, Photocopiers, Laser / other Printers, PABX, etc.; | <ol style="list-style-type: none"> 3. UPS, Dry Battery, Stabilizer, etc. Repair & Maintenance; 4. Graphics Designing / Composing, Video Making etc.; 5. Vehicle Tracking |
|---|---|

Rental Services

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Rent-a-Car Services; | <ol style="list-style-type: none"> 2. Logistics Services; |
|---|--|

Miscellaneous Services

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Civil Contracts (repairing & maintenance and Building Constructions) including Contractors to provide Carpenter, Painter, Sewage Cleaner, Plumber, Electrician, Mason, and other skilled labor) | <ol style="list-style-type: none"> 2. Catering/Event Management Services 3. Motor Vehicle Repair and Maintenance; 4. Sanitary and Hardware Items; 5. Courier Postage Services |
|--|---|

The interested suppliers / contractors may register / pre-qualify their firm by providing their business details on a prescribed Pre-Qualification / Registration document. If required, the selected / short-listed suppliers / contractors will be informed in due course of time as and when required. Registered / pre-qualified suppliers/contractors will be invited for the financial EOI / quotes to compete with other bidders. The document may be obtained from the email: pphi_p@gmail.com or downloaded from website <https://pphib.org>

The interested parties may submit all their documents within 30 days from the date of advertisement through courier / registered post. PPHI-Balochistan reserves the rights to accept or reject any or all firms applied for registration / pre-qualification on the basis of technical or any other grounds without informing to them.

For Information, Issuance and Submission of TOR, please contact as follows:

Manager Admin

People's Primary Healthcare Initiative, Balochistan
Head Office, House No 8-A Jinnah Town Samungli Road, Quetta
Tel.: 081-2863620 081-2863623 E-mail: pphi_p@gmail.com URL: <https://pphib.org>