

PREQUALIFICATION DOCUMENTS

**AMBULANCE
MANUFACTURERS/ DEALERS**



**Primary & Secondary
Healthcare Department**

(Financial Year 2017-18 & 19)

**GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT, LAHORE, PAKISTAN**



ISLAMIC REPUBLIC OF PAKISTAN
GOVERNMENT OF THE PUNJAB



Primary & Secondary
Healthcare Department

INVITATION FOR PREQUALIFICATION (AMBULANCE MANUFACTURERS / DEALERS)



- Pakistan** is undertaking wide-ranging reforms to improve the healthcare service delivery especially in its province of the Punjab. As part of the reform services; the Government of the Punjab intended to enhance and upgrade its Ambulance Service Program by inducting approx. 200 Advance Life Support Ambulances in its Rescue and Emergency fleet and for some other programs as well.
- The Government of the Punjab, Primary & Secondary Healthcare Department, Pakistan invites the applications through International Competitive Process from national & international Manufacturers / Authorised representative for prequalification in following categories;
 - Manufacturers / Authorised representatives of complete Ambulance unit
 - Manufacturers / Authorised representatives of Vans to be converted into Ambulances
 - Ambulances Fabricators / Authorised representatives of Ambulances
- The firms must have their rich experience in above business categories; nationally or internationally for execution of such a large project. It is mandatory that there should be a Counter Partner in Pakistan; in case of a foreign firm.
- This prequalification shall be valid for two financial years 2017-18 & 19 for all three categories. The national firms already prequalified for Ambulance fabrication may participate in this prequalification process for large projects also.
- A complete set of Prequalification Documents can be downloaded from the websites (www.ppra.punjab.gov.pk) & (www.pshealth.punjab.gov.pk). Any clarification may be sought through email (dsprocurement.pshealth@punjab.gov.pk).
- The Prequalification Applications can be submitted by **26th March 2018 at 1100 hours** Pakistan Standard Time in **Procurement Cell, Primary and Secondary Healthcare Department, 37-D Main Gulberg, off Zafar Ali Road, Lahore, Pakistan.**
- The Process of Prequalification shall be governed by the Punjab Procurement Rules 2014, Government of the Punjab, Pakistan which can be downloaded from the website (www.ppra.punjab.gov.pk).
- Only prequalified firms shall be entitled to participate in subsequent procurement proceedings.

SECRETARY

GOVERNMENT OF THE PUNJAB

Primary & Secondary Healthcare Department, Lahore, Pakistan

Focal Person: Ph: +92-42 990 56300, Mob: +92-333 4703079

INDEX

CONTENTS

GENERAL INSTRUCTIONS

A. GENERAL

B. CONTENTS OF THE PREQUALIFICATION DOCUMENT

C. PREPARATION OF APPLICATION

D. SUBMISSION OF APPLICATION

E. PROCEDURES FOR EVALUATION OF APPLICATIONS

F. EVALUATION OF APPLICATIONS AND PREQUALIFICATION

Annex I: EVALUATION CRITERIA

Annex II-IV: UNDERTAKINGS

GENERAL INSTRUCTIONS

A. General

- 1. Scope of Applications** 1.1 In connection with the *Invitation for Prequalification*, the Procuring Agency, issues this Prequalification Document to applicants interested in bidding for listed categories of Ambulances.
- 2. Corrupt Practice** 2.1 (a) In pursuance of this policy, the following terms are defined:
- (i) “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - (iv) “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- (b) the Procuring Agency will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) the Procuring Agency will sanction a firm or individual, including declaring ineligible, either indefinitely or for a

stated period of time, to be awarded a contract if it, at any time, determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in

- (d) Procuring Agency will have the right to require that a provision be included in bidding documents requiring bidders, suppliers and manufacturers and their agents to permit the Procuring Agency to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Purchaser;

3. Eligible Applicants

- 3.1 An Applicant can be an international or national, private, or public entity, or any combination.
- 3.2 Firms of a country may be excluded from bidding if as a matter of law or official regulation, the Government of Pakistan prohibits commercial relations with that country or for other reasons.
- 3.3 A firm declared disqualified/ blacklisted by any of the private/ public sector organization in Pakistan shall be ineligible during the period of embargo.
- 3.4 Applicants and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the technical specifications of the goods that are the subject of this prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this prequalification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.

B. Contents of the Prequalification Document

4. Sections of Prequalification Document

- 4.1 The document for prequalification of Applicants (hereinafter -“prequalification document”) consists all the sections indicated below, and should be read in conjunction with any of addendum if issued.

- Section I General Instructions
- Section II Qualification Criteria and Requirements
- Section III Application Form
- Section IV Evaluation Criteria

4.2 The “Invitation for Prequalification Applications” issued by the Procuring Agency is the part of the prequalification document. A sample form is provided as an attachment to this Prequalification Document.

4.3 The Procuring Agency accepts no responsibility for the completeness of the prequalification document and its addenda unless the original receipt of the bank deposit slip is attached with the documents.

4.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

5. Clarification of Prequalification Document

5.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Agency in writing. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than twenty (20) days prior to the deadline for submission of applications. The Procuring Agency shall upload its response on its official website (www.pshealth.punjab.gov.pk) 15 days prior to application submission dead line but without identifying its source.

6. Amendment of Prequalification Document

6.1 At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Document by issuing addenda.

6.2 Any addendum issued shall be the part of Prequalification Document and shall upload it on its official website (www.pshealth.punjab.gov.pk) 15 days prior to application submission dead line.

6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Application

- 7. Cost of Applications** 7.1 The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 8. Language of Application** 8.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the application, the translation shall govern. All such documents should be signed and stamped by the applicant.
- 9. Documents Comprising the Application** 9.1 The application shall comprise the following;
- (a) Application Submission Form;
 - (b) documentary evidence establishing the Applicant's eligibility to prequalify;
 - (c) documentary evidence establishing the Applicant's qualifications; and
 - (d) any other document required as specified in the documents
 - (e) Supplier's Declaration
- 10. Application Submission Form** 10.1 The Applicant shall prepare an Application using the form provided in the documents. This Form must be completed without any alteration to its format.
- 11. Documents Establishing the Eligibility of the Applicant** 11.1 To establish its eligibility, the Applicant shall complete the Declarations for the Supplier and Principal firm/ manufacturer along with other documents mentioned in the Pre-Qualification Form.
- 12. Documents Establishing the Qualifications of the Applicant** 12.1 To establish its qualification to perform the contract in accordance with concerned Sections, Qualification Criteria and Requirements, the Applicant shall provide the information requested as evidence to comply with the criteria.

13. Signing of the Application

- 13.1 The application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

D. Submission of Application

14. Sealing and Identification of Applications

- 14.1 The Applicant shall enclose the original application in a sealed envelope that shall:
- (a) bear the name and address of the Applicant;
 - (b) be addressed to the Procuring Agency; and
 - (c) bear the specific identification of this prequalification process indicated in the documents

15. Deadline for Submission of Applications

- 15.1 Applicants will submit their applications by hand or by Post but it should reach before the dead line. Applications shall be received by the Primary & Secondary Healthcare Department at the address and no later than the deadline indicated in the **Invitation for Prequalification**.

- 15.2 The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16. Late Applications

- 16.1 Any application received by the Procuring Agency after the deadline for submission of applications will not be entertained.

17. Opening of Applications

- 17.1 The Procuring Agency shall open all Applications at the date, time and place as specified. Late Applications shall not be accepted.
- 17.2 Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of the Applicant.

E. Procedures for Evaluation of Applications

18. Confidentiality

- 18.1 Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed

to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

- 18.2 From the deadline for submission of applications to the time of notification of the results of the prequalification, any Applicant that wishes to contact the Procuring Agency on any matter related to the prequalification process, may do so but only in writing.
- 19. Clarification of Applications**
- 19.1 To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- 19.2 If an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application.
- 20. Responsiveness of Applications**
- 20.1 All applications not responsive to the requirements of the prequalification document shall be rejected.

F. Evaluation of Applications and Prequalification of Applicants

- 21. Evaluation of Applications**
- 21.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Evaluation Criteria and Requirements to evaluate the qualifications of the Applicants.
- 21.2 Physical Verification of data contained in the application will be conducted by an Inspection Team, if required by the Procuring Agency. The firm will not be considered, if found variation between submitted data and on grounds reality.
- 22. Procuring Agency's Right to Accept or Reject Applications**
- 22.1 The Procuring Agency reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants as per PPRA 2014 along with its amendments. Which can be downloaded from the website www.ppra.punjab.gov.pk.
- 22.2 After pre-qualification, the Department may review the pre-qualification of any firm on some serious complaints and terminate the status, if proved.
- 23. Prequalification of Applicants**
- 23.1 The Applicants whose applications have met the specified requirements will, to the exclusion of all others, be

prequalified by the Procuring Agency.

24. Notification of Prequalification

- 24.1 Once the Procuring Agency has completed the evaluation of the applications it shall notify all Applicants in writing indicating their status as to qualified or ineligible.
- 24.2 The pre-qualification shall be awarded on individual item basis with manufacturer which is contained in the attached list of equipment.
- 24.3 The pre-qualification so awarded shall remain valid for two financial years.

25. Invitation to Bid

- 25.1 After notification of the results of the prequalification, the Procuring Agency shall initiate the procurement process and issue the Bidding Documents to the pre-qualified firms for further process of procurement.

26. Arbitration

- 26.1 The Arbitrator shall be decided with the consent of both the Parties. The decision of the Arbitrator will be final and binding on the Parties.

Annex I

EVALUATION CRITERIA

The prequalification shall be conducted for three categories as follows;

- a. Manufacturers/ Authorised representatives of complete ambulance unit
- b. Manufacturers/ Authorised representatives of Vans to be converted into Ambulance
- c. Ambulance Fabricators/ Authorised representatives of Ambulance

The firms are required to submit the following detail with the application;

1. Company Profile.
2. Complete address, e.mail, phone numbers, contact person details etc.
3. Product Brochure
4. List of major Clients with address and contact numbers.

The criteria for each category is knocked down. The firm has to comply all of the following parameters, otherwise it will be knocked down and made ineligible; given under;

a. Manufacturers/ Authorised representatives of complete ambulance unit

1. The manufacturer must have its own complete set up of fabrication for providing a complete ambulance including van/ vehicle, fabrication and medical/ allied equipment/ accessories.
2. The manufacturer must have its own or dealers' network throughout the Punjab Province for providing after sales services especially Van. Detail of Dealer's network.
3. The vehicle should have been tried and tested in Pakistani market for at-least 10 years with established after sales services and spare parts centres throughout the Punjab Province.
4. List of similar projects (minimum 03)
5. Detail of technical personnel
6. Detail of machinery used for fabrication process.
7. ISO 9001 Certification
8. The Authorised representative in Pakistan must have a business history of at least 5-years and doing business more than PKR. 200,000,000 annually. It must be a registered GST firm having repair and after sales services set up throughout Punjab Province.
9. Submission of relevant Under Taking (s) as per specimen given in the documents.

b. Manufacturers/ Authorised representatives of Vans to be converted into Ambulance.

1. The manufacturer must have its own or dealers' network throughout the Punjab for providing after sales services of Van. Details of Dealer's Network.
2. List of similar projects (minimum 03)
3. Detail of technical personnel
4. Detail of machinery used for fabrication process.
5. ISO 9001 Certification; in case of manufacturer
6. The vehicle should have been tried and tested in Pakistani market for at-least 10years with established after sales services and spare parts centres throughout the Punjab.
7. The Authorised representative in Pakistan must have a business history of at least 5-years and doing business more than PKR. 200,000,000 annually. It must be a registered GST firm having repair and after sales services set up throughout Punjab Province.
8. Submission of relevant Under Taking (s) as per specimen given in the documents.

c. Ambulance Fabricators/ Authorised representatives of Ambulance

1. The Ambulance Fabricator must have its own complete set up of fabrication for fabricating different types of Ambulances.
2. The Ambulance Fabricator must have an experience of at least 10-years of fabrication. It must have the design, fabrication, quality control, medical equipment sections with trained personnel.
3. It must have the required machinery, tools, equipment, required for quality fabrication. Give detail of machinery used for fabrication process.
4. List of similar projects (minimum 03)
5. Detail of technical personnel
6. ISO 9001 Certification
7. The Authorised representative in Pakistan must have a business history of at least 5-years and doing business more than PKR. 200,000,000 annually. It must be a registered GST firm having repair and after sales services set up throughout Punjab Province.
8. Submission of relevant Undertaking (s) as per specimen given in the documents.

Note: The firms are required to attach all relevant documents with their applications which are necessary in support of their claim.

Annex II
APPLICANT'S DECLARATION

(on the letter head of the applicant Local/ Foreign/ Lead Partner)

To

Dated: _____

The Secretary
Government of the Punjab
Primary & Secondary Healthcare Department
Lahore, Pakistan

I declare that:

- I am Mr/ Ms _____ authorized to represent M/s _____ as the "Firm" for the purpose of prequalification of category mentioned below;

S.No. in the list	Name of the Category

- I am the distributor/agent/ partner of M/s [*name of the principal (s)*] for the last [*numbers*] years.
- All the information provided in this application is current and correct and the firm has no reservations with the Pre-Qualification Documents.
- This application contains all the information as is prescribed in the *Prequalification Document*.
- The Firm will abide by all the rules and regulations, formulated by the government of Punjab, Primary & Secondary Healthcare Department, Pakistan regarding this procurement.
- The firm will notify you of all changes and variations to the Product / its manufacturing status.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private Organization.
- If the Firm does not abide by the above stated Declaration then the Government of Punjab has every right to Blacklist the Firm.

Name of the Firm: _____

Name & capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

Date: _____ Stamp of the Firm: _____

Annex-III

FOREIGN MANUFACTURER DECLARATION

(on letter head of the manufacturer)

To

Dated: _____

**The Secretary
Government of the Punjab
Primary & Secondary Healthcare Department
Lahore, Pakistan.**

I declare that:

- I am Mr/ Ms _____ authorized to represent the Firm M/s _____ as the "Manufacturer" for the purpose of prequalification for following category out of the list mentioned in the Prequalification Documents;

S.No. in the list	Name of Category	Production Country	Production Capacity/ month	Quality Standard Compliance

Note: Please attach the Certificates of Quality Standards' compliance issued by the notified bodies.

- M/s [*name of the existing distributor*] is our distributor/agent/ partner for the last [*numbers*] years.
- All the information provided in this application is current and correct and the firm has no reservations with the Pre-Qualification Documents.
- We will abide by all the rules and regulations, formulated by the Government of the Punjab, Primary & Secondary Healthcare Department, Pakistan regarding this procurement.
- We confirmed that our **Sole** distributor/agent/ partner as mentioned above has the requisite technical personnel and tools required to service / maintain the above-mentioned equipment.
- The firm will notify all changes and variations to the Product/ its manufacturing status/ change of **Sole** distributor/agent/ partner.
- The firm takes the responsibility to fulfill all warranty & service contract related commitments, by themselves or through another supplier /distributor/ partner in case existing is changed.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private organization.
- All the information provided in pursuance with this declaration is current and correct.

Name and Capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

Date: _____ Stamp of the Firm: _____

Annex-IV

LOCAL MANUFACTURER DECLARATION

(on letter head of the manufacturer)

To

Dated: _____

**The Secretary
Government of the Punjab
Primary & Secondary Healthcare Department
Lahore, Pakistan.**

I declare that:

- I am Mr/ Ms _____ authorized to represent the Firm M/s _____ as the "Local Manufacturer" for the purpose of prequalification for following category out of the list mentioned in the Prequalification Documents;

S.No. in the list	Name of Category	Production Country	Production Capacity/ month	Quality Standard Compliance

Note: Please attach the Certificates of Quality Standards' compliance issued by the notified bodies.

- All the information provided in this application is current and correct and the firm has no reservations with the Pre-Qualification Documents.
- The Firm will abide by all the rules and regulations, formulated by the Government of the Punjab, Primary & Secondary Healthcare Department, Pakistan regarding this procurement.
- The firm is complying with Labour/ Child Labour Laws.
- The firm has all necessary machinery & tools for above mentioned product/ category.
- The firm will notify all changes and variations to the Product/ its manufacturing status/ change of **Sole** distributor/agent/ partner.
- The firm takes the responsibility to fulfill all warranty & service contract related commitments, by themselves or through another supplier /distributor/ partner in case existing is changed.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private organization.
- All the information provided in pursuance with this declaration is current and correct.

Name of the Authorized Contact Person: _____

Capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

Date: _____ Stamp of the Firm: _____