

PREQUALIFICATION DOCUMENTS

PROVISION OF ULTRASONOGRAPHY MACHINES AT 24/7 BHUS IN SOUTH PUNJAB



Primary & Secondary
Healthcare Department

**GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT**

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Primary & Secondary Healthcare Department

INVITATION FOR PREQUALIFICATION (PROVISION OF ULTRASONOGRAPHY MACHINES (AT 24/7 BHUS IN SOUTH PUNJAB))

1. Government of Punjab is undertaking wide ranging reforms to improve the healthcare service delivery; one of the initiative is to improve the maternal and newborn health in South Punjab by enhancing coverage and access of healthcare to the poor and vulnerable in Rural Areas for providing quality antenatal care services by provision of ultrasonography machines.
 2. Primary & Secondary Healthcare Department, Government of Punjab invites the applications for Prequalification of Firms regarding Provision of Ultrasonography Machines (~300) from Sole Agents of Foreign Manufacturers. The firms must have rich experience in providing machines, training services etc. It must have a strong team network of engineering and management to execute this project.
 3. A complete set of Prequalification Documents in English can be downloaded from the websites [www.ppra.punjab.gov.pk] & [www.pshealth.punjab.gov.pk]. A Pre-Application meeting shall be held on **21st January, 2021 at 03:00 PM** in the committee room of Project Management Unit (PMU) 31-E/1, Sharhah-e-Imam Hussain, Gulberg-III, Lahore.
 4. The applications should be submitted in the office of Project Management Unit (PMU), 31-E/1, Sharhah-e-Imam Hussain, Gulberg-III, and Lahore on **03rd February, 2021 till 11:00 AM** which shall be opened on the same date at **11:30 AM**.
 5. The applicant firms shall pay a non-refundable prequalification document fee of Rs.1,000/- (Rupees One Thousand Only) in the Head of Account of Government Treasury (C02871-Health others) in any branch of National Bank of Pakistan.
 6. Later on, only prequalified firms shall be entitled to participate in subsequent procurement proceedings (Technical & Financial bids) of Procuring Agencies.
- Note:** The process shall be governed by the Punjab Procurement Rules 2014.

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GENERAL INSTRUCTIONS		
A. General		
1. Scope of Applications	1.1	In connection with the <i>Invitation for Prequalification</i> , the Procuring Agency, issues this Prequalification Document to applicants interested in bidding for supply/installation/after sales services of Ultrasonography Machines to be installed at 24/7 BHUs in South Punjab. This prequalification is carried out to ensure that only capable firms are invited to submit bids. Procuring Agency means the PMU/DGHS/P&SH Department.
2. Corrupt Practice	2.1	<p>(a) In pursuance of this policy, the following terms are defined:</p> <p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(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</p> <p>(b) The Procuring Agency will reject application for prequalification if it determines that the applicant recommended for prequalification has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question.</p> <p>(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</p>

		<p>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 executing the contract.</p> <p>(d) Procuring Agency will have the right to require that a provision be included in Prequalification documents requiring applicants, 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.</p>
3. Eligible Applicants	3.1	The Applicant shall be a private, public or government owned legal registered entity with the formal intent (as evidenced by a letter of intent) to enter into an agreement or under an existing agreement.
	3.2	The applicant must be an active payer. National Tax Number (NTN) and General Sales Tax Number with documentary proof shall have to be provided by the applicant(s).
	3.3	Firms of a country may be excluded from prequalification if as a matter of law or official regulation, the Government of Pakistan prohibits commercial relations with that country or for other reasons.
	3.4	The applicant who is barred/blacklisted or disqualified either by any Government/ Department/ Agency/ Authority would not be eligible to submit the Bid. The Bidder will submit an affidavit to this effect.
	3.5	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.
	3.5	The applicants must submit the application for product against the items mentioned in the annexure only.
	3.6	The applicant shall provide all information required in the prequalification documents to substantiate its claim for eligibility.

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.
		<ul style="list-style-type: none"> • Section I General Instructions • Section II Qualification Criteria and Requirements • Section III Application Form • Section IV Evaluation Criteria
	4.2	The “Invitation for Prequalification” is the part of the prequalification document. In case of discrepancies between the Invitation for Prequalification and the Prequalification Documents listed in 4.1 said Prequalification Documents shall take precedence.
	4.3	The Procuring Agency accepts no responsibility for the completeness of the prequalification application 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.
	4.5	The firms may apply for single item from the respective department item list given at the end of the 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 ten (10) days prior to the deadline for submission of applications. A Pre-application conference in this regard to address the queries of the bidders shall be held on 21-01-2020 at 03:00 PM in the committee room of Project Management Unit, 31-E/1 Sharah-e imam hussain, Gulberg-III, Lahore. Minutes of the Pre-application conference shall be uploaded the website of the P&SHD (http://www.pshealth.punjab.gov.pk) within three days. Minutes of the pre-application conference will be considered as part of the Prequalification documents.
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 part of the Prequalification Document and shall be uploaded on the website of the P&

		SHD (http://www.pshealth.punjab.gov.pk)
	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 Form; (b) Supplier's Declaration (c) Foreign Manufacturer's Declaration (d) Sole Agency Certificates
10. Application Submission Form	10.1	The Applicant shall submit application along with the supporting documents for participation in the process.
11. Documents Establishing the Eligibility of the Applicant	11.1	To establish its eligibility, the applicant shall complete the application and submit as per schedule mentioned in Invitation for Prequalification.
12. Documents Establishing the Qualifications of the Applicant	12.1	To establish its qualifications to perform the contract in accordance with concerned Sections, Qualification Criteria and Requirements, the Applicant shall provide the information as requested.
13. Signing of the Application	13.1	The complete application bearing application number shall be signed and stamped by a person duly authorized to sign on behalf of the Applicant firm.

D. Submission of Application		
14. Sealing and Identification of Applications	14.1	The Applicant shall enclose the original application along with original Fee Receipt 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 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. The applications received by post must reach before the dead line of submission.
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	Procuring Agency may inspect the site of the applicant for verification of claim of the applicant. Physical Verification of data contained in the application will be conducted by an Inspection Team. The firm will not be considered, if found variation between submitted data and on grounds reality.
	21.3	The firms are required to apply for single manufacturer against the particular item; more than one manufacturer will lead to rejection of that particular product/ item. If the firm has already prequalified for two or more manufacturers against the same item then it has to apply/ select one for onward process.
	21.4	If the manufacturer has authorized two firms for prequalification for the same range then that manufacturer will not be considered for prequalification.
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.
	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 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 manufacturers which are contained in the attached list of equipment.
	24.3	The pre-qualification so awarded shall remain valid for One Year from the date of Notification of Prequalification.
25. Invitation to Bid	25.1	After notification of the results of the prequalification, the Procuring Agency shall call the Technical & Financial Bids from the pre-qualified firms for further process of purchase.
26. Joint Venture/Consortium	26.1	Any type of Joint venture/ Consortium is not allowed for this prequalification.

Annex I

SUPPLIER DECLARATION

(on letter head of the applicant)

To

Dated: _____

**Project Director/In-charge Procurement cell
Project Management Unit
Government of the Punjab
Primary & Secondary Healthcare Department**

I declare that:

- I am authorized to represent the Firm specified in this prequalification application as the "Firm" for the purpose of prequalification of equipment as per following detail;

S.No. in the list	Name of the equipment	Name of Manufacturer/ Country	Date of Sole Authorization

- All information provided in this application is current and correct and the firm has no reservations with this 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.
- The firm will notify you of all changes and variations to the Product / its manufacturing status.
- The firm is not 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 our Firm.

Name of the Firm: _____

Name & capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

Date: _____ Stamp of the Firm: _____

Annex-II

FOREIGN MANUFACTURER DECLARATION

(on letter head of the manufacturer)

To

Dated:_____

**Project Director/In-charge Procurement cell
Project Management Unit
Government of the Punjab
Primary & Secondary Healthcare Department**

I declare that:

- I am _____ the authorized representative of the firm M/s _____ specified in this prequalification application as the "Manufacturer" for the purpose of prequalification of equipment as per following detail;

S.No. in the list	Name of the equipment / Manufacturer	Production Country	Manufacturing Quality Standards Compliance	Product Quality Standard Compliance

- M/s _____ is our **Sole** distributor in Pakistan for the last _____ years.
(Attach copy of certificate)
- Our Firm will abide by all the rules and regulations, formulated by the Government of the Punjab, Primary & Secondary Healthcare Department, Pakistan reference to this particular case and notify all changes and variations to the Product/ its manufacturing status/ change of **Sole** distributor.
- We confirm that our **Sole** distributor M/s _____ has the requisite technical personnel and tools required to service/ maintain the above mentioned equipment.
- We confirm the availability of spare parts for at least 10 years
- The firm takes the responsibility to fulfill all Warranty & service contract related commitments, by themselves or through another distributor/ partner in case existing are changed.
- The firm is not 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.
- We are bound to give any information to the department regarding this Prequalification which may approach through web _____ and email _____ .

EVALUATION CRITERIA

The Evaluation Criteria is the KNOCKDOWN. The firm has to comply with all of the following parameters; Non-Conformance to any parameter will lead to ineligibility for prequalification.

Sr. No.	Evaluation Parameters	Name of firm	Clause Relevance
1.	Pre- Qualification Fee	Yes / No	Firm/ Sole Authorized Agent
2.	Valid NTN & GST (Active)	Yes / No	Firm/ Sole Authorized Agent
3.	Audited Financial Statements and Income Tax Return for last three fiscal years.	Yes / No	Firm/ Sole Authorized Agent
4.	Valid Sole Agency Certificate (in case of agent)	Yes / No	Firm/ Sole Authorized Agent
5.	Manufacturer Origin Must be from USA/ EUROPE/ UK/ Japan	Yes / No	Product
6.	Minimum one year local business history of the product. (Attach Purchase Order/Contract, Installation and Satisfactory Past Performance reports and import documents of Product from three different institutes) Further, installation reports to be provided of the same brand.	Yes / No	Product
7.	Minimum Three Years after sales history of the Sole Agent / Distributor in Pakistan from date of registrations of the firm.	Yes / No	Firm/ Sole Authorized Agent
8.	Submission of Manufacturers' Declaration Form	Yes / No	Firm/ Sole Authorized Agent
9.	Submission of Supplier Declaration Form	Yes / No	Firm/ Sole Authorized Agent
10.	List of Technical Staff (The applicant shall provide copy of salary slips for claimed staff) for last six months	Yes / No	Firm/ Sole Authorized Agent

11.	Qualified Foreign Trained/Local Trained Technical Personnel with respect to services /repair /troubleshooting etc. Min. 02 Foreign Trained and 05 Local Trained Technical Personnel for Specialty /Product.	Yes / No	Firm/ Sole Authorized Agent
12.	Proper Engineering workshop with relevant Repair/ Maintenance Kit & Calibration tools e.g. Oscilloscope, Ultrasound Phantoms, Ultrasound Power/watt meter, Ultrasound current leakage transducer, Ultrasound Probe tester, Simulator etc.. (The applicant shall attach the requisite list of the tools which may be inspected by the physical inspection committee for its verification)	Yes / No	Firm/ Sole Authorized Agent
13.	Maintenance of Management Record of applicant firm (HR Record, Service complaints record, warranty management record etc.) The applicant will submit undertaking on affidavit which may be verified at the time of physical inspection	Yes / No	Firm/ Sole Authorized Agent
14.	Manufacturing Quality Standards Compliance of quoted Bio-Medical Product *(FDA 510K/CE MDD/Jp MHLW)	Yes / No	Product
15.	Undertaking on Non-Judicial Stamp Paper of Rs.100/- that the applicant is not blacklisted currently by any Government (Federal, Provincial), a local body or a public sector organization)	Yes / No	Firm/ Sole Authorized Agent
16.	Total Financial Turnover of firm to the tune PKR. 300 Million (Three Hundred Million) for Last Three Years duly supported by Audited financial statements	Yes / No	Firm/ Sole Authorized Agent
Remarks:		Pre-Qualified/ Not Pre-Qualified	

**Quality Standards will be according to the sensitivity of the Bio-Medical Equipment i.e. More than one certification may be part of specifications/criteria defined in subsequent RFP.*

Annexure-V
LIST OF EQUIPMENT

SR#	NAME OF EQUIPMENT
1.	Ultrasonography Machine

Annex-VI

APPLICATION FORM

Name of firm _____ Address _____ Prequalification Fee: _____ Date _____

Phone _____ Fax _____ E-mail _____ URL http://www. _____

Type of firm: ☐ Sole Proprietor ☐ Partner Ship ☐ Limited ☐ Other _____ Date of establishment _____

Total area of the firm premises _____ ☐ Owned ☐ Rented Total Employees: Technical _____ Non-Technical _____

National Tax Number _____ Date _____ General Sale Tax Number _____ Date _____

Detail of Head / Branch Office / Workshop (s): Address: _____ Phone _____ Fax _____

Address _____ Phone _____ Fax _____

Sales / Marketing Staff:

Name	Designation / Responsibility	Qualification	Total Experience (In Years)	Experience with Current Firm (In Years)	Training Detail (Local & abroad)

Technical Staff:

Name	Designation / Responsibility	Qualification	Total Experience (In Years)	Experience with Current Firm (In Years)	Training Detail (Local & Abroad)

Average Annual Business turnover, (Rs) _____ Annual Income Tax paid, (Rs) _____

Product Detail:

ITEM NO. MENTIO NED IN THE LIST	ITEM NAME	NAME OF THE MANUFACTU RER	ORIGIN OF MANUFACTU RER	MANUFACTURI NG QUALITY STANDARDS COMPLIANCE	WEB ADDRESS	ORIGIN OF PRODUCT	QUALITY STANDARDS COMPLIANC E BY THE PRODUCT	NO. OF UNITS WORKING IN PAKISTAN	CALIBRATIO N/ TESTING TOOLS	MAIN CLIENT/ USER IN PAKISTAN (MENTION MAX 5)	OFFICIAL EMAIL I.D OF THE MANUFACTU RER <small>(name@company.com)</small>

Name and Capacity of Authorized/ Contact Person: _____ Signature: _____ Stamp of the Firm: _____