

PREQUALIFICATION OF VENDORS FOR
SUPPLY OF DRUGS / MEDICINES (LOCAL / IMPORTED)
SURGICAL DISPOSABLE / IMPLANTS, ON DAY TO DAY
BASIS THROUGH ONLINE SYSTEM OF PROCUREMENT
BY ENTAILING COMPETITION AMONG PREQUALIFIED
VENDORS

(FINANCIAL YEAR 2020-21)

MAYO HOSPITAL LAHORE

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INVITATION FOR PREQUALIFICATION

- 1- Mayo Hospital Lahore intends to prequalify eligible vendors (operational pharmacy / pharmacies running since 1st Jan 2019 or earlier through valid retail sale drug license on FORM 9) for the year 2020-21.
- 2- Applications for pre qualification shall be submitted in sealed envelope addressed to the CEO, Mayo Hospital Lahore on date and time duly mentioned in the advertisement. Application shall be clearly marked the Title of Prequalification of Vendors for supply of drugs / medicines / medical devices / surgical disposable goods (local / imported) on day to day basis through online system.
- 3- The applications received till the stipulated date & time will be opened by the notified committee as per advertised schedule, in the presence of the applicants or their authorized representatives (who opt to attend the meeting).
- 4- A complete set of the prequalification documents can be procured or downloaded from the official websites of the Mayo Hospital Lahore. (www.mayohospital.gop.pk). The interested applicants shall pay a non-refundable fee as per Clause 25 (vii) PPRA Rules 2014 Amended of **PKR 1,000/-** (Rupees **One Thousand** only) and attach the original receipt along with its application for prequalification.
- 5- In case the date of opening if it is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of applications accordingly. The time and venue shall remain the same.

SPECIAL CONDITIONS

- a. L.P. may be ordered / procured through brand name.
- b. Upto Rs. 10,000 will be levied by the authority in case of non-compliance by the vendors.
- c. In case of matching re-bid would be resorted to at the first instance with a minimum time offering bids would be fixed at 15 minutes. However if no one will respond then the nearest vendor of the Hospital would be contacted / ordered for provision of required article.
- d. The purchase order or quote will be placed on the devices and email IDs of every vendor with just a click of button.
- e. The discount rate option shall be kept open as to necessitate maximum competition and to ensure quality of medicines.
- f. However, the clause "E" will be implemented in letter and spirit and out of all vendors maximum discount rate on daily offered be accommodated above the baseline.
- g. Disasters and emergencies have different set of rules and SOPs and these can be met out in accordance with the rules, SOPs laid down in this behalf. Moreover, in case of disaster declaration of emergency can solve the problem. For emergency the prequalified vendors may be contacted for provision of quality medicines.
- h. The inclusion of disposable in online LP system is approved by competent authority (No.95/SM & IPU, Dated 02nd Feb. 2018 issued by SM & IPU, SH & ME Department
- i. The unavailable / non supplied disposables required by the hospital shall be processed in L.P.
- j. Disposable registered with DRAP with printed MRP's on labels shall be processed through online L.P. System like all medicines with immediate effect.
- k. All guide lines as described in letter No.95/SM & IPU, Dated 2nd Feb. 2018 issued by SM & IPU, SH & ME Department relating to bidder will be part of frame work contract.
- l. All the intending applicants are required to submit a bid security amounting to Rs.1.285 Million in the name of Chief Executive Officer, Mayo Hospital, Lahore.
- m. Each successful vendor shall provide performance guarantee of Rs.3.212 Million in the name of Chief Executive Officer, Mayo Hospital, Lahore along with 0.25% Stamp Duty. The Hospital may utilize the deposited performance guarantee to meet the urgent need of the patients in case of non-compliance/ non supply of demanded article.



All the applicants are also required to submit their Financial Proposal in the shape of maximum baseline Discount Rates on Printed Retail Prices as per following proforma:

S.NO.	DESCRIPTIONS	BASLINE DISCOUNTS FROM THE MAXIMUM RETAIL PRICE MENTIONED ON THE LABEL	BASLINE DISCOUNTS FOR THE ITEMS WHEREIN MAXIMUM RETAIL PRICE IF NOT MENTIONED ON THE LABEL
01	Locally Manufactured Drugs by Local Manufacturer		
02	Locally Manufactured Drugs by Multinational Firms		
03	Imported Medicines / Drugs by Multinational Firms		
04	Imported Surgical Disposables etc		
05	Locally Manufactured implants etc.		
06	Imported implants etc.		

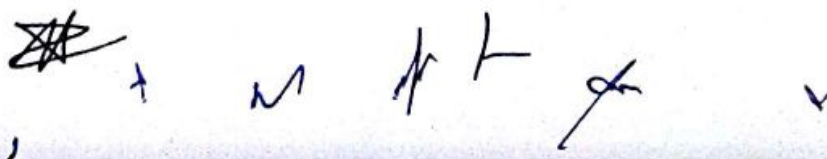

~~CHIEF~~ CHIEF EXECUTIVE OFFICER
~~MAYO~~ MAYO HOSPITAL, LAHORE.

INSTRUCTIONS TO THE APPLICANTS (ITA)

A. General	
1. Scope of Application	Mayo Hospital Lahore issues this Prequalification Document (PQD) to applicants interested to prequalify as vendor for supply of drugs / medicines / surgical disposable (local / imported) on day to day basis through online system of procurement of medicines by entailing competition among prequalified vendors during 2020-21.
2. Fraud and Corruption	<p>Mayo Hospital Lahore requires that applicant observe the highest standard of ethics during the submission of application for prequalification and further documents required for prequalification. In case of failure, further involvement in fraudulent and corrupt practices will be liable for punishment as defined PPRA Rules. Government instructions through bidding document</p> <p>(a) In pursuance corrupt to his, practice the following are the terms offering, are giving, defies:</p> <p>(b) Mayo Hospital, Lahore will reject a proposal for prequalification if it determines that the applicant 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) Mayo Hospital, Lahore will initiate to declare ineligible, either indefinitely or for a stated period of time, 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 prequalification.</p>
3. Ineligible Applicants	A firm declared blacklisted / debarred by any of the public sector organization in Pakistan shall be ineligible for prequalification.

B. Contents of the Prequalification Documents

4. Section of Prequalification Documents	<p>4.1 The documents for the prequalification of Applicants (hereinafter - below, and should be read in conjunction with any Addendum if issued. Instructions to Applicants (ITA) Prequalification criteria</p> <p>A: Application Forms</p> <p>B: Application affidavit</p> <p>C: General Information of the Applicant</p> <p>4.2 The procuring agency is a part of prequalification documents.</p> <p>4.3 Incomplete bids will be rejected.</p> <p>4.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish all information or documentation required by the Prequalification Documents.</p>
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5. Clarification of Prequalification Document	5.1 A prospective Applicant requiring any clarification of the Prequalification Documents shall participate in pre bid meeting scheduled to be held on as per as in the advertisement contact the Mayo Hospital, 99211129-28 Ext.111.
6. Amendment of Prequalification Document	<p>6.1 The prequalification document can be amended keeping in view the decisions taken in pre bid meeting., However, this bidding document will be made available for sale 15 days before closing date (If applicable).</p> <p>6.2 Any addendum issued shall be part of the Prequalification Documents and shall be communicated in writing to all who have obtained the prequalification documents from the Mayo Hospital, Lahore.</p> <p>6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Mayo Hospital, Lahore may, at its discretion, without advertisement date cannot be changed at least 05 days before the closing date of advertisement.</p>

C. Preparation of Application

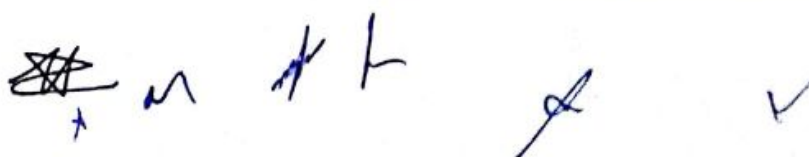
7. Cost of Application	7.1 The Applicant shall bear all costs associated with the preparation and submission of its application. Mayo Hospital, Lahore will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
8. Language of Application	8.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and Mayo Hospital, Lahore, shall be written in the language specified in the Prequalification Documents . Supporting documents and printed literature that are part of the application maybe in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Prequalification Documents , in which case, for purposes of interpretation of the application, the translation shall govern.
9. Documents Comprising the Application	<p>9.1 The application shall comprise the following:</p> <ol style="list-style-type: none"> Application Submission Form, in accordance with ITA; Documentary evidence establishing the eligibility to prequalify, in accordance with ITA & Prequalification Criteria; Documentary evidence establishing the qualifications, in accordance with ITA and & Prequalification Criteria. Any other document required as specified in the Prequalification Documents.
10. Application Submission Form	10.1 The Applicant shall prepare an Application Submission Sheet using the form provided in Section IV, Application Forms. 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 in accordance with ITA, the Applicant shall complete the eligibility declarations in the Application.
12. Documents Establishing the Qualifications of the Applicant	12.1 To establish its qualifications the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Prequalification Criteria.
13. Signing of the Application	13.1 The Applicant shall prepare and submit the application for prequalification as described in ITA & Prequalification Documents. 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. All applications should be submitted in Tape Binding. All documents should contain proper page marking, attached in sequence as indicated in Prequalification Documents and signatures of authorized person. Moreover, signing and stamping of each

D. Submission of Application

14. Sealing and Identification of Applications	<p>14.1 The Applicant shall enclose the application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> a. bear the name and address of the Applicant; b. be addressed to the Mayo Hospital, Lahore in accordance with ITA ; and c. bear the specific identification of this prequalification process indicated in the Prequalification Documents <p>14.2 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.</p>
15. Deadline for Submission of Applications	15.1 Applicants will drop their applications in box. Applications shall be received by the Mayo Hospital, Lahore at the address and no later than the deadline indicated in the advertisement.
16. Late Applications	16.1 Any application received by the Mayo Hospital, Lahore after the deadline for submission of applications will not be entertained as indicated in the Invitation for Prequalification .
17. Opening of Applications	<p>17.1 Mayo Hospital, Lahore shall open all Applications at the date, time and place specified in the Invitation for Prequalification. Late Applications shall be treated in accordance with ITA.</p> <p>17.2 Mayo Hospital, Lahore shall prepare a record of the opening of applications that shall include the name and other details of the Applicant. A copy of the record shall be distributed to all Applicants.</p>







E. Procedure for Evaluation of Applications

18. Confidentiality	<p>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 through institution on website.</p> <p>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 Mayo Hospital, Lahore on any matter related to the prequalification process, may do so but only in writing.</p>
19. Clarification of Applications	<p>19.1 To assist in the evaluation of applications, the Mayo Hospital, Lahore 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.</p> <p>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.</p>
20. Responsiveness of Applications	20.1 All applications not responsive to the requirements of the prequalification document shall be rejected.

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F. Evaluation of Applications and Prequalification of Applicants

22. Right to accept or reject the applications	22.1 The Mayo Hospital, Lahore reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants.
23. prequalification of Applicants	23.1 All Applicants whose applications have met the specified requirements will, to the exclusion of all others, be prequalified by the Mayo Hospital, Lahore
24. Notification of Prequalification	24.1 Once the Mayo Hospital, Lahore Has completed the process, notification of the prequalified vendors will be issued accordingly.
25. Validity of Pre-Qualification	25.1 The Pre-Qualification shall be valid for one year from the notification of the award.

Prequalification / Knock Down Criteria

S.No.	Parameter(s)	Responsive	Non Responsive
1	Mayo Hospital Lahore intends to prequalify eligible vendor (operational pharmacy / pharmacies running since 1st Jan 2019 or earlier having valid retail sale drug license or FROM 9).		
2	Operational online Computerized Inventory Systems.		
3	Original Prequalification Fee Deposit Receipt		
4	Computerized CNIC (Both Qualified Person & Proprietor / Partner)		
5	N. T. N. / GST Certificate (whichever is applicable)		
6	Under Taking regarding Non Black Listing in any Institute of Health Department on the legal stamp paper of Rs.100/- or more.		
7	Drug Sales License at Form 9 as Retail Sale Pharmacy		
8	Location of applicant Pharmacy within 10 Km from the boundary wall of Hospital		
9	Statement (On 100 Rupees Stamp Paper) that the firm including the director and the owners is / was <u>not</u> a subject of bankruptcy proceedings, receivership, administration receivership, any other form of liquidation or blacklisting. If so - then details to be provided.		
10	Documents relating to owner-ship of the Pharmacy.		
11	Documents relating to Rent in case of rental premises.		
12	Documents Relating to Registration of Pharmacy showing the partnership (where applicable) / Sole Proprietor-ship if applicable.		
13	Copy of the Bid Security (Rs.1.285 Million)		



TECHNICAL EVALUATION CRITERIA

S.No.	Parameter(s)	Alloc. Marks	Marks Granted	Evidence Required
01	Status of Inventory	Operational Computerized Inventory with online facility round the clock.	15	The Inspection Committee will allocate the marks accordingly
02	Financial Status	Manual Inventory Management		
		20 Millions or above (20 marks)	20	Tax Return Documents issued by the FBR clearly showing the Annual Sale Value
		10 Millions or More (10 marks)		
03	Value of the Inventory at the Time of Inspection	20 Million or More (20 marks)	20	Inspection Committee will Evaluate the worth accordingly
		15 Million or More (15 marks)		
		10 Million or More (10 marks)		
04	Past Performance Experience	i. Worked as L.P. Day to Day Contractor in Public Sector / Teaching Hospitals more than Three Years (10 marks)	10	Award Letter / Contract Copy Experience Certificate from relevant Institution
		ii. Worked as L.P. Day to Day Contractor in Public Sector / Teaching Hospitals Two Years (05 marks)		
05	Technical Staff	One Pharmacists working in the Pharmacy as a qualified person duly mentioned on DSL	10	Category A Registration by the Punjab Pharmacy Council
06	Storage Conditions of the Applicant Pharmacy	a. Dedicated Cold Chain Facility with Temperature Recording on Three Time a Day Basis (2°-8°), along with maintenance of Temperature Data properly (07 marks) b. Operational Air Conditioning with Complete Backup (Generator or Double Connection) (6.5 marks) c. Maintenance of Controlled Drug Registers and other condition as laid down in the Applicable Punjab Drug Act (6.5 marks).	20	Inspection Committee will assess the Facility / Parameter
07	Supply Chain Facility	Temperature Sensitive / Thermo Labile Carriers Facility to supply sensitive drugs / items from the Pharmacy to the Hospital Premises	05	Inspection Committee will assess the Facility / Parameter

Total Marks: 100

Qualifying Marks: 65%

Note:

- The committee will visit the applicants pharmacy premises at any time (24 hours) with / without intimation.
- It is mandatory to get 65% marks.
- 100% complete information according to the evaluation criteria shall be provided by the firm.
- After Signing of Contract Agreement, no change in premises is permissible till end of the contract.

CHIEF EXECUTIVE OFFICER
MAYO HOSPITAL LAHORE.

Affidavit

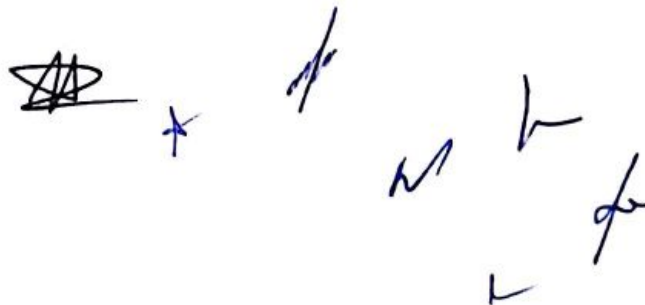
(Pak Rs.100/-)

- a) Applicants signed affidavit on PKR 100.00 Non-judicial paper confirming not having been declared ineligible by any of the public sector organization in Punjab, as described in the documents.
- b) Applicants confirming that I/We have read all the TORs printed in the prequalification documents / PPRA Rules / notifications issued by the Specialized Healthcare and Medical Education Department from time to time before or during the currency of the contract period. I / we shall abide by the all TORs. I/we hereby solemnly affirm that contract if awarded to us shall not Sublet.

Signed [insert signature(s) of an authorized representative(s) of the Applicant] Name [insert full name of person signing the application]

Address [insert street number/town or city/country/ address]

Dated on _ _ / _ _ / 2020

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APPLICATION FORM

TO BE FILLED BY THE VENDOR / APPLICANT

I. Company Profile.

I. Name of Applicant's Pharmacy : _____

Year established : _____

Form of company ☐ Individual
☐ Partnership
☐ Corporation
☐ Other (specify)

NTN & Sales Tax number (If applicable): _____

Drugs Sale License No. _____ (attach valid copy)

Address: _____

Telephone: _____ : Mobile No. _____

E-mail : _____

Distance from Mayo Hospital, Lahore. _____

Online Inventory Facility Availability (YES) (NO)

Name of Qualified Pharmacist Registration No.....

Name of Pharmacist in Morning Shift..... Registration No.....

Name of Pharmacist in Evening Shift..... Registration No.....

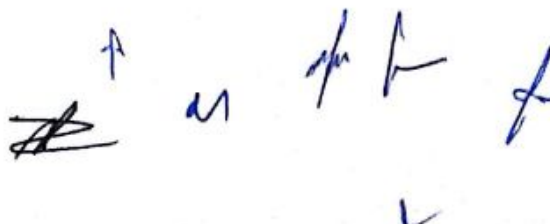
Name of Pharmacist in Night Shift..... Registration No.....

Validity of License (Premises).....

Certifications.....

No. of Challans

Stocks Seized.....



I/we, the undersigned, hereby for prequalification as vender for Supply of Drugs/ Medicines/ Medical Devices / Therapeutic Goods Including Surgical Disposable Etc (Local/ Imported) Through Local Purchase On Day To Day Basis Year 2020-21.

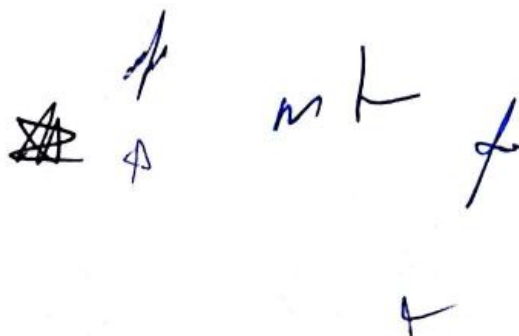
- (a) I/we have examined and have no reservations to the Prequalification Documents.
- (b) I/we, for any part of the application resulting from this prequalification, do not have any conflict of interest;
- (c) I / we hereby declare that we have never been black listed from any procuring agency in Punjab.
- (d) I/we understand that you may cancel the prequalification process at any time, the prequalification does not bound the procuring agency to call for the bids from the prequalified firms.
- (e) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed

Name of Applicant's

Complete Address of Pharmacy (DSL) _____

Dated on ____ / ____ / 2020

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