

PREQUALIFICATION DOCUMENT

PROVISION OF FOWLER BEDS AND ACCESSORIES IN HEALTH FACILITIES



**Primary & Secondary
Healthcare Department**

REFERENCE NO.PMU/PROC/01-54/2022-23

(IPL # 8404)

AUGUST 2022

**PROJECT MANAGEMENT UNIT
GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
CONTACT NO. +92(42)99231210**



Primary & Secondary
Healthcare Department

**INVITATION FOR PREQUALIFICATION
PROVISION OF FOWLER BEDS AND ACCESSORIES IN HEALTH FACILITIES**

BID REFERENCE NO: PMU/PROC/01-54/2022-23

Project Management Unit (PMU), Primary & Secondary Healthcare Department (P&SHD), Government of the Punjab intends to prequalify the firms (Manufacturers/ Authorized Sole Agents of Manufacturers) for the Provision of Fowler Beds and accessories in selected Health Facilities of Punjab.

2. A complete set of Prequalification Document containing evaluation criteria and details of item(s) can be downloaded from the websites [<https://www.ppra.punjab.gov.pk>], [<http://www.pmuhealth.gop.pk>] & [<https://pshealthpunjab.gov.pk>] free of cost.
3. A pre-bid meeting shall be held on 25th August, 2022 at 11:45 AM in the Committee Room of PMU at the address mentioned below to address any queries received in writing and the minutes of the Pre-bid meeting shall be uploaded on the websites of PMU and P&SHD within three days.
4. The last date for submission of applications in the office of PMU, P&SHD is 07th September, 2022 till 10:30 AM which shall be opened on the same date at 11:15 AM.

NOTE: The procurement shall be conducted as per Punjab Procurement Rules, 2014 (as amended).

Project Director
Project Management Unit, Primary & Secondary Healthcare Department
31/E-1, Shakra-e-Imam Hussain, Gulberg III, Lahore
Tel: 042-99231210

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GENERAL INSTRUCTIONS		
A. General		
1. Scope of Applications	1.1	In connection with the <i>Invitation for Prequalification (IFP)</i> , the Procuring Agency, issues this Prequalification Document to applicants interested in bidding for supply, installation, after sales services of Fowler Beds and Accessories in Health Facilities of Punjab. This prequalification is being carried out to ensure that only capable firms are invited to submit bids. Procuring Agency means the Project Management Unit (PMU), Primary & Secondary Healthcare Department (P&SHD).
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;</p> <p>or</p>

GENERAL INSTRUCTIONS		
A. General		
		<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 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 legally registered entity with the formal intent (as evidenced by a letter of intent) to enter into an agreement.
	3.2	The applicant must be an active tax payer. National Tax Number (NTN) and General Sales Tax Number (GST) with documentary proof shall have to be provided by the applicant.
	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 blacklisted either by any Government/ Department/ Agency/ Authority would not be eligible to submit the Bid. The Bidder will submit an affidavit to this effect.

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A. General		
	3.5	Applicant 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.
	3.6	The applicant must submit the application for product(s) against the item(s) mentioned in the <u>Annexure-A</u> of this document only.
	3.7	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 of 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 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.
	4.4	The firms shall apply for complete package as per details given at the Annexure-A .
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 not later than 25 th August, 2022 at 11:00 AM. A pre-bid meeting shall be held on 25 th August, 2022 at 11:00 AM in the Committee room of Project Management Unit, 31-E/1 Sharah-e Imam Hussain, Gulberg-III, Lahore to address any queries received in writing from the prospective applicants related to Prequalification Document. Minutes of the Pre-bid meeting shall be uploaded on the websites [https://pshealthpunjab.gov.pk & http://www.pmuhealth.gop.pk] within three days and any amendments/ modifications in the Prequalification Document as a result of pre-bid meeting shall be binding on all the applicants and shall be considered as a part of the Prequalification Document.

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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 PMU and P&SHD http://www.pmuhealth.gop.pk & https://pshealthpunjab.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 application in similar manner.
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.

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9. Documents Comprising the Application	9.1	The application shall comprise the following; (a) Application Form; (b) Supplier's Declaration (As per format given at Annexure-I). (c) Foreign Manufacturer's Declaration (As per format given at Annexure-II). (d) Complete Prequalification Document signed and stamped by the applicant. (e) Any other document(s) as per requirement of Evaluation Criteria.
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 application, bearing application number shall be signed and stamped on each page 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 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.

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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 / stipulated 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/ disqualified.
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.

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	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 applicant must apply for single manufacturer against a particular item; more than one manufacturer will lead to rejection of that particular product/ item.
	21.4	If the manufacturer has authorized two firms for prequalification for the same range of items then that manufacturer's Authorized Dealer(s) will not be considered for prequalification in that range of items.
22. Procuring Agency's Right to Accept or Reject Applications	22.1	The Procuring Agency may accept or reject all application(s), at any time prior to acceptance. The Procuring Agency Shall incur no liability to Applicant(s) as per PPR, 2014 (amended).
	22.2	After pre-qualification, the Department may review the pre-qualification of any applicant if any serious complaints are received against the applicant and may terminate its 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 Not-Qualified.
	24.2	The pre-qualification shall be awarded on individual item basis with manufacturers which are contained in the Annexure-A .
	24.3	The pre-qualification so awarded shall remain valid till 30 th June 2023 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,
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 Name**" for the purpose of prequalification of item(s) as per following detail;

Sr. No. in the list	Name of the Item	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/ Ministry / Division / Department / Agency / Authority / Semi Government Department or any other Organization.

NOTE: If our 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

MANUFACTURER DECLARATION

(on letter head of the manufacturer)

To

Dated: _____

**Project Director,
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 item(s) as per following detail;

Sr.No.in the list	Name of the Item & Manufacturer	Production Country	Manufacturing Quality Standards Compliance Certificate (s)	Product Quality Standards Compliance Certificate (s)

- M/s _____ is Manufacturer / our **Sole** distributor in Pakistan for the last _____ years. (Please attach copy of certificate(s)).
 - 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 and 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/ Ministry / Division / Department / Agency / Authority / Semi Government Department or any other 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 website _____ and email _____.
-

Annex-III

EVALUATION CRITERIA

The Evaluation Criteria is the KNOCKDOWN. In addition to the basic eligibility as per clause 3, 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	Remarks
1.	Valid NTN & GST (Active)	Yes / No
2.	Complete Audited Financial Statements and Income Tax Return for any three consecutive years from last four fiscal years (FY 2018-19, 2019-20, 2020-21 & 2021-22)	Yes / No
3.	Manufacturer Authorization/ Valid Sole Agency Certificate (in case of agent)	Yes / No
4.	Minimum one year local business history of the offered product. (Attach Purchase Order/Contract for at least three installations).	Yes / No
5.	Minimum Three years after sales history of the applicant in Pakistan from the date of registration of the firm.	Yes / No
6.	Submission of Supplier Declaration Form as per Annexure-I.	Yes / No
7.	Submission of Manufacturers' Declaration Form as per Annexure-II.	Yes / No
8.	List of Technical Staff with relevant experience must be attached.	Yes / No
9.	Proper Engineering workshop with relevant Repair/ Maintenance Kit (The applicant shall attach the requisite list of the tools which may be inspected by the authorized personnel of Procuring Agency for its verification)	Yes / No
10.	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
11.	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
12.	Average Financial Turnover of firm to the tune of PKR. 100 Million (One Hundred Million) for any three consecutive years from last four fiscal years (FY 2018-19, 2019-20, 2020-21 & 2021-22)	Yes / No
Remarks:		Pre- Qualified / Not Pre- Qualified

Annex-IV

APPLICATION FORM

Name of firm _____ Address _____ Prequalification Fee: N/A _____ 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)



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Technical Staff:

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

Average Annual Business turnover of Last three years, (Rs) _____

Annual Income Tax paid, (Rs) _____

Product Detail:

ITEM NO. MENTIONED IN THE LIST	ITEM NAME	NAME OF THE MANUFACTURER	ORIGIN OF MANUFACTURER	MANUFACTURING QUALITY STANDARDS COMPLIANCE	WEB ADDRESS	ORIGIN OF PRODUCT	QUALITY STANDARDS COMPLIANCE BY THE PRODUCT	NO. OF UNITS WORKING IN PAKISTAN	CALIBRATION/ TESTING TOOLS	MAIN CLIENT/ USER IN PAKISTAN (MENTION MAX 5)	OFFICIAL EMAIL I.D OF THE MANUFACTURER <small>(name@company.com)</small>

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



Annexure-A
LIST OF MEDICAL FURNITURE

SR No.	Item Name
1.	Fowler Beds With Accessories
