

PREQUALIFICATION DOCUMENTS

MANAGEMENT & OPERATION OF HOSPITAL WASTE SERVICES IN HEALTHCARE FACILITIES



DIRECTORATE GENERAL HEALTH SERVICES PUNJAB
PRIMARY & SECONDARY HEALTHCARE

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INVITATION FOR PREQUALIFICATION

(FY 2019-20)

Hospital Waste Disposal/Management Services for Hepatitis Prevention & Infection Control Program

1. Government of the Punjab is committed to procure quality services for healthcare facilities working under the administrative control of Primary & Secondary Healthcare Department. To materialize this commitment Director General Health Services Punjab invites application for prequalification of firms, for Hospital Waste Disposal/Management Services for the financial year 2019-20, having established credentials in terms of technical, financial & managerial capacity.
2. A complete set of Prequalification Application in English can be downloaded from the following websites [www.ppra.punjab.gov.pk], [www.pshealth.punjab.gov.pk] & [www.dghs.punjab.gov.pk].
3. Prequalification Application must reach Purchase Cell, Director General Health Services Punjab, 24 Cooper Road, Lahore on **26-11-2019** till **11:00 AM** which shall be opened on the same date at **11:30 AM**.
4. The firms shall pay a non-refundable Prequalification Fee as mentioned in Prequalification documents at Accounts Branch, Directorate General of Health Services Punjab, 24 Cooper Road, Lahore.
5. A Pre-Application Conference will be held on **11-11-2019 at 11.00 AM** at office of Directorate General Health Services Punjab, 24-Cooper Road, Lahore. Minutes of this Conference will be uploaded on the official websites of P&SHD & DGHS till **13-11-2019** and will be considered as part of the pre-qualification documents.
6. The Technical & Financial Bids will be called only from the Prequalified Firms by Procuring Agency (s).
7. In case the date of opening or last date of submission is declared as a public holiday by the government as a non-working day due to any reason, the next official working day shall deem to be the date of submission and opening of applications accordingly. The time and venue shall remain the same.

Note: The process shall be governed by the Punjab Procurement Rules, 2014(Amended).

**Director General Health Services,
Punjab**

DIRECTORATE GENERAL HEALTH SERVICES PUNJAB

Primary & Secondary Healthcare Department, Government of the Punjab

24-Cooper Road, Lahore, Pakistan.

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Section I: Instructions to Applicants (ITA)

A. General

- | | | |
|-------------------------|-----|--|
| 1. Scope of Application | 1.1 | In connection with the Invitation for Prequalification “as per PPR 2014” Director General Health Service, Government of the Punjab issues this Prequalification Document (PQD) to applicants interested to prequalify firms for “Management and Operation of Hospital Waste Services in Healthcare Facilities” against the list of items/sections contained in the Prequalification Documents. This prequalification is for DHQs, THQ, RHC Hospital & other health facilities in Punjab and may extend up to vertical Programs/departments/Government bodies and private sector. |
| 2. Fraud and Corruption | 2.1 | <p>Government of Punjab, Primary & Secondary Healthcare Department/Director General Health Service requires that applicant observe the highest standard of ethics during the submission of application for prequalification and further documents required for prequalification.</p> <p>(a) In pursuance to this, the following terms are defined:</p> <ul style="list-style-type: none">(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 to influence 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) Government of the Punjab, P&SHD 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 prequalification in question;
- (c) Government of the Punjab, P&SHD/Director General Health Service will 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.

3. Eligible Applicants

3.1

An Applicant may be a private or public entity. An applicant may be a legal entity/firms/ JV/ Consortium.

Firms of a country may be excluded from participation if as a matter of law or official regulation, the Government of Pakistan prohibits commercial relations with that country or for other reasons.

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 an applicant in the preparation of TORs and its processing.

The applicants must submit its proposal as per TORs.

3.2

If Government of Pakistan prohibits commercial relations with any Country, the firms dealing with such countries are ineligible to apply.

3.3

A firm declared disqualified / blacklisted / debarred by any of the public sector organization in Pakistan shall be ineligible for prequalification

B. Contents of the Prequalification Documents

4. Sections of Prequalification Documents	4.1	The documents for the prequalification of Applicants (hereinafter –“prequalification documents”) consists of all the sections indicated below, and should be read in conjunction with any Addendum if issued. Section I. Instructions to Applicants (ITA) Section II. Prequalification criteria Section III. General Conditions and obligations Section IV Annexures.
	4.2	The “Invitation for Prequalification Applications” (IPA) issued by the Procuring Agency is part of the prequalification documents.
	4.3	The Director General Health Service accepts no responsibility for the completeness of the prequalification documents and its addenda unless the original receipt of the deposit slip is attached with the documents
	4.4	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.
5. Clarification of Prequalification Document	5.1	A prospective Applicant requiring any clarification of the Prequalification Documents shall contact the Director General Health Service in writing at the address indicated in the Invitation for Pre-Qualification . The Director General Health Service 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. The Director General Health Service shall forward copies of its response to all applicants who have acquired the prequalification documents through its official website including a description of the inquiry but without identifying its source. If the Director General Health Service deemed it necessary to amend the prequalification documents as a result of a clarification it shall do under intimation to all the applicants who have obtained the prequalification documents through its official website.

6. Amendment of Prequalification Document	6.1	At any time prior to the deadline for submission of applications, the Director General Health Services may amend the Prequalification Documents by issuing addenda.
	6.2	Any addendum/minutes of pre-application conference issued shall be part of the Prequalification Documents and shall be communicated in writing to all who have obtained the prequalification documents from the Director General Health Services, Government of the Punjab. The minutes shall also be uploaded on the official website of Director General Health Service
	6.3	To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Director General Health Services may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Applications

7. Cost of Applications	7.1	The Applicant shall bear all costs associated with the preparation and submission of its application. Director General Health Services 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 Director General Health Services, shall be written in the language specified in the Prequalification Documents . 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 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	9.1	The application shall comprise the following: <ul style="list-style-type: none"> a. Application Submission Form, in accordance with Information To Applicants (ITA); b. Documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA & Prequalification Criteria;

			<ul style="list-style-type: none"> c. Documentary evidence establishing the Applicant’s qualifications, in accordance with ITA and & Prequalification Criteria d. Any other document required as specified in the Prequalification Documents. 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 and there is no difference in information provided and submitted in hard copy. f. Procuring Agency reserves the right to inspect the accounts and records and other documents relating to the application submission and contract performance of the applicant firms and to have them audited by auditors appointed by the Procuring Agency
10. Application Submission Form	10.1		The Applicant shall prepare an Application Submission Sheet using the form provided in Section III, Application Forms. This Form must be completed without any alteration to its format.
11. Documents Establishing the Qualifications of the Applicant	11.1		To establish its eligibility in accordance with ITA, the Applicant shall complete the eligibility declarations in the Application.
12. Signing of the Application	12.1		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.
D. Submission of Applications			
14. Sealing and Identification of Applications	14.1		<p>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, Director General Health Services in accordance with ITA; and c. bear the specific identification of this prequalification process indicated in the Prequalification Documents
	14.2		The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.

15. Deadline Submission Applications	for of	15.1	Applicants will submit their applications by hand. Applications shall be received by the Director General Health Services at the address and no later than the deadline indicated in the Invitation for Prequalification .
		15.2	The Director General Health Services may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Documents in which case all rights and obligations of the Director General Health Services 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 Director General Health Services after the deadline for submission of applications will not be entertained as indicated in the Invitation for Prequalification .
17. Opening Applications	of	17.1	The Director General Health Services 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.
		17.2	Director General Health Service 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.

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 Director General Health Services on any matter related to the prequalification process, may do so but

only in writing.

19. Clarification of Applications	of	19.1	To assist in the evaluation of applications, the Director General Health Service 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.
21. Domestic Bidder Preference		21.1	A margin of preference for domestic bidders shall not apply in the bidding process resulting from this prequalification.

F. Evaluation of Applications and Prequalification of Applicants

22. Evaluation of application		22.1	Prequalification shall be done Section/Item wise/firm wise for Drugs/Medicines & which the Applicant meets the appropriate requirements of this prequalification document. The information provided in response to the invitation for prequalification shall be evaluated as per Prequalification Documents and May also be physically verified by the DGHS.
		22.2	The Prequalification will be item wise/section wise/firm wise, however in case of any addition in the formulary, the qualification against prequalification section will be considered and in certain cases where any principal of procurement will be going to be violated, the procuring agency may invite open competitive bidding in best public interests.
23. Right to accept or reject the applications		23.1	The Director General Health Services reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants.

24. prequalification of applicants	24.1	All Applicants whose applications have met the specified requirements will, to the exclusion of all others, be prequalified by the Director General Health Services.
25-Redressal of grievances by the Procuring Agency		<p>Any applicant feeling aggrieved by any act of the Procuring Agency after the submission of his application may lodge a written complaint concerning his grievances not later than ten days after the announcement of the proposal evaluation report.</p> <p>The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.</p> <p>Mere fact lodging of a complaint shall not warrant suspension of the procurement process.</p> <p>Any applicant not satisfied with the decision of the committee of the Procuring Agency may lodge an appeal in the relevant court of jurisdiction.</p>
26. Notification of prequalification	25.1	Once the Director General Health Services has completed the evaluation of the applications it shall notify all Applicants in writing indicating their Section/Item wise status as to prequalified or disqualified or ineligible.
27. Validity of Pre-Qualification	26.1	The Pre-Qualification shall be valid to 30 th June 2023.

II-Evaluation Criteria of Services

KNOCK DOWN CRITERIA

(All evaluation parameters defined below are mandatory for compliance)

1. Legal and valid Registration of firm/Joint Venture (JV)/Consortium Proprietor/AOP/Pvt. Ltd/Ltd.
2. The firm will provide affidavit on judicial stamp paper of Rs: 100/- on notarized that the provision of services will be conducted in conformity with Terms of References (TORs) and Hospital Waste Management Rules 2014 (amended till date).
3. Valid NTN of the firm
4. Active Tax Payer List
5. Valid GST Registration and Valid Registration with Punjab Revenue Authority (PRA)
6. At least one-year experience of Health Related Operations and Management Services across any of the Province.
7. The firm should have experience of managing a fleet of at least 30 vehicles.
8. The firm have an office to manage the Services having qualified staff in relevant field. List of staff in all function areas along with qualification and attested copies of credentials should be attached.
9. Minimum Annual turnover of firm/Joint Venture (JV) for any single financial year (i.e. 2016-17/2017-18/2018-19) is not less than 500 Million Rupees. Firm will provide FBR income tax return/sales Tax return.
10. Income tax return for the last three financial years.
11. Internal Quality Control and Management system of the firm. (ISO 9001 Certificate)
12. ISO 14001 Certificate
13. ISO 18001 Certificate
14. ISO 27001 Certificate
15. Undertaking on judicial stamp paper of Rs: 100/- on notarized confirming not having been declared debar, blacklisting or ineligible by any of the public sector organization in Pakistan.
16. Undertaking on judicial stamp paper of Rs: 100/- on notarized that provided services by the firm shall be in conformity with Punjab Hospital waste management rules 2014 (amended to date).

17. Undertaking on judicial stamp paper of Rs: 100/- on notarized that firm accepts all terms & conditions set forth in prequalification documents.

Note: Representatives of the Purchase Cell DGHS, P&SHD Punjab / Procuring Agency may visit the office of the firm for verification of submitted documents and its capability to perform.

III-General Conditions

(A)General Provisions

1. **Definitions** 1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
 - (a) “Applicable Law” means the laws and any other instruments having the force of law in the Procuring Agency’s country, as they may be issued and in force from time to time.
 - (b) “Procuring Agency” means *[the implementing/ executing]* agency that signs the Contract for the Services with the Selected Third Party.
 - (c) “Third Party” means a legally-established professional consulting firm or entity selected by the Procuring Agency to provide the Services under the signed Contract.
 - (d) “Contract” means the legally binding written agreement signed between the Procuring Agency and the Third Party and which includes all the attached documents of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
 - (e) “Day” means a working day unless indicated otherwise.
 - (f) “Effective Date” means the date on which this Contract comes into force and effect.
 - (g) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Third Party, Sub-Third Party or JV member(s) assigned by the Third Party to perform the Services or any part thereof under the Contract.
 - (h) “GCC” means these General Conditions of Contract.
 - (i) “Government” means the government of the Procuring Agency’s country.
 - (j) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.
 - (k) “Key Expert(s)” means an individual professional (s) whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Third Party’s proposal.

- (l) “Non-Key Expert(s)” means an individual professional (s) provided by the Third Party.
- (m) “Party” means the Procuring Agency or the Third Party, as the case may be, and “Parties” means both of them.
- (n) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not overwritten.
- (o) “Services” means the work to be performed by the Third Party pursuant to this Contract, as described in Appendix hereto.
- (p) “Third Party” means any person or entity other than the Government, the Procuring Agency, the Third Party.

2-Communications 2.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address.

2.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified.

3-Location 3.1. The Services shall be performed at such locations as are specified in TORs.

4-Authority of 4.1. In case the Third Party is a Joint Venture, the members

5-Member in Charge hereby authorize the member to act on their behalf in exercising all the Third Party’s rights and obligations towards the Procuring Agency under this Contract.

6-Authorized Representatives 6.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Third Party may be taken or executed by the officials specified.

B. Obligations of the Third Party

2. General:

- a. Standard of Performance**
- 2.1. The Third Party shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Third Party shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.
- 2.2. The Third Party shall employ and provide such qualified and experienced Experts as are required to carry out the Services.
- b. Law Applicable to Services**
- 2.3. The Third Party shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts, comply with the Applicable Law which is Pakistan's Law.
- 3. Conflict of Interests**
- 3.1. The Third Party shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
- 4. Confidentiality**
- 4.1. Except with the prior written consent of the Procuring Agency, the Third Party and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Third Party and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
- 5. Accounting, Inspection and Auditing**
- 5.1. The Third Party shall keep, and shall make all reasonable efforts to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.
- 6. Reporting Obligations**
- 6.1. The Third Party shall submit to the Procuring Agency the reports and documents regularly which will also keep track the activities in right directions as per requirements.

- 7. Proprietary Rights of the Procuring Agency in Reports and Records** 7.1. All reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Third Party for the Procuring Agency in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Agency. The Third Party shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Third Party may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Agency. The Third Party will provide all documentation including software and its code.
- 8. Equipment, Vehicles and Materials** 8.1. Equipment, vehicles and materials made available to the Third Party by the Procuring Agency, or purchased by the Third Party wholly or partly with funds provided by the Procuring Agency, shall be the property of the Procuring Agency and shall be marked accordingly. Upon termination or expiration of this Contract, the Third Party shall make available to the Procuring Agency an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Agency's instructions. While in possession of such equipment, vehicles and materials, the Third Party, unless otherwise instructed by the Procuring Agency in writing, shall insure them at the expense of the Procuring Agency in an amount equal to their full replacement value.
- 8.2. Any equipment or materials brought by the Third Party or its Experts into the Procuring Agency's country for the use either for the project or personal use shall remain the property of the Third Party or the Experts concerned, as applicable.

C. Third Party's Experts

- 9. Replacement of Key Experts** 9.1. Except as the Procuring Agency may otherwise agree in writing, no changes shall be made in the Key Experts.
- 9.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Third Party's written request and due to circumstances outside the reasonable control of the Third Party, including but not limited to death or medical incapacity. In such case, the Third Party shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

- 10. Removal of Experts**
- 10.1. If the Procuring Agency finds that any of the Expert(s) has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring Agency determine that Third Party's Expert have engaged in corrupt, fraudulent, collusive, coercive *[or obstructive]* practice while performing the Services, the Third Party shall, at the Procuring Agency's written request, provide a replacement.
- 10.2. In the event that any of Key Expert(s), Non-Key Expert(s) is found by the Procuring Agency to be incompetent or incapable in discharging assigned duties, the Procuring Agency, specifying the grounds therefore, may request the Third Party to provide a replacement.
- 10.3. Any replacement of the removed Experts shall possess better qualifications and experience and shall be acceptable to the Procuring Agency.
- 10.4. The Third Party shall bear all costs arising out of or incidental to any removal and/or replacement of such Expert(s).

IV-ANNEXURES

ANNEXURE-I

TERMS OF REFERENCES

The firms are required to submit the complete proposal. The following tasks need to be carried out:

OBJECTIVES

- “Management and Operations of Hospital Waste Vehicles and Waste Management in healthcare facilities Under Hepatitis Control Program, Punjab”. There will be 26 Incineration Sites for disposal of waste (may be increased upto as per requirement of the procuring Agency).
- There are 25 District Headquarter (DHQ) Hospitals and 121 Tehsil Headquarter (THQ) Hospitals for the provision of mentioned services in 36 Districts of Punjab Under administrative control of Primary & Secondary Healthcare Department.
- The Procuring Agency will include the 313 Rural Health Centers. The major Private Hospitals in addition to Public Hospitals will also be covered under this assignment.

SCOPE OF WORK

The assignment will include but not limited to the followings:

- 1) The Contractor will carry out management of hospital infectious waste in all the 36 Districts (two stations for District Bahawalpur) under Hepatitis Control Program, Punjab.
- 2) The Contractor will be provided 37-Refrigerated Waste Carrying Vehicles; fabricated on 4x2 Toyota Hilux (Diesel) vehicles (Brand new) by the Department and will be responsible for their maintenance and running.
- 3) The maintenance of all the vehicles should be carried out through Authorized Service Centers of Toyota. The Contractor will be responsible to carry out the service of vehicles

as per standard of requirements for services of Toyota Vehicles and will submit a computerized and attested job cards to the Procuring Agency.

- 4) The vehicle trackers should have live monitoring enabled and Hepatitis Control Program have access to the live tracking.
- 5) The vehicles will be comprehensively insured for all accidents and comprehensively cover the expenses of the third party as well.
- 6) The Contractor will install the Trackers in all the 37 the vehicles, minimum two cameras at each incineration site and establish a web portal (cloud based) and software to monitor the real time location of all the vehicles and incineration process. The tracking system should be installed and implemented as per standards of system containing all the information of driver and support staff mentioning their valid contact numbers and legal parameters.
- 7) The Contractor will arrange the following;
 - a. digital printing and barcode weighing scale
 - b. portable thermal sealing machines
 - c. waste collection central trolley (will be mounted with digital printing and barcode weighing scale, portable thermal sealing machines)
 - d. non-chlorinated low and high density polyethylene bags as primary containers
 - e. Personal Protective Equipment (PPE) includes uniform, helmet, caps, puncture proof gloves, masks and any other equipment necessary to ensure safety and health for waste handlers. Color coding of uniform, PPE's waste bins etc. must be distinguish from other health facility staff
 - f. bar code reading/scanning machines (One for waste collection site other for waste disposal site)
 - g. desktop computers with internet facility and minimum two cameras at each

incineration site, the online access should be given to the procuring Agency for monitoring.

- h. any other commodity which will be required for the whole assignment as per Standard Operating Procedures (SOPs) for all the 36 districts (two stations for District Bahawalpur) of the Punjab.

8) The Contractor will hire human resource as per following details;

- a. Deploy two (02) persons at the THQ Hospital and four (04) persons at DHQ & one (1) person at RHC Hospitals for the waste collection, segregation, sealing, weighing, barcoding, feeding the necessary information in the barcode as mentioned in these TORs, placement of barcodes on the waste bags and ensuring their perfect placement, loading on the vehicle, handling in case of delay in collection and training/guiding the hospital staff for the proper management of hospital waste covering 24/7.
- b. One (01) driver for driving & maintenance of record of vehicle and one (01) person for loading and unloading of waste.
- c. Deploy Four (04) persons at each incineration site. One of which would be responsible for the bar code reading and then uploading the information of barcode on the web portal/software. The bar code reader at the incineration site should not have editable information, only the additional comments could be added at the site. Second persons at the site would be responsible for the handling and Incineration of the waste, proper maintenance of conditions while storage and incineration. Third person will work as Guard at night time and fourth person will work for maintenance of Lawns and cleanliness of Incinerator sites.

- d. The hiring of all the Human Resource will be as per Applicable Labor Laws with regular medical checkups. The hired staff will be properly trained to perform the required tasks as per SOP's.
 - e. The staff should be available for two shifts per day and their respective relievers should also be available to ensure the availability of the required numbers during operations.
- 9) The expert on Hospital Waste Management will visit each site once in every 30 days and will report to the procuring agency and monitor the whole process of collection till incineration. In case of any disparity corrective measures would be taken immediately keeping in loop the Procuring Agency.
- 10) The Contractor will be responsible to ensure the availability of whole staff.
- 11) The Contractor will establish refrigeration facility at the already available yellow room at incineration site.
- 12) The Contractor will provide the updated record and contact information of all deployed staff of project to the Procuring Agency and will also update in case of any change. All the mentioned information will be provided on online portal i.e. a website or software developed by the firm/JV.
- 13) One vehicle will be deployed in each district of Punjab and two vehicles will be deployed at District Bahawalpur.
- 14) The Contractor will carry out the task as per schedule given by the Procuring Agency.
- 15) The Contractor will collect the infectious waste from the district healthcare facility and after sealing, will weigh the bag and place a barcode containing the information of collection center, destination, total weight of the individual pack, time of collection and name of the

concerned person (in the presence of the staff of healthcare facility). The same barcode will be decoded at the Incineration center and the information will be uploaded on the developed software or web portal (verified by the staff at incineration center).

- 16) The Contractor will collect, seal, weigh and place barcode on the waste bags and after collection of waste may store the waste at quarantine (yellow room) in the health facility. The collected waste must be transferred to the incineration site within 24 hours.
- 17) The Contractor will hire expert on waste management and all the activities should be carried out under his strict supervision.
- 18) The Contractor will develop Standard Operating Procedures (SOPs) as per International Guidelines on the management of infectious waste and will strictly follow the SOPs. The SOPs should be signed by the expert as well as contractor on waste management and approved by the Procuring Agency. The approved SOPs should be available on the web portal or software. Approved SOP handbook shall be available at all incineration sites and contractor should also display up to date guidelines and policies at each incineration site.
- 19) The contractor will immediately notify to Procuring Agency in case of accidents or damages to the vehicle and should also provide timeline for corrective action.
- 21) The Contractor shall be responsible to handle all the legal requirements for Hospital/Infectious Waste Management imposed by any Department of Provincial or Federal Government.
- 22) The Contractor will certify its Hospital/Infectious Waste Management cycle from Environment Protection Department and will submit a quarterly report to the Procuring Agency as well.

- 23) The Procuring Agency will carry out the physical inspection of all the 37 vehicles quarterly and in case of any damage the Contractor should be held responsible and all corrective measures will be taken accordingly by the Contractor.
- 24) The Procuring Agency will reserve the rights to inspect/monitor any facility at any time and will direct the Contractor to take necessary action(s) as per requirements. In case of major flaws and non-observance of approved SOPs the Procuring Agency will take appropriate action against the Contractor.
- 25) The Contractor will update the web portal or software on daily basis indicating all the activities carried out at all Health facilities of the Districts individually. The same will be monitored by the Procuring Agency.
- 26) The Contractor will maintain the log books of all the 37 vehicles which will be audited by the Procuring Agency time to time.
- 27) The Contractor will maintain its accounts regularly and the Procuring Agency may audit these accounts at any time.
- 28) The Contractor will be responsible for the proper vaccination for hepatitis of the deployed staff. The Department will provide free of cost screening and vaccination to all the contractor staff who is responsible for/ involved with waste management services.
- 29) The updated health cards of the staff should be available on the web portal/software.
- 30) The procuring Agency will evaluate the monthly performance of the contractor.
- 31) The Contractor will provide an extra solution of mini-van with refrigerated cabin for the waste transportation from the Rural Health Centers. These Vehicles will be arranged by the contractor with adequate staff to manage the operation.

- 32) The waste handlers, incinerator operators etc. shall be tagged as high risk group and screening for Hepatitis B, C and HIV/AIDS must be done quarterly.
- 33) **Note: In case of any disparity at any step of the whole assignment, the Contractor will be held responsible.**

DELIVERABLES

- 1) The Contractor will deliver the complete report of all the 37 vehicles indicating their movements in writing to the Procuring Agency (Program) at the end of every month that includes the travel, Log Book, tracking, Services Book etc.
- 2) Detail of waste along with its associated information as per online monitoring & recording
- 3) The Contractor will submit the HR Report.
- 4) Detail of consumables used during month
- 5) Any other information that the Contractor finds appropriate with respect to the project.

Annexure-II

Technical Proposal/Prequalification Application Submission Form

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sir:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Prequalification application dated [Insert Date]. {If the Third Party is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the documents.
- (c) We have no conflict of interest.
- (e) Neither we, nor our JV/associate partners or any of the proposed experts prepared the TOR for this assignment.
- (f) Our Proposal is binding upon us and subject to any modifications.
- (g) We undertake to observe the laws against fraud and corruption, including bribery, in force in the country.

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

Yours sincerely,

Authorized Signature {In full and initials}: _____ Name and Title of Signatory: ____

Name of Third Party (JV's name): _____

In the capacity of: _____ Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Annexure- III

Affidavit

(Pak Rs.100/-)

a) Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been declared ineligible by any of the public sector organization in Pakistan, as described in the documents.

b) Applicants confirming not having been involved in any litigation during last three years.

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

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]*

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

Dated on _ -/_ -_/2019