



**PURCHASE CELL**  
DIRECTORATE GENERAL HEALTH SERVICES PUNJAB  
24-COOPER ROAD, LAHORE



Primary & Secondary  
**Healthcare Department**

Phone No. [+924299201145](tel:+924299201145)

[Purchase Cell E-mail- pcdghslahore@gmail.com](mailto:pcdghslahore@gmail.com)

**MINUTES OF MEETING OF PRE-BID FOR THE PROCUREMENT OF MEDICINES OF HEPATITIS CONTROL PROGRAM FOR THE YEAR 2018-19**

- The subject mentioned meeting for the dissemination of information was conducted on 30-04-2019 at 10:00 AM at Directorate General Health Services, Punjab 24-Cooper Road, Lahore and pre-qualified firms / bidders participated in the meeting. (Attendance attached at **Annex-A**)
- The Meeting was chaired by Senior Planning Officer-I, DGHS, following members of the Bidding Documents Finalization Committee attended the meeting:

Sr.	Participants	
1	Senior Planning Officer-I, P&D, DGHS	Convener
2	Procurement Specialist (Medicines), Procurement Cell, DGHS	Member
3	Pharmacist, DGM&E, DGHS	Member
4	Program Manager, Hepatitis Control Program	Co-opted Member
5	Deputy Program Manager, Hepatitis Control Program	Co-opted Member
6	Technical Coordination Officer, Procurement Cell, DGHS	Co-opted Member
7	Director Pharmacy, DGHS	Co-opted Member

- After the recitation of Holy Quran, the convener briefed the agenda of the meeting and elaborated the evaluation criteria of the Bidding Documents for the procurement of medicines of Hepatitis Control Program for the year 2018-19 to the representatives of the

pre-qualified firms. Representatives were asked to present their view-points / queries in front of the Committee and submit their reservation(s) / objection(s) in writing. The reservations of the firms and the decisions of the Bidding Documents Finalization Committee are as follows:

Sr.	Representative/Company/Reservation	Decision by the Committee			
1	<p><b>Mr. Tanveer from Getz Pharma</b> requested</p> <p>1.To increase delivery period from 60 days to 120 days.</p> <p>2. Request to Supply the medicine in 3 lots</p>	Delivery Period will be read as:			
		<p><b>Supply schedule</b></p>	<p><b>Delivery of Qty without Penalty</b></p>	<p><b>Grace Period</b></p>	<p><b>TOTAL DELIVERY PERIOD</b></p>
		<p>Immediately after Receiving of Contract/Purchase Order (40% Stock)*</p>	<p>60 Days</p>	<p>15 Days</p>	<p>75 Days</p>
		<p>Second installment (30%)</p>	<p>30 Days</p>	<p>10 Days</p>	<p>40 Days</p>
		<p>Third installment (30%)</p>	<p>30 Days</p>	<p>10 Days</p>	<p>40 Days</p>
		<p>With penalty @ 0.067 % per day</p>	<p>After Completion of due delivery period specified against each installment penalty @ 2% per month (0.067 per day) shall be imposed. Moreover, every installment have a separate penalty.</p>		

<p>3. In evaluation criteria for manufacturer need clarification regarding</p> <p>(i) Clause no 5. Undertaking Regarding (on stamp paper of Rs.100/-) “Non-Declaration of Spurious/Adulterated Batch” by any notified Drug Testing Laboratory of quoted item within last three years.</p> <p>(ii) Clause no 6. An affidavit from bidder on stamp paper of Rs.100/- stating that their firm has never been blacklisted by any of the Federal and Provincial Government or organizations of the State/Central Government in Pakistan in the past two years.</p> <p>(iii) Clause no. 7 Is the relevant manufacturing section’s equipment and quality control equipment’s, quality assurance equipment, microbiological laboratories in manufacturing are duly calibrated &amp; validated?</p>	<p>Now this will be read as</p> <p>(i) Clause no 5. Undertaking Regarding (on stamp paper of Rs.100/-) “Non-Declaration of substandard/Spurious/Adulterated Batch” by any notified Drug Testing Laboratory of quoted item.</p> <p>(ii) Clause no 6. An affidavit from bidder on stamp paper of Rs.100/- stating that their firm has never been blacklisted by any of the Federal and Provincial Government or organizations of the State/Central Government in Pakistan.</p> <p>(iii) Clause no.7 Is the relevant manufacturing section’s equipment and quality control equipment’s, quality assurance equipment, equipment in microbiological laboratories of manufacturing facility are duly calibrated &amp; validated? Firm will provide undertaking in this regard on judicial stamp paper worth 100 PKR duly notarized legalized.</p>
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<p><i>(i)*For point 8, 9 and 11 bidders should provide the affidavit on judicial stamp paper of PKR 100. Incase if committee deem necessary to verify facts, inspection of the firm may be carried out</i></p> <p><b>Similarly, in evaluation criteria for sole agent</b></p> <p>Clause no 5. An affidavit from bidder on stamp paper of Rs.100/- stating that their firm has never been blacklisted by any of the Federal and Provincial Government or organizations of the State/Central Government in Pakistan in the past two years.</p>	<p><i>(i)* For point 5, 6 and 7 bidders should provide the affidavit on judicial stamp paper of PKR 100 legally notarized. Incase if Procuring agency deem necessary to verify facts, inspection of the firm may be carried out</i></p> <p>Clause no 5. An affidavit from bidder on stamp paper of Rs.100/- stating that their firm has never been blacklisted by any of the Federal and Provincial Government or organizations of the State/Central Government in Pakistan.</p> <p><b>There is addition of clause no. 9 in evaluation criteria of sole agent</b></p> <p>Clause no 9. Undertaking Regarding (on stamp paper of Rs.100/-) “Non-Declaration of substandard/Spurious/Adulterated Batch” by any notified Drug Testing Laboratory of quoted item.</p> <p><i>For point 5, and 9 bidders should provide the affidavit on judicial stamp paper of PKR 100 legally notarized.</i></p>
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<p>2</p>	<p>M/s Genix Pharma requested that as per PPR 2014 there must be</p> <p>(i) Yard stick for financial capacity</p> <p>(ii) some prequalified companies have no or less than One Year of marketing experience of the said products.</p> <p>(iii) For purposes of the prequalification of bidders, a procuring agency shall take into consideration the following factors:</p> <p>(a)Qualifications;</p> <p>(b) Relevant experience and past performance;</p> <p>(c) Capabilities with respect to personnel, equipment, and plant;</p> <p>(d) Financial position;</p> <p>(e) Appropriate managerial capability; and</p> <p>(f) Any other factor that a procuring agency may see</p>	<p>It was clarified that As per PPRA rules following factors already been submitted by Prequalified firms during Prequalification process.</p> <p>(I)Financial position</p> <p>(II)Managerial and human resource capacity</p> <p>(III) Past performance; like previous history of substandard/adulterated/spurious batches, substandard batch recall history, conviction by PQCP, DRAP or court of law, etc</p> <p>(IV) Validation and calibration status of equipment</p> <p>(V) HVAC, D.I water plant etc</p> <p>(VI) Valid GMP by DRAP</p> <p>Furthermore, less than one-year experience since the date registration of quoted item is not acceptable, and it is knock down clause of Technical evaluation criteria of RFP</p>
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5. These minutes of meeting shall be considered as part of Bidding Documents. Meeting ended with vote of thanks.