

**PRE-QUALIFICATION
DOCUMENTS**

**PROCUREMENT OF
HOSPITAL WASTE
DISPOSAL/MANAGEMENT SERVICES
FOR PROVINCIAL HEPATITIS &
INFECTION CONTROL PROGRAM**



**DIRECTORATE GENERAL HEALTH
SERVICES**

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

INVITATION FOR PRE-QUALIFICATION

(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. Pre-qualification Application must reach Purchase Cell, Director General Health Services Punjab, 24-Cooper Road, Lahore on **18-05-2020** 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 Pre-qualification documents at Accounts Branch, Directorate General of Health Services Punjab, 24-Cooper Road, Lahore.
5. A Pre-Application Conference will be held on **05-05-2020 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 **10-05-2020** 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).

Program Manager
Hepatitis Prevention and Infection Control Program

DIRECTORATE GENERAL HEALTH SERVICES PUNJAB

Primary & Secondary Healthcare Department, Government of the Punjab

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DISCLAIMER

The information contained in this pre-qualification document or subsequently provided to Bidder(s), whether verbally or in written form by or on behalf of the Primary and Secondary Healthcare Department, Punjab or any of their employees or advisors, shall be subject to the terms and conditions set out in this pre-qualification document and any other terms and conditions subject to which such information is provided.

This pre-qualification document does not purport to contain all the information each bidder may require. This pre-qualification document may not be appropriate for all persons, and it is not possible for the Primary and Secondary Healthcare Department, Punjab their employees or advisors to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this pre-qualification document. Certain bidders may have better knowledge of the proposed Project than others. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this pre-qualification document and obtain independent advice from appropriate sources. Primary and Secondary Healthcare Department, Punjab its representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the pre-qualification document.

Purchase Cell, Directorate General Health Services, Primary and Secondary Healthcare Department Punjab may, in its absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this pre-qualification document or cancel the present Invitation and call for fresh Invitations. Such changes would be intimated to all Bidders using this pre-qualification document as per employed Punjab Procurement Rules.

Neither Primary and Secondary Healthcare Department, Punjab nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the bidders due to the postal delays.

Mere submission of this Pre-qualification does not vest any right in the Bidder for being selected for the project.

PREFACE

This Prequalification Document for **Hospital Waste Disposal/Management & Operation Services in Healthcare Facilities** has been prepared by Directorate General Health Services, Primary and Secondary Healthcare Department, Punjab and it is based on Punjab Procurement Rules, 2014 (Amended till date).

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PART 1 - Prequalification Procedures

Section I. Instructions to Applicants

<p>1. Signing of the Application and Number of Copies</p>	<p>14.1 The Applicant shall prepare the documents comprising the application. The application shall be typed and shall be signed by a person duly authorized to sign on behalf of the Applicant.</p>
<p>A. Submission of Applications</p>	
<p>2. Sealing and Identification of Application</p>	<p>15.1 The Application shall be enclosed 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 Procuring Agency. c) Bear the specific identification of this prequalification process indicated in the documents. d) The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.
<p>3. Deadline for Submission of Application</p>	<p>16.1 Applicants may always submit their applications by mail or by hand when so specified in the PDS,</p> <p>16.2 Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and</p>

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	<p>shortlisting.</p> <p>16.3 The applicant may modify, substitute or withdraw its application after submission, provided that written notice of the modification, substitution or withdrawal is received by the Procuring Agency before the PQD Due Date and time.</p> <p>16.4 No application shall be modified or substituted or withdrawn by the applicant after the Due Date and time</p> <p>16.5 The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in accordance, 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. In such cases the Qualification applications received prior to such extension shall not be opened.</p>
<p>4. Late Application</p>	<p>17.1 Any application sent after the deadline for submission of applications prescribed will not be received by the procuring agency.</p>
<p>5. Opening of Application</p>	<p>18.1 The Procuring Agency would open the Applications on the opening due date as indicated in the documents, for the purpose of evaluation</p> <p>18.2 The Procuring Agency shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be distributed to all Applicants.</p>

B. Procedures for Evaluation of Applications	
6. Confidentiality	<p>19.1 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.</p> <p>19.2 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.</p> <p>19.3 The Procuring Agency will not reveal any such information unless it is ordered to do so by higher authority that has the power under law and PPRA to require its disclosure</p>
7. Clarification of Applications	<p>20.1 To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application as per PPRA rules which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.</p> <p>20.2 If an Applicant does not provide clarifications of the information requested by the date and time set in the Procuring Agency's request for clarification, its application may be rejected.</p>
8. Responsiveness of Applications	<p>The Procuring Agency may reject any application, which is not responsive to the requirements of the prequalification document.</p>

C. Evaluation of Applications and Prequalification of Applicants	
9. Evaluation of Applications	The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. The Procuring Agency reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.
10. Procuring Agency's Right to Accept or Reject Applications	The Procuring Agency reserves the right to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants as per PPRA rules.
11. Prequalification of Applicants	All Applicants whose applications have met or exceeded ("passed") all the specified threshold requirements will, to the exclusion of all others, be prequalified by the Procuring Agency.
12. Notification of Prequalification	Once the Procuring Agency has completed the evaluation of the applications it shall notify all Applicants in writing of the names of those applicants who have been prequalified.
13. Invitation to Bid (RFP)	<p>Promptly after the notification of the results of the prequalification the Procuring Agency shall invite bids (RFP) from all the Applicants that have been prequalified.</p> <p>Bidders may be required to provide a Bid Security or a Bid Securing Declaration acceptable to the Procuring Agency in the form and an amount to be specified in the Bidding (RFP) Documents, and the successful Bidder shall be required to provide a Performance Security to be specified in the Bidding Documents.</p>
14. Arbitration/ Grievance Redressal Committee	The Arbitrator/ Grievance Redressal Committee will address the grievances of applicants in the light of PPRA Rules.

Section – II: Prequalification Data Sheet

PDS 1	The Procuring Agency is: Directorate General Health Services, Primary and Secondary Healthcare Department, Government of the Punjab
PDS 2	Project Name: <u>MANAGEMENT & OPERATIONS OF HOSPITAL WASTE DISPOSAL SERVICES IN HEALTHCARE FACILITIES</u>
PDS 3	<ul style="list-style-type: none"> (i) The parties in a Joint Venture/Consortium shall be jointly and severally liable. (ii) Maximum number of partners in the JV/Consortium shall be limited to Three (3) (iii) No firm can file more than one application either solely or in Joint Venture/Consortium
PDS 4	<p>Conditions to be considered conflicts of interest:</p> <p>Direct or Indirect relation of the competing organization with any officer, member of a committee involved in this transaction, who may influence the process or disclose the information relating to this process shall be considered a conflict of interest and it is responsibility of the participated firm, including its consortium partners, to inform the Procuring Agency about this relationship.</p>
PDS 5	<p>The applicant shall have to submit only one application.</p> <p>Applicants shall have no option of submitting their application electronically.</p> <p><i>The PQD fee worth Rs. 10,000/-(Rupee Ten Thousands) shall be deposited in Budget & Accounts Section of DGHS Punjab.</i></p>
PDS 6	<p>The list of debarred firms can be viewed at PPRA website www.ppra.punjab.gov.pk</p>
PDS 7	<p>For clarification purposes,</p> <p>The Procuring Agency's address is: 24 – Copper Road Lahore, Procurement Cell, Directorate General Health Services, Primary and Secondary Health Department, Government of Punjab</p> <p>Ph#: +924299201145</p>

Section III. Qualification Criteria & Requirement

PREQUALIFICATION EVALUATION CRITERIA

KNOCK DOWN CRITERIA

(All evaluation parameters defined below are mandatory for compliance)

Knockdown Criteria			
Sr. No.	Evaluation Parameters	Documentary Proof	M/S XYZ
1.	The firm and if in case of JV/contract partner should be a legal entity having registered NTN & GST/PRA/FBR for service Tax number for at least two years.	Proof to be submitted in the form of valid Certificates.	Yes / No
2.	Original Receipt of Prequalification Documents	Receipt to be attached with the documents.	Yes / No
3.	The firm and if in case of JV/ Lead partner have Management certification of ISO 9001 QMS, ISO 14001 EMS/OHSAS 18001.	Proof to be submitted in the form of valid Certificates.	Yes / No
4.	Firm/Joint Venture or consortium (Lead Partner) must have registered with EOBI.	Proof to be submitted in the form of valid Certificates.	Yes / No
5.	Minimum Annual Financial turnover of firm/ JV for any single financial year (i.e. 2017- 18/2018-19) must not be less than PKR. 500 Million. (The firm/ Joint venture Partners collective value of Financial turn over will be acceptable)	Proof to be submitted in the form of Audited Accounts Reports	Yes / No
6.	Income Tax Returns for last two years. (For JV, each partner should submit its I.T Returns Separately).	Proof to be submitted in the form of valid certified I.T.Returns	Yes / No
7.	Audited Accounts Reports for last two years. (For JV, each partner should submit its Audited Report Separately).	Proof to be submitted in the form of certified audited	Yes / No

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		accounts Reports	
8.	Undertaking on notarized judicial stamp paper of Rs: 100/- confirming not having been declared debar, blacklisted by any of the public sector organization in Pakistan., (For JV, each partner should Signature the affidavit or submit Affidavit Separately)	Original Notarized Stamp Paper without any cutting/over writing	Yes / No
9.	Undertaking on notarized judicial stamp paper of Rs: 100/- that firm shall provide services in conformity with Punjab Hospital waste management rules 2014 (amended to date). (For JV, each partner should Signature the affidavit or submit Affidavit Separately)	Original Notarized Stamp Paper without any cutting/over writing	Yes / No
10.	Undertaking on notarized judicial stamp paper of Rs: 100/- that firm accepts all terms & conditions set forth in prequalification documents. (For JV, each partner should Signature the affidavit or submit Affidavit Separately)	Original Notarized Stamp Paper without any cutting/over writing	Yes / No
11.	The firm/Joint Venture Partner must have at least two years' experience of Healthcare Infectious/ Hazardous Waste Management in at least 10 districts simultaneously. OR The firm/Joint Venture Partner must have at least two years' experience of incinerators' Operation Management Services for Infectious/ Hazardous Healthcare Waste Disposal in at least 10 districts simultaneously.	Proof to be submitted in the form of Contract Executed/ In progress	Yes / No
12.	Satisfactory past performance report from at least 30 Healthcare Facilities where Infectious waste management services are deployed OR Satisfactory past Performance of incinerators' Operation Management Services for Infectious/ Hazardous	Proof to be submitted in the form of Contract Executed/ In progress	Yes / No

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	Healthcare Waste Disposal Services in at least 10 districts.		
13.	The firm/Joint venture partner must have prior experience of Software based Electronic Monitoring / Surveillance Healthcare Infectious / Hazardous Waste Management, successfully deployed in 20 districts. OR The firm must have Experience of Software controlled incineration Services for Health care Infectious/ Hazardous Waste Disposal Management at least in 10 districts.	Proof to be submitted in the form of valid Certificates.	Yes / No
14.	Firm /JV or Consortium profile having human resource designation, qualification and experience to perform relevant Healthcare Infectious/ Hazardous waste management/ incineration services (Credentials/ Training certificates	(Credentials/ Training certificates) Company Profile showing its detail	Yes / No
15.	Have the experience of Pandemic Hazardous waste Management/ incineration services in at least in 06 Districts	Proof to be submitted in the form of certificate	Yes / No
Result/ Status		Prequalified/ Not prequalified	

Power of Attorney

(To be submitted on stamp paper of worth Rs. 100 duly notarized by oath commissioner)

KNOW ALL MEN BY THESE PRESENTS that by this Power of Attorney (“Power of Attorney”), *[Insert Name of JV Partner]* having its registered office *[address of JV Partner]*, does hereby nominate, appoint and authorize *[Lead bidder Authorize Name]* of *[Lead Bidder Name]* having its registered Head Office *[Address of Led Bidder]* hereinafter referred to as the "Attorney", to do in our name and on our behalf the following:

- i. sign and submit to Primary & Secondary Healthcare Department, of the Government of Punjab (P&SHD), or its authorized nominee for prequalification in response to the prequalification documents dated *[Insert Last date of submission]* issued by P&SHD and all other documents and instruments required to submit the Application for prequalification.
- ii. execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by P&SHD in connection with the pre-qualification process as a whole;
- iv. to immediately notify P&SHD in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

We, *[Insert Name of JV Partner]* do hereby ratify and confirm whatsoever the Attorney shall do by virtue of these presents and further agree that whatever the Attorney shall do or cause to be done pursuant to this Power of Attorney shall be binding on *[Insert Name of JV Partner]*

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this POWER OF ATTORNEY as of *[Insert Date]*

[Insert Name of JV Partner]

By:

Designation:

NIC No.

WITNESSES:

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Witness 1:

Name:

Address:

NIC No.:

Witness 2:

Name:

Address:

NIC No.:

Section IV. Application Forms

Application Submission Form

Date: [Location, day, month, year]
Title of Assignment (.....)

To: [insert full name of Procuring Agency]

I/We, the undersigned, apply to be prequalified for the referenced declare that:

- I am authorized to represent the Firm specified in this prequalification application as the "Firm" for the purposes of prequalification of firms for Management and Operation of Hospital Waste Disposal Services in Healthcare Facilities. The firm has no reservations with this document.
- All the information provided in this application is current and correct
- 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 Management / Service delivery status.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private Organization.
- If the Firm does not abide by the above stated Declaration then the Government of Punjab has every right to permanently or temporarily Blacklist the Firm, Managing Directors and Owners.

Name of the Firm: _____

Name of the Authorized Contact Person for the Firm: _____

Capacity of the Authorized Contact Person for the Firm: _____

Signature of the Authorized Contact Person for the Firm: _____

Date: _____

Stamp of the firm: _____

Part II. Service Requirements

Section V: Scope of Services

Hospital Waste Disposal/Management & Operation Services in Healthcare Facilities

Government of the Punjab is undertaking wide-ranging reforms to improve the healthcare service delivery in Punjab. As part of the reform services, one of the initiatives is to ensure the healthy infection free environment by safe collection, storage, transportation and disposal of infectious Hospital Waste in healthcare facilities. The selected entity will have to execute operations & Management of Hospital infectious Waste Disposal in all 36 districts of Punjab according to HWM rules 2014.

OBJECTIVES

Become the part of Government in providing the Management and Operation of Hospital infectious Waste Disposal Services in all Healthcare Facilities of 36 districts of Punjab. Provide end to end solution till the safe disposal of infectious hospital waste in all the healthcare facilities of Punjab.

BASIC SERVICES FOR INFECTIOUS WASTE MANAGEMENT

The following tasks need to be carried out:

- Management & Operations of hospital waste in 36 districts of Punjab.
- There are 26 District Headquarter (DHQ) Hospitals and 129 Tehsil Headquarter (THQ) Hospitals, 315 Rural Health Centers (RHCs) and 2,520 Basic Health Units (BHUs) for the provision of mentioned services in Punjab Under administrative control of Primary & Secondary Healthcare Department – Government of Punjab.

SCOPE OF WORK

- 1) The service provider will ensure training and capacity building of hospital staff on hospital waste management as continuous process. Training shall be provided by the Experts having experience and credentials on hospital waste management.
- 2) The service provider shall be responsible for the human resource management of all staff deployed at every healthcare facility for continuous and smooth operations.
- 3) The service provider shall be responsible for the hiring, firing & trainings of all Hospital waste management staff.
- 4) The Service Provider shall be responsible to operate, run and manage the project according to the best management practices.

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- 5) The Service Provider shall be responsible for the operation and maintenance of already and new supplied goods and equipment to keep them in the optimum working condition.
- 6) The service provider shall be responsible to maintain the supply chain management.
- 7) The Service Provider shall be responsible for the placement of yellow bag in the bed side small waste bin and transferring of small yellow waste bag from bed side bin to the main ward level yellow bin as per pre-defined HWM SOPs.
- 8) The service provider shall be responsible for the collection of Infectious waste (Yellow) from the wards as per pre-defined HWM SOPs through waste collection trolley.
- 9) The service provider shall be responsible for sealing of waste bags (Yellow) at the time of collection from ward level bins through Thermal Sealing Machine, mounted in the waste collection trolley. Cable ties will be used for sealing of waste bags where electricity breakdown or some unforeseen circumstances may occur.
- 10) The service provider shall be responsible for the weighing of waste bags (Yellow) at the time of collection from ward level bins through Barcode Weighing scale mounted in waste collection trolley.
- 11) The service provide shall be responsible for the transportation of the infectious waste bag through waste collection trolley to the yellow room of respective healthcare facility.
- 12) The service provider shall be responsible for the scanning of each waste bag (yellow) to upload the data on Hospital Waste management Information System, once the waste bag received in yellow room of healthcare facility.
- 13) The service provide shall be responsible for the transportation of the infectious waste bags from healthcare facility yellow room to nearby incinerator site through purpose built yellow vehicles as per approved vehicle movement plan from the Procuring Agency.
- 14) The Service Provider shall be responsible to operate and maintain fleet of purpose-built yellow vehicles (37) (fabricated on 4x2 Toyota Hilux (Diesel), which are already deployed in the field) for the collection and transportation of infectious waste.
- 15) The vehicle trackers should have live monitoring enabled.
- 16) The Service Provider shall operate and maintain following;
 - i) Already installed Trackers in all the 37 vehicles
 - ii) Already installed cameras at each incineration site, however cameras on remaining incinerator sites shall be installed and commissioned by the service provider with already deployed CCTV monitoring software.

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- iii) Web portal (cloud based / Server Based) for the monitoring and evaluation of daily collection and disposal of waste bags
- iv) Vehicle Tracking Software to monitor the real time location of all the vehicles. The tracking system should be installed and implemented as per standards of system containing all the information of driver mentioning their valid contact numbers.