

**MINUTES OF PRE-APPLICATION MEETING FOR THE PRE-QUALIFICATION OF  
MANAGEMENT & OPERATION OF HOSPITAL SERVICES IN HEALTH CARE FACILITIES  
HELD ON 11-11-2019 IN COMMITTEE ROOM OF DGHS PUNJAB LAHORE.**

S.NO #	COMPANY NAME	CLAUSE/ POINT NO.	RESERVATION	DECISION OF THE COMMITTEE
1	G MED PVT LTD	6	In the said document point No. 6 requires at least 1 year experience of health related operation and management services across any of the province. 1 year experience of lead bidder (in case of joint venture) may please also be mentioned to clear any ambiguity.	After due deliberation the committee decided that Experience of leading firm will be counted.
		7	In point no. 7. The experience of company / firm of managing fleet of 30 vehicles has been specified. According to over market knowledge there is only 1 company meeting such criteria and apparently the point seems extremely biased and included only to favor the said company and restrict all other companies from participating In the prequalification. The number of vehicles therefore may please not be specified to allow equal chances to every company/firm in the market to participate in prequalification.	After due discussion the committee decided that The leading firm may make a joint venture having experience of fleet management for 30 <b>Knock down criteria point 7 will be read as</b> <b>“The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. should have experience of managing a fleet of at least 30 vehicles in Ten or more districts in a province”</b>
		9	In point. No. 9. The minimum turnover required to participate in prequalification has been specified as not less than 500M per annum during the latest 3 financial year which is to be verified from sales tax return. Alternatively, it can also be verified from the bank statements of the company/firm.	The committee decided that There will be no change in point 9 of knock down criteria.

2	MEDILAND	6	Point 6 shall be amended as At least 1 year experience of health related operation and management services across any of the province	After due deliberation the committee decided that <b>Point 6 of knock Down criteria should be amended as “At least one-year experience of Health Related Operations and Management Services / Waste Management, Operation &amp; Services in at least Ten districts of the province simultaneously”</b>
		7	The firm should have experience of managing a fleet of at least 30 vehicles.	Matter has already discussed above.
		11, 12, 13	Internal quality control and management system of the firm. ISO 9001 certificate ISO 14001 certificate ISO 18001 certificate	The committee decided in meeting that Point 11 of knock Down Criteria, will remain the same. <b>Point 12,13,14 will be amended as Point 12</b> <b>“The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. will provide any one of the following certifications, ISO 14001 / EPA certificate / ISO 18001 Certificate.”</b>
		14	ISO 27001 certificate	<b>Point 15,16 &amp;17 should be renumbered as 13,14 &amp;15.</b> Discussed as above in Sr no.02
3	NEW ERA	3	The hospital infectious waste is a very specialized subject and execution of services at such a huge level requires a lot of technical expertise due to the sensitivity and risks associated with the handling of hospital infectious waste. The local firms in Pakistan do not have such expertise. The competent authority must entertain the firms by changing the prequalification criteria, so that the international firms who have a vast experience for handling the hospital infectious waste are able to participate along with the JV partners. If the services are being carried out with the international firms having expertise in hospital infectious waste management, this will certainly be a value addition which will	After due discussion the committee decided that there is no need of International Bidding however the local firm may lead a joint venture with an international firm. The Response Time has already increased till <b><u>4<sup>th</sup> of December, 2019.</u></b>

			boost and uplift the standards of health facilities of Punjab.	
NEW ERA	1, 2,3,4,5	The competent authority must mention the requirement of document for the firms to participate in prequalification, in case there is an international JV partner.	The documents of Lead Firm (Local) will be taken into consideration.	
	6	The minimum experience criteria for the execution of these services should not be less than 2 years. Keeping in view the sensitivity and risks associated with the handling of hospitals infectious waste, instead of experience in <b>health related operation and management services</b> for the firm to prequalify it should be mandatory to have an experience specially for the <b>operation and management of hospital infectious waste.</b> As per chapter-four of PPRA rules “prequalification, qualification and disqualification” It is clearly mention that the participating firm should have “relevant experience” and “past performance” of providing services being demand.	Matter already discussed in above paras. i.e. <b>Point 6 of knock Down criteria should be amended as “At least one-year experience of Health Related Operations and Management Services / Waste Management, Operation &amp; Services in at least Ten districts of the province simultaneously.”</b>	
	7	The evaluation criteria must be changed for the firms to prequalify on the basis of <b>experience of managing a fleet of least 30 vehicles for <u>transportation of hospital infectious waste.</u></b>	The matter has already been discussed in above paras. <b>Knock down criteria point 7 will be read as “The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. should have experience of managing a fleet of at least 30 vehicles in Ten or more districts in a province”</b>	
	8	Keeping in view the sensitivity of the services, a minimum criterion for the list of staff having degree of environment engineering and sciences should be defined and their association with the firm shall not be less than 1 year. The same should be verified from the salary slips of the firms.	After due deliberation and discussion on the point the committee decided that there is no need of any change in point 8 of Knock down Criteria.	

	NEW ERA	14	Clarification is required from the competent authority for ISO 27001 certification for the hospital infectious waste management services. This type of certification is only available with 1 of the companies which hold no credible experience in this field and also whose age is not enough to define the award of such critical services to that firm.	The matter has already discussed in above paras i.e.  <b>Point 12,13,14 will be amended as Point 12</b> <b>“The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. will provide any one of the following certifications, ISO 14001 / EPA certificate / ISO 18001 Certificate.”</b>
		15	Clarification is required a regarding this clause for the declaration of not being in eligible by any of the public sector organization in Pakistan. The word ‘ineligible’ should be omitted.	After due deliberation and discussion on the point the committee decided that there is no need of any change in point 15 of Knock down Criteria. However <b>Point 15,16 &amp;17 should be renumbered as 13,14 &amp; 15.</b>
			There are 25 districts head quarter(DHQ) hospitals and 121 tehsil headquarters (THQ) hospitals for the provision of mentioned services in 36 Districts of Punjab under administrative control of Primary and secondary Healthcare department. Clarification is required in this regard from the competent authority for devising the best working methodology to cater Hospital infectious waste management services for all health care facilities.	After due deliberation and discussion on the point the committee decided that there is no need of any change. The matter relates to IFB/RFP.
			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. Clarification is required this regard from the competent authority regarding the addition and allocation of resources to cater the hospital infectious waste of the major private hospitals of the Punjab.	After due deliberation and discussion on the point the committee decided that there is no need of any change. The matter relates to IFB/RFP.
			The contractor will be provided 37-refrigerated waste carry vehicle ; fabricated on 4 X 2 toyota highlights (diesel) vehicle (brand new) by the department and will be	After due deliberation and discussion on the point the committee decided that there is no need of any change. The matter relates to IFB/RFP.

			<p>responsible for their maintenance and running</p> <p>Clarification is required in this regard from the competent authority regarding the refrigerated vehicles that will the health department procure new vehicle or the same vehicle will be utilized for the execution of services.</p>	
	NEW ERA		<p>The contractor will arrange the following:</p> <ul style="list-style-type: none"> <li>a. Digital printing and barcode weighing scale</li> <li>b. Portable thermal sealing machines</li> <li>c. Waste collection central trolley (will be mounted with digital printing and barcode weighing scale, portable thermal sealing machine)</li> <li>d. non-chlorinated low- and high- density polyethylene bags as primary container</li> <li>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 distinguished from other health facilities staff.</li> <li>f. bar code reading/scanning machines (One for waste collection site other for waste disposal site)</li> <li>g. desktop computer with internet facility and minimum 2 cameras at each incineration site, the online access should be given to the procuring agency for monitoring.</li> </ul> <p>Clarification is required in this regard from the competent authority regarding the procurement of capital equipment.</p> <p>Will the health department procured the same items again for the execution of services?</p>	<p>After due deliberation and discussion on the point the committee decided that there is no need of any change. The matter relates to IFB/RFP.</p>

			What will be the methodology for the procurement of capital items for execution of services 313 Rural health center of Punjab?	
	NEW ERA		<p>The contractor will hire human resource as per following detail;</p> <p>a. Deploy two (02) persons at the THQ hospital and four (04) persons at DHQ hospital and one (01) person at RHC Hospital for the waste collection, segregation, sealing, weighing, barcoding, feeding the necessary information in the barcode as mentioned in the TORs, placement of barcode 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.</p> <p>b. one (01) driver for driving and maintenance of record of vehicle and one (01) person for loading and unloading of waste.</p> <p>e. The staff should be available for two (02) shifts per day and their respective relievers should also be available to ensure the availability of the required number during operations.</p> <p>Clarification is required in this regard from the competent authority for the following:  Will the work be executed for single shift in rural health centers?  At RHC level, No yellow rooms have been established, so how the person at RHC level will ensure the perfect placement of infectious waste bags as per the hospital waste management rules, 2014- 24/7.  Will there be relievers for the RHC's? what will be the criteria for relievers of rural health center?</p>	After due deliberation and discussion on the point the committee decided that the matter relates to IFB/RFP.

			Will the procuring agency be responsible for the additional driver and vehicle helpers of mini vans?	
	NEW ERA		<p>The contractor will establish refrigeration facility at the already available yellow room at incineration site.</p> <p>Clarification is required in this regarding the establishment of refrigerated yellow rooms at the incineration site that whether these refrigerated rooms will be established again at those sites?</p> <p>If they have already been established as per the contract number PSHD TCO-III 4-110/2017 then why have they been mentioned in the scope of services?</p>	After due deliberation and discussion on the point the committee decided that the matter relates to IFB/RFP.
			<p>The contractor will provide an extra solution of mini-van with refrigerated cabin for the waste transportation from the rural health centers their vehicles will be arranged by the contractor with adequate staff to manage the operation.</p> <p>Clarification is required in this regard that whether these mini-van will be procured by health department or they will be arranged by the firms at their own cost?</p> <p>The clarity is also required regarding the staff which will be deployed for these vehicles will be at the cost of procuring agency or the firm will cater the cost on its own?</p>	After due deliberation and discussion on the point the committee decided that the matter relates to IFB/RFP.
4	Arrar Innovations		<p>Cost of prequalification documents</p> <p>It is mentioned in the advertisement of the said invitation for prequalification that the entrusted parties shall pay non-refundable pre-qualification fee as mentioned in the bidding document, but in the document such cost has not been discussed. You are requested to please clearly mention the</p>	<b>The cost of pre-qualification document will be Rs. 10,000/-</b> per application. Necessary amendment has been made in clause 7 of ITA.

			prequalification fee in the prequalification document.	
	Arrar Innovations	Clarification required regarding duration of contract	It is not mentioned in the prequalification document about the duration of contract. Clarification required in this regard, that how much time will a service provider will be providing services as it is the key element in the participation in the said prequalification process.	The duration is clearly mentioned in clause 27 of ITA i.e. <b>“The Pre-Qualification shall be valid for One Year i.e. 2019-20 and extendable with the approval of competent authority.”</b>
		Knock down criteria	The knockdown criteria being mentioned in the document is to lenient. It is pertinent to note here that the procuring agency is inviting bidding for operation and management of hospital waste which mainly comprises of infectious waste. The criteria for dealing with this type of waste should be stringent enough that only serious companies having past cadre experience in this field should only participate, no ordinary companies should be able to participate in this process. The prequalification document reflect that the companies that have no fine experience on board can enter in this project and execute services accordingly. The point wise clarification/suggestion of section-II Evaluation criteria of services is required.	The criteria has amended after due deliberation and discussion by the committee as mentioned in above paras.
			Clause 6 – at least 1 year experience of health related operations and management services across any of the province. It is mentioned in the prequalification documents that the participating firms should have at least 1 year experience of health related operation and management service across any of the province. It is pertinent to note here that only 1 year experience is demanded which is not enough as per the criticality of the services, the procuring agency is intending to seek. It is	Matter has already discussed in above paras. i.e. <b>Point 6 of knock Down criteria should be amended as “At least one-year experience of Health Related Operations and Management Services / Waste Management, Operation &amp; Services in at least Ten districts of the province simultaneously.”</b>

			also not mention in this clause that which sort of health related services operation and management services will be required. By keeping this statement open, the honorable procuring agency has created ambiguity in the minds of intended services providing firms. This clause should be made specific by mentioning that the participating firm should have prior experience of operation and management of infectious waste keeping in view the sensitivity of the services intended to be perform by the service provider.	
	Arrar Innovations		<p>Clause 7 – the firm should have experience of managing the fleet of at least 30 vehicles The clause is also kept open that the participating firm should have experience of managing 30 vehicles. This clause needs more explanation as an ambiguity is created because the vehicles are not become specific. Which sort of vehicles ‘experience is procuring agency demanding? Are these ordinary vehicles? The waste will be transported via specially refrigerated vehicles, then how come a firm that has experience of management of ordinary vehicle can participate in this process and manage purpose build refrigerated vehicles. This clause should be amended as well.</p>	<p>The matter has already been discussed in above paras. <b>Knock down criteria point 7 will be read as</b> <b>“The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. should have experience of managing a fleet of at least 30 vehicles in Ten or more districts in a province”</b></p>
			<p>Clause 8 – List of staff in all function areas along with qualification and attested copies of credentials should be attached. This clause required more clarification as well as it is not clear from this clause that the qualified firm should have what sort of trained staff and what will be the number of trained staff do the procuring agency required. Specificity in this regard is required.</p>	<p>After discussion in meeting, the committee decided that there is no need of any change in point 8 of Knock down Criteria.</p>

	Arrar Innovations	<p>The procuring agency has demanded ISO 27001 certification which is irrelevant to the services the procuring agency is seeking. ISO-27001 ISO/IEC 27001 formally specifies an information security management system (ISMS), a suite of activities concerning the management of information risks (called 'information security risks in the standard) the ISMS is an overarching management framework through which the organization identifies, analyzes and addresses its information risks. This type of certification is only available with one of the companies which hold no credible experience in this field and also whose age is not enough to define the award of such critical services to that firm.</p> <p>It is mentioned in the scope of work that the services will establish the refrigeration facility at the already available yellow rooms at the incineration site. As per knowledge that in contract number PSHD TCO-III 4-110/2017 being signed by the honorable department, it was the responsibility of service provided to establish refrigerated yellow room to maintain temperature of 4-degree Celsius. Is this also required in this scope of services? Does the services provider will establish the refrigerated yellow rooms again? Please clarify</p>	<p>The matter has already discussed in above paras. i.e.</p> <p><b>Point 12,13,14 will be amended as Point 12</b>  <b>“The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. will provide any one of the following certifications, ISO 14001 / EPA certificate / ISO 18001 Certificate.”</b></p>
		Other suggestions by M/S ARAR Innovation	After a detailed discussion the committee observed that the Pre-Qualification Document is according to the PPRA Rules 2014 (amended). No further amendment is required accept mentioned in these minutes.
5	CAMPAK	<p>General question:  We have a company named CAMPAK Enterprises Pakistan having 99% shares of Mr. Abdul Kadir Turan and the same person</p>	After due deliberation the committee decided that Experience / Documents of leading firm (Local) will be counted.

		<p>is having a company in turkey namely CAMPAK A.S can we furnish experience certificates and financials documents/strength of CAMPAK A.S INTERNATIONAL in support of CAMPAK Enterprises Pakistan or we have to form a joint Venture for applying for Pre-Qualification.</p> <p>2. will procurement agency provide any place at the hospital site to third party for official use?</p>	<p>The program provide the space for the office of District Manager of the third party/contractor.</p>
		<p>Page 12 &amp; 13 of 27. KNOCK DOWN CRITERIA All evaluation parameters defined below are mandatory for compliance. If a foreign firm is applying for the pre-qualification the certifications of his home country will be provided instead of the registration of the Pakistan i.e., NTN, Active Tax Payer List, GST, ISO certification s and Revenue department registrations.</p>	<p>The committee decided that documents /Experience of leading (Local) firm will be counted.</p>
		<p>1-K 'Key Expert(s)' means an individual professional (s) whose skills, qualifications, knowledge and experience are critical to the performance of services under the contract and whose curriculum vitae (CV) was taken into account in the technical evaluation of the Third Party's proposal What is the qualification and criteria for that key expert? Is it hired by the contractor or procuring agency?</p>	<p>After due deliberation and discussion on the point the committee decided that there is no need of any change. The matter relates to IFB/RFP.</p>
		<p>1-L 'Non-Key Expert(s)' Means an individual professional (s) provided by the Third Party What is the qualification and criteria for that key expert?</p>	<p>After detail discussion on the point the committee decided that there is no need of any change. The matter relates to IFB/RFP.</p>

		<p>19 of 27 There will be 26 incineration sites for disposal of waste (may be increased up to as per requirements of the procuring Agency). Who will operate these sites and the responsibility of these sites belongs to whom?</p>	<p>After due deliberation on the point the committee decided that the matter relates to IFB/RFP.</p>
		<p>19 of 27 OBJECTIVES 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. How many private Hospitals are going to be covered? Does Laboratories will also be included later?</p>	<p>After detail discussion on the point the committee decided that the matter relates to IFB/RFP.</p>
		<p>5. Scope of Work The vehicles will be comprehensively insured for all accidents are comprehensively cover the expenses of the third party as well. What will be the estimated cost for that comprehensive insurance?</p>	<p>After due deliberation on the point the committee decided that the matter relates to IFB/RFP.</p>
		<p>7-H. Scope of Work 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. What will be that any other commodity? The quantity and quality should be mentioned for the cost factor?</p>	<p>After discussion on the point the committee decided that the matter relates to IFB/RFP.</p>
		<p>8-A. Scope of work Deploy two (2) persons at the THQ Hospitals and four (4) persons at DHQ &amp; 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</p>	<p>The committee decided on this point that the matter relates to IFB/RFP.</p>

			<p>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.</p> <p>What about the manpower for the Private Hospitals which may be included later? What will be the salary factor/slab for each category of manpower?</p>	
			<p>General Question</p> <p>Whether the manpower and machinery/vehicles worked 24/7 and 365 days or Sundays will be off day?</p> <p>Where will be parking yards for all the operational vehicles?</p>	<p>After detail discussion on the point the committee decided that the matter relates to IFB/RFP..</p>
			<p>22 of 27.</p> <p>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.</p> <p>How many experts are required as one expert is not sufficient for 36 districts?</p>	<p>After due deliberation on the point the committee decided that the matter relates to IFB/RFP.</p>
			<p>22 of 27.</p> <p>The contractor will establish refrigeration facility at the already available yellow room at incineration site.</p> <p>What will be the refrigeration facility dimensions?</p>	<p>After due deliberation and discussion on the point the committee decided that the matter relates to IFB/RFP.</p>
			<p>23 of 27.</p> <p>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.</p>	<p>After detail discussion on the point the committee decided that the matter relates to IFB/RFP.</p>

			If the timeline for corrective action exceeds the reasonable time then is there any spare vehicle have to be provided for filing the operational gap?	
			24 of 27. 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. How many mini-vans are to be provided as extras? What will be the specification of that vehicle? How many staff is required for those mini-vans?	After discussion on the point the committee decided that the matter relates to IFB/RFP.
6	Eastern Medical Technology Services		International Bidders As these documents published on 09/11/19 and pre-application meeting is going to held on 11/11/19 and the opening is on 26/09/19. As it is a very huge project and the time period of only fifteen days is given which is not sufficient for such a huge project as many international companies are also expected to participate in this project, so for the international companies, it is very difficult to arrange all these documents within the specified time period. As per Rule 13 of the PPRA 2004 the minimum response time shall not be less than fifteen (15) days for national competitive bidding and thirty (30) days for international competitive bidding. The Procuring Agencies can increase the response time depending upon nature of procurement.	After due deliberation the committee decided that there is no need of International Bidding however the local firm may lead a joint venture with an international firm. The Response Time has already been increased till 4 <sup>th</sup> of December, 2019. Corrigendum Attached.
			KNOCK DOWN CRITERIA.	Matter has already discussed in above paras. i.e. <b>Point 6 of knock Down criteria should be amended as</b>

		<p>(At least One-year experience of Health-Related Operations and Management Services across any of the Province.) As it is clearly mentioned in Scope of service that contractor needs to handle infectious/hazardous waste but there are no specifications/requirements in knock down criteria of handling infectious waste according to Hospital Waste Management Rules 2014 and WHO. Being highly risky project, such type of services should be executed by a specialized firm with minimum 5 to 10 years of experience of same services.</p>	<p><b>“At least one-year experience of Health Related Operations and Management Services / Waste Management, Operation &amp; Services in at least Ten districts of the province simultaneously.”</b></p>
		<p>The firm should have experience of managing a fleet of at least 25-30 vehicles It is demanded that the firm must have experience of fleet management but as per HWM Rules 2014. Infectious waste can only be transferred in specialized vehicles built for this purpose maintaining temperature of 2 to 8 degrees. How can any firm be having experience of managing fleet is eligible for this project? This point should be compensated as well.</p>	<p>The matter has already been discussed in above paras. <b>Knock down criteria point 7 will be read as “The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. should have experience of managing a fleet of at least 30 vehicles in Ten or more districts in a province”</b></p>
		<p>The firm has 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 This criterion needs to be revised and to mention clearly that the staff must be qualified and having experience of min 5 to 10 years of handling hazardous waste as per Hospital waste Management Rules 2014 and WHO.</p>	<p>After due deliberation and discussion on the point the committee decided that there is no need of any change in point 8 of Knock down Criteria.</p>
		<p>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</p>	<p>After due deliberation the committee decided that There will be no change in point 9 of knock down criteria.</p>

		<p>500 million Rupees. Firm will provide FBR Income tax return/sales Tax return.</p> <p>The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the operations cash flow requirements for the subject contract(s) in the event of stoppage, start-up, or other delays in payment, of the minimum estimated amount but the above mentioned clause represent a value of 500 million which is not according to the worth of this Project.</p>	
		<p>Satisfactory Past Performance The Applicant shall provide evidence that it has successfully completed or substantially completed at least the number of contracts stated satisfactory performance certificates. This should be added for at least 5 to 10 projects of similar nature. Please ensure to mention the references.</p>	The Committee decided that matter is already very clear in the Pre-Qualification document.
		<p>Projects Of Similar Nature Prequalification will be based on applicants meeting all the criteria regarding their general and particular past experience, financial position, personal and equipment capabilities and other relevant information required for the particular project but in these documents not a single clause required necessary past experience with evidence. Please specify.</p>	The Committee decided that matter is already very clear in the PQ document.
		<p>EQUIPMENT CAPABILITIES The Applicant shall own, or have assured access (through hire, lease, purchase agreement, other commercial means, or approved subcontracting) to key items of</p>	The Committee decided that matter is already very clear in the PQ document.

			equipment, in full working order, as listed in scope of work. No such requirements are mentioned in these documents please clarify.	
			<p>Per Day/ Per Year collection, Transportation &amp; Disposal of Hazardous Waste</p> <p>As per the nature of the project, a firm must require to have an experience of collection, transportation and safe disposal of 100 to 300 tons/day as per Hospital Waste management rules 2014 and WHO. No such condition is required in these documents to ensure the quality of services.</p> <p>It is the demand of the such sensitive services that a specialized firm having vast experience in the Hospital Infectious Waste Management in terms of segregation, collection, storage, transportation and disposal of waste must execute these services as there are huge stakes involved due to the risks associated for carrying out these services. These risks are associated not only with the life and health of public but also with the patients, attendants, Hospital &amp; Paramedical staff, air, soil, water and environment as a whole. Keeping in view the delicacy and risks associated with the handling of the Hospital Infectious the evaluation Criteria must be revised to ensure the best services. The firms with a vast experience of handling outsourced or PPP health projects of government must be given an added benefit in order to encourage the ones with a good &amp; extensive past performance.</p>	After due deliberation the committee decided that the matter relates to IFB/RFP.

7	M/s Vertex Medical	Clause – 6	<p>Please clarify the meaning of phrase “across any of the province”. The word “across” as per our understanding means that a firm should have experience of running the operation services in whole province. If it states that then it is very difficult for us to participate in the tender because we have operational services of 13 District of Punjab. Kindly change this as follows: At least One year experience of Health Related operation and management Services in any/or 10 districts of the province.</p>	<p>Matter has already discussed in above paras. i.e. <b>Point 6 of knock Down criteria should be amended as “At least one-year experience of Health Related Operations and Management Services / Waste Management, Operation &amp; Services in at least Ten districts of the province simultaneously.”</b></p>
		<p>Clause – 12, 13, 14 ISO 14001 ISO 18001 ISO 27001</p>	<p>The above mentioned clauses are not necessary for the subject bidding because the tender is for the operational services of Hospital waste. The required certificates are not relevant for the bidding also ISO 9001 certified organizations are fully supported for handling and managing the subject bidding. You are requested to remove the certifications or allow us to quote on any of the certifications like ISO 14001/ ISO 18001/ ISO 27001/ ISO 9001.</p>	<p>The matter has already discussed in above paras.i.e. <b>Point 12,13,14 will be amended as Point 12 “The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. will provide any one of the following certifications, ISO 14001 / EPA certificate / ISO 18001 Certificate.”</b></p>

# REVISED PREQUALIFICATION DOCUMENTS

FOR

MANAGEMENT & OPERATIONS OF  
HOSPITAL WASTE SERVICES IN  
HEALTHCARE FACILITIES



FY 2019-20

(Issued in response to Pre-application meeting held on 11-11-2019)

**DIRECTORATE GENERAL HEALTH  
SERVICES PUNJAB**

PRIMARY & SECONDARY HEALTHCARE DEPARTMENT,  
GOVT. OF PUNJAB

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P#20

**THE EXPRESS TRIBUNE, LAHORE**  
**SATURDAY, NOVEMBER 16, 2019**



**PURCHASE CELL**

DIRECTORATE GENERAL HEALTH  
SERVICES PUNJAB  
24-COOPER ROAD, LAHORE



Primary & Secondary  
Healthcare Department

Phone No. +924299201145 Purchase Cell E-mail- [pcdghslahore@gmail.com](mailto:pcdghslahore@gmail.com)

**INVITATION FOR BIDS**

**CORRIGENDUM**

Reference to invitation for bids published in Newspapers "The Express Lahore" & "The Daily Jang" on 07.11.2019 bearing IPL No. 10197 is hereby extended up-to 04.12.2019 for submission of tender.

Following are the new dates for the submission and opening of the said tender:

Date and time of Submission of Tender.	04/12/2019	11:00 A.M.
Date and time of opening of Tender.	04/12/2019	11:30 A.M.
Venue	Conference Room O/o Directorate General Health Services, Punjab, 24 Cooper Road Lahore.	

Note: - All the other terms and conditions mentioned in the tender documents will remain the same.

Program Manager  
Provincial Hepatitis Control Program  
Punjab

**IPL-10557**

## **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](http://www.ppra.punjab.gov.pk)], [[www.pshealth.punjab.gov.pk](http://www.pshealth.punjab.gov.pk)] & [[www.dghs.punjab.gov.pk](http://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.

Office Phone #: +92 (42)99201145

## 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 Operations of Hospital Waste Services in Healthcare Facilities”** against the 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 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.
- (a) In pursuance to this, the following terms are defined:
- (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 (will be mentioned in RFP Document) and it's processing.  
  
The only prequalified firms may submit its proposal as per TORs (will be mentioned in RFP Document)
- 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**

<b>4. Sections of Prequalification Documents</b>	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.
<b>5. Clarification of Prequalification Document</b>	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 <b>Invitation for Pre-Qualification</b> . The Director General Health Service will respond in writing to any request for clarification provided that such request is received no later than fifteen (15) 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.

## Prequalification Document Waste Management of Operations and Services

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.  <b><i>Note: The PQD cost worth Rs: 10,000 (Ten Thousand only) shall be deposited in the Budget &amp; Accounts Section of DGHS Punjab</i></b>
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 <b>Prequalification Documents</b> . 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 <b>Prequalification Documents</b> , 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: <ol style="list-style-type: none"><li>Application Submission Form, in accordance with Information To Applicants (ITA);</li><li>Documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA &amp; Prequalification Criteria;</li><li>Documentary evidence establishing the Applicant's qualifications, in accordance with ITA and &amp; Prequalification Criteria</li></ol>

- 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 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

The Applicant shall enclose the application in a sealed envelope that shall:

- 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 for Submission of Applications 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.

<b>16. Late Applications</b>	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 <b>Invitation for Prequalification</b> .
<b>17. Opening Applications</b>	17.1	The Director General Health Services shall open all Applications at the date, time and place specified in the <b>Invitation for Prequalification</b> . 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

<b>18. Confidentiality</b>	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.
<b>19. Clarification Applications</b>	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 firm /JV etc. wise for requisite services 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 firm/JV etc. wise, however in case of any addition in the services 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 as per <b>Rule 67, PPR 2014</b> (Amended)</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 status as to prequalified or not pre-qualified or ineligible.

**27. Validity of Pre-  
Qualification**

26.1

The Pre-Qualification shall be valid for One Year i.e. 2019-20 and extendable with the approval of competent authority.

## 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.
2. Valid NTN of the firm
3. Active Tax Payer List
4. Original Receipt of PKR. 10,000 (Ten Thousand Rupee) of prequalification documents.
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 /Waste Management, Operations & Services in at least Ten districts of the province simultaneously.
7. The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. should have experience of managing a fleet of at least 30 vehicles in Ten or more districts in a province.
8. The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. 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)/Consortium/Proprietor/AOP/Pvt/Ltd. for any single financial year (i.e. 2016-17/2017-18/2018-19) is not less than PKR. 500 Million. 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. The firm/Joint Venture (JV)/Consortium/Proprietor/AOP/Pvt/Ltd. will provide any one of the following certifications, ISO 14001 / EPA certificate / ISO 18001 Certificate.
13. Undertaking on notarized judicial stamp paper of Rs: 100/- that confirming not having been declared debar, blacklisting or ineligible by any of the public sector organization in Pakistan.
14. Undertaking on notarized judicial stamp paper of Rs: 100/- that provided services by the firm shall be in conformity with Punjab Hospital waste management rules 2014 (amended to date).
15. Undertaking on notarized judicial stamp paper of Rs: 100/- 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 as per PPR 2014, services directly connected with the procurement of goods and works in which the physical component of the activity is the main function and often involves equipment intensive assignments and may include:
  - (i) advisory and review services;
  - (ii) pre-investment or feasibility studies;
  - (iii) construction supervision;
  - (iv) management and related services, and
  - (v) other technical services or special studies;
- (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 will be specified in TORs in RFP document.

## **4-Authority of**

4.1. In case the Third Party is a Joint Venture “**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”

## **5-Authorized Representatives**

5.1. 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).

Annexure-I

Technical Proposal/Prequalification Application Submission Form

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{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- II**

**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