PROPOSAL FOR PRE-QUALIFICATION

FOR THE PURCHASE OF

MEDICAL EQUIPMENT

2021-2022

LAHORE GENERAL HOSPITAL, LAHORE PUNJAB

Ph: No. 042-99264098, 99264034

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INVITATION FOR PRE-QUALIFICATION FOR FIRMS

1. Invites sealed proposals for pre-qualification from sole /exclusive agents of foreign manufacturers having established credentials in terms of Technical, Financial and Managerial capabilities for the purchase of Medical Equipment for ADP Schemes "Replacement of Equipment of Gastroenterology" & "Purchase of 1.5 Tesla MRI Machine & 128 Slice CT Scan Machine"
2. interested eligible firm may get the pre-qualification document from the purchase section of the Lahore General Hospital, Lahore on submission of written application and a copy of CNIC along with payment of non refundable Rs. 1000/-

Sr.No	Name of Item	Last date & time for purchase of Pre-qualification proposal	Last date & time for submission of Pre-qualification Proposal	Date & time for Opening of Pre-qualification Proposal	Prequalification Fee Non refundable in shape of CDR,PO,DD
1	1.5 Tasla MRI	05-11-2021 10:30 AM	05-11-2021 11:30 AM	05-11-2021 12:00 Noon	20000/-
2	128 Slice CT Scan Machine				20000/-
3	Endoscopy System (Package)	06-11-2021 10:30 AM	06-11-2021 11:30 AM	06-11-2021 12:00 Noon	20000/-
4	Fluoroscopy (for Endoscopy System)				20000/-
5	Sucker Machine (for Endoscopy System)				5000/-
6	Diathermy Machine (for Endoscopy System)				5000/-

3. The pre-qualification document can also be downloaded from the website www.ppra.Punjab.govt.pk and Lahore General Hospital, Lahore.
4. The pre-qualification documents will be available immediately after date of publication.
5. Sealed proposal for pre-qualification are required to be brought in person by the authorized representative of the interested firms on above mention dates & time positively in the office of the Medical Superintendent, Lahore General hospital, Lahore.
6. The proposal shall clearly be marked with the equipment name to be applied for pre-qualification.
7. The proposal for pre-qualification received till the stipulated date & time shall be opened on the same day & time in the presence of authorized representative of the firms who choose to attend.
8. In case the last date of sale or opening of tender documents is declared as a public holiday by the government or non working day due to any reason, the next official working day shall be deemed to be the date of sale, submission and opening of tender accordingly. The time and venue shall remain the same.
9. The firms are required to submit the company profile including Technical, Engineering, managerial capabilities, after sale services and past experience/ performance with their proposals as per requirement contained in the pre-qualification documents.

10. Pre-qualification shall be governed by the Punjab procurement rule 2016. Provision of false, fabricated or materially incorrect information; if found at any stage will lead to disqualification under clause19 of chapter IV PPRA Rule 2014.
11. The proposal without prequalification fee in shape of CDR/DD/PO will be straightway rejected.
12. All bids should be submitted in tape binding only. Bids with loose papers or in ring binding shall be rejected straightaway. All documents should contain proper page marking i.e.1.2.3 etc attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of binding document from is mandatory otherwise bid shall be rejected straightaway.
13. The request for proposal for submission of technical and financial bid will only be invited from prequalified firms.

12/10/21

Medical Superintendent
Lahore General Hospital
Lahore

Sawa

Acronyms & Abbreviations

IFB	Invitation for Bids
IFP	Invitation for Prequalification
ITA	Instructions to Applicants
JV	Joint Venture
PDS	Prequalification Data Sheet
PQ	Prequalification
PA	Procuring Agency
PQD	Prequalification Document

A. General

1. Scope of Application

1.1 In connection with the Invitation for Prequalification indicated in Section II, Prequalification Data Sheet (PDS), the Procuring Agency, as defined in the **PDS**, issues this Prequalification Document (PQD) to applicants interested in bidding for the supply of Medical Equipment.

2. Source of Funds

2.1 Government of the Punjab, Pakistan

3. Fraud and Corruption

3.1 It is the Government of the Punjab's {Rule 2(1) (p) of PPRA 2014} policy to require that bidders, suppliers and manufacturers and their agents observe the highest standard of ethics during the procurement and execution of such contracts.

(a) In pursuance of this policy, 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 influencing 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) the Procuring Agency will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;

(c) the Procuring Agency will declare a firm or individual ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it, at any time, determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question.

d) Procuring Agency will have the right to require that a provision be included in bidding documents requiring bidders, suppliers and manufacturers and their agents to permit the Procuring Agency to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Purchaser;

4. Eligible Applicants

4.1 An Applicant can be a private, or public entity, or any combination of public or private entities including Joint Venture (JV), consortium with the formal intent, (substantiated with a letter of intent), to enter into an agreement or under an existing agreement.

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

4.3 A firm declared disqualified / blacklisted by any of the private/public sector organization in Pakistan shall be ineligible to bid for a contract during the period of embargo.

4.4 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 a consultant in the preparation of the technical specifications of the goods that are the subject of this prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this prequalification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.

5. Eligible Goods

5.1 All goods to be supplied under the Contract to be financed by the Government of Punjab shall have as their origin in any country not restricted by the Government of Pakistan (Notified from time to time). Further the company will give an undertaking that the goods are freely available in the country of origin

B. Contents of the Prequalification Document

6. Sections of Prequalification Document

6.1 The document for the prequalification of Applicants (hereinafter - "prequalification document") consists 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 Data Sheet (PDS)
- Section III Qualification Criteria and Requirements
- Section IV Application Forms
- Section V Evaluation Criteria
- Section IV Application Process Flowchart

6.2 The "Invitation for Prequalification Applications" (IPA) issued by the Procuring Agency is not part of the prequalification document. A sample form is provided as an attachment to this Prequalification Document for information only.

6.3 The Procuring Agency accepts no responsibility for the completeness of the prequalification document and its addenda unless the original receipt of the bank deposit slip is attached with the documents.

6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information and documentation required by the Prequalification Document.

7. Clarification of Prequalification Document

7.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the **PDS.** The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than ten (10) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Procuring Agency including a description of the inquiry but without identifying its source. Should the Procuring Agency deem it necessary to amend the prequalification document as a result of a clarification it shall do under intimation to all the applicants who have obtained the prequalification documents.

8. Amendment of Prequalification Document

8.1 At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Document by issuing addenda.

8.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all applicants who have obtained the prequalification document from the Procuring Agency.

8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the PA may, at its discretion, extend the deadline for the submission of applications

C. Preparation of Application

9. Cost of Applications

9.1 The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

10. Language of Application

10.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the **PDS.** 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 **PDS,** in which case, for purposes of interpretation of the application, the translation shall govern. All such documents should be signed and stamped by the applicant

11. Documents Comprising the Application

11.1 The application shall comprise the following:

(a) Application Submission Form, in accordance with ITA 12;

(b) Documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13;

(c) Documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

(d) Any other document required as specified in the PDS.

12. Application Submission Form

12.1 The Applicant shall prepare an Application Submission Sheet using the form provided in the Section IV Application Forms. This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the Declarations for the Supplier and for foreign manufacturer if applicable.

14. Documents Establishing the Qualifications of the Applicant

14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested as an evidence to comply with the criteria

15. Signing of the Application and Number of Copies

15.1 The Applicant shall prepare one original of the documents comprising the application as described in ITA 11 and clearly mark it "ORIGINAL". The original of 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 Application

16. Sealing and Identification of Applications

16.1 The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall:

(a) Bear the name and address of the Applicant;

(b) Be addressed to the Procuring Agency, in accordance with ITA 17.1; and

(c) Bear the specific identification of this prequalification process indicated in the PDS 1.1

16.2 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.

17. Deadline for Submission of Applications

17.1 Applicants may always submit their applications by mail or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated in the **PDS.** A receipt will be given for all applications submitted.

17.2 The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

18. Late Applications

18.1 Any application received by the Procuring Agency after the deadline for submission of applications will not be entertained as indicated in the **PDS.**

19. Opening of Applications

19.1 The Procuring Agency shall open all Applications at the date, time and place specified in the **PDS.** Late Applications shall be treated in accordance with ITA 18.

19.2 Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of the Applicant.

E. Procedures for Evaluation of Applications

20. Confidentiality

20.1 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.

20.2 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.

21. Clarification of Applications	21.1	To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
	21.2	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.
22. Responsiveness of Applications	22.1	All applications not responsive to the requirements of the prequalification document shall be rejected.
23. Domestic Bidder Price Preference	23.1	Unless otherwise specified in the **PDS**, 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

24. Evaluation of Applications	24.1	The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Evaluation Criteria and Requirements to evaluate the qualifications of the Applicants, and only the pre-qualification done by the Procuring Agency will be considered valid, and prequalification from other Agency will not be considered. The use of other methods, criteria, or requirements shall not be permitted.
	24.2	In case of more than one item, the Procuring Agency shall prequalify each Applicant for the maximum number and types of items for which the Applicant meets the appropriate aggregate requirements of such items, as specified in the Qualification Criteria and Requirements.
25. Procuring Agency's Right to Accept or Reject Applications	25.1	The Procuring Agency reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants as per PPRA 2014.
26. Prequalification of Applicants	26.1	All Applicants whose applications have met the specified requirements will, to the exclusion of all others, be prequalified by the Procuring Agency.
27. Notification of Prequalification	27.1	Once the Procuring Agency has completed the evaluation of the applications it shall notify all Applicants in writing indicating their status as to qualified or ineligible.
28. Invitation to Bid	28.1	After the notification of the results of the prequalification the Procuring Agency shall initiate the procurement process, which shall only be participated by the prequalified bidders.
29. Arbitration	29.1	In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Chairman BOM (AMC/PGMI/LGH) or nominated person will act as referee in arbitration. The decision of the arbitrator will be final and will be abiding on the applicant applying for prequalification.

Section II: Prequalification Data Sheet (PDS)

A. General

ITA 1.1	*Name of Procuring Agency:* - Lahore General Hospital, Lahore
ITA 1.1	*PQD name and number are:* - Pre-qualification of firms for Procurement of Medical Equipment and other items as mention in the attached list.

B. Contents of the Prequalification Document

ITA 7.1	For **communication & clarification purposes,** the Procuring Agency's address is: Principal, PGMI/ AMC/Lahore General Hospital, Lahore **Phone: +92-42-99264036,99268830**

C. Preparation of Application

ITA 10.1	The language of the application as well as of all correspondence is: **"English"**
ITA 11.1 (d)	The Applicant shall submit the following documents in addition to the ones outlined in the application forms: 1. Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above. In case of JV, letter of intent to form JV or JV agreement. 2. Applicants signed Declaration on PKR 100.00 judicial paper as per Annex 4 and Annex 5 (in case of foreign manufactured product) shall be attached 3. List of products manufactured / supplied 4. Copy of GMP/ISO and other certifications whichever is relevant. 5. Audited balance sheets, including all related notes, and income statements for the last 3 years 6. A Checklist with index confirming that the information required has been provided. Sample format attached as Appendix 1 is to be properly and completely filled in.

D. Submission of Applications	
ITA 17.1	Applicants ***"shall not"*** have the option of submitting their applications electronically. For application submission purposes only, the Procuring Agency's address is: *"Procuring Agency's address is the same as that indicated in 4.7*
	The deadline for application submission is: Date: as per list attached
ITA 18.1	Late applications shall not be entertained as mentioned in the tender notice.
ITA 19.1	The opening of the Applications shall be on as per list attached.

Section III: Q
Qualification Criteria and Requirements

This Section contains evaluation criteria, and information required by the Procuring Agency in this context from various types of applicants. There are however certain general requirements as listed below, which need to be observed regardless of the type of Firm, and further there are some particular aspects regarding which information would need to be provided additionally depending on the type of supplier firm / manufacturer.

General requirements

Data and Documents required

A completed form needs to be submitted covering the following information

- Firm's Details with NTN and GST Registration certificate and professional Tax certificate.
- Firm's Legal Status
- Business Details and turnover, for Joint ventures firms may be scrutinized individually or severally.
- Firm's management Information
- The specific product /s in regard to which prequalification is required; clearly mentioning a brief description of the product including its intended medical use
- Brochure / literature of all available models for the specific product /s items must be attached with the application.

Past Experience and Current Commitments

A detailed record needs to be provided about the current /previous procurement projects and the service contract commitments. A proof of at least 1 year of experience is required with the similar product for after sales services. Additionally references from all client institution for the past 1-year needs to be provided at least covering the following aspects

- After Sales Services and Service Contract evaluation and Satisfaction
- Execution records with adherence to Delivery time and instructions
- Contract copy and Completion Certificate

Financial Capability

The following documents needs to be submitted by the Firm in this respect

- Copies of audited report for audited accounts for last 3 years
- Bank Certificate regarding Financial Standing / capability of the firm
- Copies of Tax paid Returns last 3 years

Litigations and Arbitration incidents (if any)

- Any past litigation and arbitration incidences encountered by the firm need to be enumerated.
- Statement if the firm including the director and the owners is/was a subject of bankruptcy proceedings, receivership, administration receivership, or any other form of liquidation.

Additional Information

- Lahore General Hospital, Lahore and Principal PGMI/AMC/Lahore General Hospital, Lahore Punjab reserves the right to request submission of additional information from prospective firms.

The applicant Firms must submit the full application form and all applications must be addressed to the Lahore General Hospital, Lahore and Principal PGMI/AMC/Lahore General Hospital, Lahore Punjab, and must be signed by the authorized person of the Firm.
Additionally each page of the form should be signed and stamped properly before submission and separate sheets should be used for additional information.

Supplier Specific Aspects

If the Firm is applying as a **Supplier** representing a manufacturer (Foreign or Local) then it needs to provide the following in addition to the General requirements stated above.

- The type of exclusive agency agreement with the manufacturer and the date of issuing and expiry. Open Agency Agreement (s) without expiry date will not be considered.
- Training of Personnel and Engineering infrastructure Capabilities for the application of the product /s that needs to be prequalified with respect to working capacity. CVs, contract copies and mobile numbers of trained engineers need to be provided.
- Relevant details of general Tool and Calibration equipment of the application needs to be provided with Serial Numbers and Model and Calibration certificate where applicable.
- Statement for Evidence of availability and proper implementation of a documentation and record Management System will be evaluated.
- Spare Parts Inventory of the Product to be prequalified should be available.
- Address of Manufacturer (Local/ Foreign), Manufacturing Unit (s), EN/ISO and other regulatory Certifications, Quality and Environmental Compliance.
- Additionally Market share of the represented manufacturer in the global and the Pakistani Market is also required.
- Identification of t he Key Persons for the Supplier
- Compliance and conformity with Quality and Environment standards (ISO 9001:2008)
- Any other Certifications
- Statement for Record keeping and Evidence of Periodic Preventive Maintenance and Calibrations

Above stated specific and general requirements / information to be provided by the Supplier are summarized in application **Form SFLM_P** attached as **Annexure 1)**. Detailed Inspection will cover all aspect where document based evidence is not sufficient.

Declaration

An undertaking needs to be signed by an authorized contact person from the Supplier Firm, on Rs.100 Judicial Paper. The format can be found attached at **Annexure 4.**

Foreign Manufacturer Specific Aspects

If the Firm is applying as a Supplier / Distributor of a foreign manufacturer then the following details are to be arranged by the supplier from the manufacturer, and mandatory to be provided by the **Foreign Manufacturer**.

- Details of Manufacturing Sites/ Units with their manufacturing capacity.
- Certification to provide evidence for Conformity and Compliance with the standards for Quality and Environment (ISO 9001:2008, ISO13485: 2003 and ISO14000 and GMP)
- Regulatory and Quality assurance Certification of the manufacturer are required for the particular product like FDA (510 k)/JMHLW/ CE (MDD).
- International Market Share
- Units Sold in Pakistan

- Signed Confirmation of availability of Spare Parts of the Product to be prequalified for at least 10 years.
- Confirmation that the local supplier / distributor have the requisite technical personnel with certification to service / maintain the product where such certification is required by the manufacturer.
- Identification of contact persons in the foreign firm relating to the country/ region for all technical issues (Training and maintenance etc).
- Identification of a contact person for all Commercial issues.

Note: **Dual certification is required for the items/Medical equipments that cost more than Rs.10 million.**

Foreign Manufacturer Declaration in case the supplier is prequalified

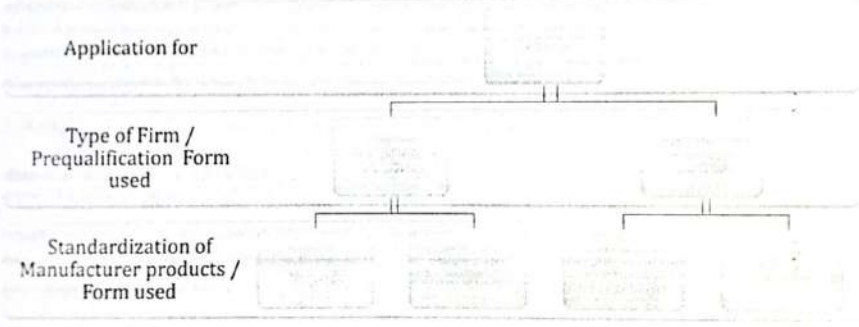
- An undertaking needs to be signed and stamped by an authorized contact person from the Foreign Manufacturer. The structure of the declaration is attached as **Annexure 5.**

Section IV: Application Forms

Type of Prequalification Forms

The following process needs to be followed and accordingly the relevant forms need to be submitted

- The Applicant Firm needs to be identified either as a Sole agent of a Local or a Foreign manufacturer, or as a Local Manufacturer itself.
- In case the Supplier firm represents a foreign manufacturer, it would need to apply for Prequalification for itself as a supplier via **Form SFLM_P** attached as **Annexure 1** and additionally ensure that the Products of the Foreign Manufacturer are prequalified via application through **Form FM_S** attached as **Annexure 3**. The supplier may represent prequalified products for more than one manufacturer in which case a separate **Form FM_S** would be required for each manufacturer.
- If however the afore stated Supplier firm wishes to represent a Local manufacturer besides applying for Prequalification for itself as a supplier it would need to ensure that the Products of the Local Manufacturer are Prequalified via application through **Form LM_SP** attached as **Annexure 2,** at least to the extent of the form's first portion.
- A Local Manufacturer may however apply directly for prequalification of its products and / or Pre-qualification as a supplier via **Form LM_SP** attached as **Annexure 2.**



Section V: Evaluation Criteria

The Evaluation Process

The Evaluation process essentially will have two components, Evaluation of Supplier Aspect and the Evaluation of the Manufacturer. The Evaluation Criteria for the manufacturers (Local and Foreign) are highlighted below and all the clauses are mandatory while the criterion for the supplier is as per Annexure 6.

Evaluation Criteria for Supplier

The format to be used for the evaluation criteria by the evaluation committee for supplier of equipment / entity interacting with procuring agency for particular products is outlined in **Annexure 6**. The qualification criteria requires on an overall average 70% passing marks with a minimum score to be achieved in aspects wherever indicated. Firms complying with the criteria as stated above in addition to the manufacture evaluation criteria will be considered favorably for prequalification for that particular product.

Manufacturer Evaluation Criteria for Foreign Manufacturer

For prequalification of Foreign manufacturer, the primary reliance by the evaluation committee in this context would be on the manufacturer's quality and regulatory certifications, market standing and surveys conducted by credible rating agencies, along with user's local experience with their products, and an adequate productive capacity where relevant. Details in this respect have already been listed in Section III earlier. In case of manufacturer being non compliant with the criterion, the supplier will not be further considered for pre qualification and the application will be rejected for that particular manufacturer.

Manufacturer Evaluation Criteria for Local Manufacturer

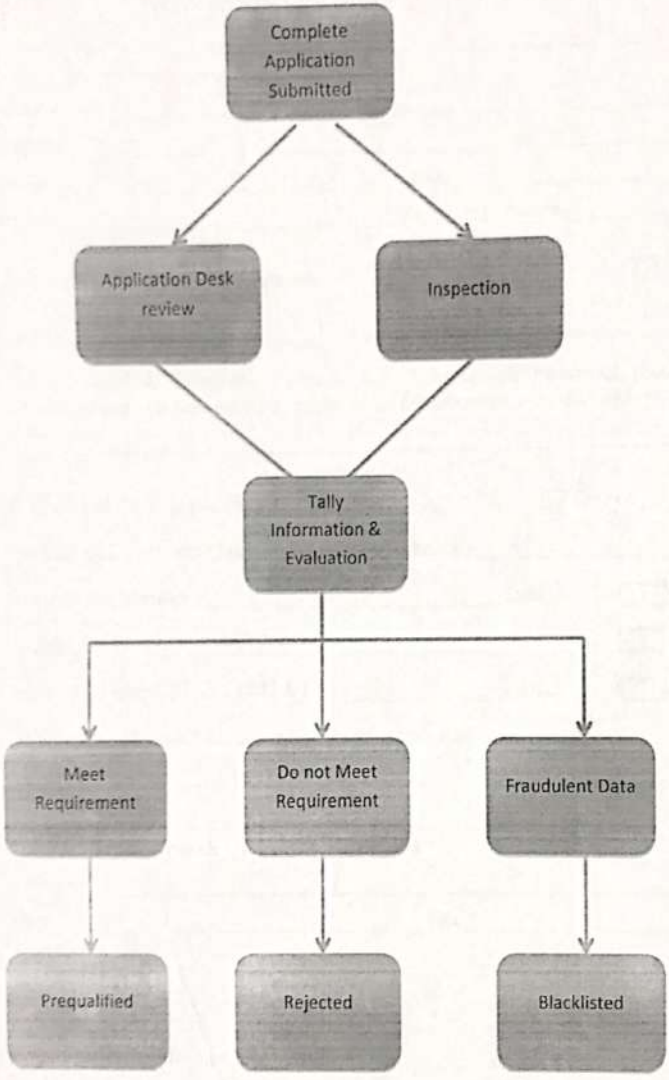
For Local manufacturers, however a minimum of 3-4 years of manufacturing experience of the particular product and besides the desk review as above, an in-depth inspection of the manufacturing facilities will play a very important role in evaluation. The committee will carry out inspection covering evaluation of the facilities, technical design & quality management system to ensure that appropriate health safety and performance standards are met with:

- Facility is ISO 13485:2012 & GMP/21 CFR 820 compliant.
- Documentation processes are in place to support traceability with Design History File (DHF).
- Appropriate Manufacturing and testing equipment is available.
- Human factors usability testing has been carried out for the Product.

It is mandatory for the local manufacturer to comply with criterion laid down for locally manufactured product before the supplier aspect can be evaluated. In case of manufacturer being non compliant with the criterion, the supplier will not be further considered for pre qualification and the application will be rejected for that particular manufacturer.

Section VI: Application Process Flowchart

Once all complete applications abiding by the deadline have been received, the scrutiny proc started. It consists mainly of two components (Desk Review of the application and Inspe following diagram is indicative of the process:



Annex 1 - **Form SLFM_P**

NO._____

PRE-QUALIFICATION OF FIRMS / AGENTS

Product applied for: _____

Name of firm _____

Address _____

Phone _____ Fax _____

E-mail _____ URL http://www._____

Type of firm: ☐ Sole Proprietor ☐ Partner Ship ☐ Limited

Other_____ Date of establishment _____

List of Board of Directors, Partners, Key Management Personnel (both Technical, Sales &Management - include position, professional qualification, experience).

_____

Total area of the firm premises _____ ☐ Owned ☐ Rented

Total no. of Employees (Technical & Non – Technical) _____

National Tax Number _____ Date ☐☐ ☐☐ ☐☐☐☐

General Tax Number _____ Date ☐☐ ☐☐ ☐☐☐☐

Registration with LCC & I / CC & I _____ Date ☐☐ ☐☐ ☐☐☐☐

Registrations / Prequalification with other departments:

_____

Detail of Head / Branch Office / Workshop (s):

Address: _____

Phone _____ Fax _____

Address _____

Phone _____ Fax _____

Annual business turnover, last 3 years (Rs.)_____

Annual Income tax paid, last 3 years (Rs.) _____

All Contracts / Products sold during last one year:
(Separate Public / Private)

S. No.	Institution	Product / Services	Year	Quantity / Value

Product Information:

S. No.	Product	Make / Manufacturer	Country of Origin

Sales / Marketing Staff:

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

Technical Staff:

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

Major Testing / Calibration / Repair Tools (General use, Product category specific) with serial no and model: _____

Spares inventory (Product) _____

Back up units (Product) _____

Maintenance/ record management system _____

Arbitration History (if any):_____

Consolidated Information:

S. No.	Product	Make / Manufacturer	Exclusive Sole Agency Agreement (Y / N)	Name of Relevant Engr. & Qualification	Training by Manufacturer (Y/N)	Product Specific Testing/ Calibration Tools (Y/N)	Spares Inventory (Y/N)	Backup unit (Y/N)

Signature & Stamp of Firm

DOCUMENTS TO BE ATTACHED (COPIES):

a) Registration with Registrar of firms / SECP, if available.

b) Organizational Chart showing chain of command.

c) Valid exclusive agency agreement (s) duly attested by the Embassy Concerned for medical equipment.

d) NTN Certificate / GST Certificate

e) Professional Tax certificate

f) Bank Certificate regarding financial strength.

g) Registration with LCC&I / CC&I

h) ISO 9001:2008 certificate, if available.

i) Undertaking on Judicial Paper as per specimen of supplier declaration.

j) References from existing Customers with copy of purchase orders.

k) Any other needed document as a proof to comply with the qualification criteria.

Annex 2 - **Form LM_SP**

NO._____

PRE-QUALIFICATION OF LOCAL MANUFACTURER& STANDARDIZATION OF PRODUCTS

PART I

Product / s applied for: _____

Name of Manufacturer _____

Address _____

Phone _____ Fax _____

E-mail _____ URL http://www._____

Address of Manufacturing Unit _____

_____

Type of firm: ☐ Sole Proprietor ☐ artner Ship ☐ Limited Other_____

Date of establishment ☐☐ ☐☐ ☐☐☐☐

National Tax Number _____ Date ☐☐ ☐☐ ☐☐☐☐

General Sales Tax Number _____ Date ☐☐ ☐☐ ☐☐☐☐

Registration with Registrar of firms_____ Date ☐☐ ☐☐ ☐☐☐☐

Registration under Factory's Act _____ Date ☐☐ ☐☐ ☐☐☐☐

Registration with LCC & I / CC & I _____Date ☐☐ ☐☐ ☐☐☐☐

Registrations / Prequalification with other Department's:

_____

Detail of Head / Branch Office (s):

Address: _____

Phone _____ Fax _____

Address _____

Phone _____ Fax _____

Total area of the firm _____ Own☐ Rent☐

Total area of manufacturing setup (Covered & Un-Covered)_____

Total no. of Employees (Technical & Non-Technical) _____

Average annual business turnover (Rs.)_____

Average annual Income tax paid (Rs.) _____

Local Market Share / units sold Region-wise) _____

Production / R&D Technical Staff:

Name	Designation	Qualification	Total Experience	Experience with Current Firm	Training Detail (Local & broad)

Range of Products:

S. No	Products	Quality Standards	Self supply / by Distributor

Detail of manufacturing processes: _____

_____

Production process flow diagram: _____

_____

Detail of manufacturing machinery / equipment: _____

_____

Detail of quality control set up: _____

_____

Details of lab testing / calibration facilities: _____

_____

Detail of vendors / supplies: _____

_____

Source of raw materials (local & imported): _____

_____

Percentage of imported raw materials of the product (s) : _____

_____

Details of major supplies during last three years:

S. No.	Product	Institution	Quantity	Month / Year of Sale

Working environment: Hygienic conditions, ventilation, health and safety measures:

_____

SUPPLIER PRE-QUALIFICATION PART II- Manufacturers wishing to supply products directly to Lahore General Hospital, Lahore would be required to provide below stated information.

Major Contracts / Products sold during last three years:
(Separate Public / Private)

S. No.	Institution	Product / Services	Year	Quantity / Value

Sales / Marketing Staff:

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

Maintenance Technical Staff:

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

Details of Facilities for Sales, provision of Maintenance service and Workshops: _____

Major Testing / Calibration / Repair Tools (General use, Product category specific) with serial no and model: _____

Spares inventory (Product Category wise) _____

Back up units (Product Category wise) _____

Maintenance record management system _____

_____

Signature & Stamp of Firm

DOCUMENTS TO BE ATTACHED (COPIES):

a) Organizational chart showing chain of command.
b) Factory Layout plan, Production process flow diagram
c) NTN Certificate
d) GST Certificate
e) Professional Tax Certificate
f) Bank Certificate about financial strength.
g) Registration with LCC&I / CC&I
h) ISO 9001: 2008 / ISO 13485:2003, ISO 14000, GMP certificate, if available.
i) Undertaking on Rs. 100 Judicial paper as per specimen of manufacturer declaration.
j) Audited Balance sheet for last 3 years.
k) Tax paid receipts for last 3 years.
l) References from existing Customers.
m) Any other document needed as a proof to comply with the qualification criteria

Annex 3 - **Form FM_S**

NO._____

PRE QUALIFICATION of FOREIGN MANUFACTURER / SUPPLIER's PRODUCTS

Name of Foreign Manufacturer / Supplier applied for_____

In case Foreign Manufacturer does not have a marketing department then, specify the legal and operational relationship with original manufacturer of products applied for _____

Name of Local applying firm_____

Address _____

Phone _____ Fax _____

E-mail _____ URL http://www. _____

Date _____

Product Name / Indicators	No. 1	No. 2	No. 3
Product Application			
Make			
Country of Origin / Manufacturing site			
URL of Manufacturer			
Group / Sub-Group			
Patient Safety Standards			
Product Quality Standards FDA 510 (k)/ MHLW/ CE (MDD)			
Worldwide Market Share (Region-wise)			
Number of Units Sold worldwide Last Year (Region-wise)			
Total Number of Units Sold in Pakistan			
Total Number of Units Sold by the current agent			
Major Customers in Pakistan (Public/Private)			
Contact particulars of responsible Management /Commercial, Maintenance service persons in FM/S			
Availability Maintenance support / Help desk facilities from FM/S (Y/N)			
Spare Parts availability for 10 years(Y/N)			

DOCUMENTS TO BE ATTACHED:

a) Certificates of International Product Quality / Safety Standards

b) World ranking (/ third party evaluations)

c) Original brochure / data sheet.

d) Any other evidence showing quality / performance of the product.

e) Undertaking as per Annex 5.

_____

Signature & Stamp of Firm

Annex 4 – Supplier Declaration

To,

The Principal,

PGMI/AMC/Lahore General Hospital , Lahore.)

I declare that:

- I am authorized to represent the Firm specified in this prequalification application as the "Firm" for the purposes of prequalification of equipment specified in this application as the "Product".
- All the information provided in this application is current and correct and the firm has no reservations with the form.
- 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 Lahore General Hospital, Lahore and Principal PGMI/AMC/Lahore General Hospital, Lahore Punjab.
- The firm will notify you of all changes and variations to the Product / its manufacturing 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: _____

Contact No. _____ Email: _____

Date: _____ Stamp of the Firm: _____

Annex 5 – Manufacturer Declaration

To,

The Principal,

PGMI/AMC/Lahore General Hospital, Lahore.)

I declare that:

- I am authorized to represent the Firm specified in this prequalification application as the "Manufacturer" for the purposes of prequalification of equipment specified in this application as the "Product".
- All the information provided in pursuance with this declaration is current and correct and is as prescribed in the *Prequalification Document.*
- The Firms has no reservations with the form.
- This application contains all the information as is prescribed in the *Form FM_S.*
- The Firm will abide by all the rules and regulations, formulated by the PGMI/AMC/Lahore General Hospital, Lahore Punjab.
- The firm takes the responsibility to fulfill all warranty & service contract related commitments, by themselves or through another supplier /distributor in case the existing supplier/distributor is changed.
- The manufacturer will notify all changes and variations to the Product / its manufacturing status/change of Supplier.
- Confirmation that the local supplier / distributor has the requisite technical personnel with certification to service / maintain the product where such certification is required.
- The firm confirms the availability of spare parts for at least 10 years
- 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: _____

Contact No. _____ Email: _____

Date: _____ Stamp of the Firm: _____

4	Tools		10 (min 6)
4.1	Calibration, Testing Tools, updated master calibrator, leakage tester	6	
4.2	Repair Tools (specific to the product)	4	-
5	Spare Part (related to specific product)		10 (min 6)
6	Number of Units sold in the past 3 years (relative marking) Firm with the highest number unit sold will award maximum marks & rest will be awarded marks relatively.		7 (3 min)
7	Management Systems (Service records/ Installed base management / complaint management system /others) in Place.	5	5 (no min)
8	Support Structure	5	5 (no min)
	PART 2 Technical ----Total 60		
	GRAND TOTAL		100

Note:

1. Qualifying marks for distributer/manufacture is 70/100% accumulative. However it is mandatory to get minimum marks of each criteria, otherwise firm will be declared non responsive.
2. In case of participation of manufacture by itself manufactures will provide affidavit/undertaking regarding inventory, foreign trained Engineers / Technical Staff and supply of spare parts within 24 hours & Manufacture will be awarded full marks against the undertaking.
3. The committee will give the marks for above mentioned clauses related to workshop and backup services, after proper visit by the committee of the workshops.

Annex 6: Prequalification Evaluation Criteria for Supplier

Serial No	Description	Category Points	Grand Total
1	Similar Med Equip Business Experience		30(min 20)
1.1	1-4 years relevant exp	4	
	5-9 years relevant exp	8	
	10 or above years exp	12	
1.2	Specific Product Experience (1 – 2 years)	3	
	Specific Product Experience (3 – 5 years)	6	
	Specific Product Experience (5 years+)	10	
1.3	ISO certificates relatively.	8	
2	Financial Status (relative marking)		10(min 6)
2.1	Tax Return (3 years)	5	
2.2	Bank's Financial Standing Certificate (proportionate)	3	
2.3	Audited Accounts 3 years	2	
	PART 1 General ----Total 40		
3	Technical/ Engineering Capacities for related Products (foreign Trained Engineers from manufacturer / factory with evidence e.g. invitation latter, certificate, passport etc.:)		23
3.1	PEC Registered Engineer		8 (min 5)
	2-3	5	
	4 and more	8	
3.2	Technical staff(DAE/B-TECH) Locally Trained Engineers		5 (min 3)
	3-5	3	
	6-10	5	
3.3	Foreign Trained Technical Staff		10 (min 6)
	3-5	6	
	6-10	10	

APPENDIX 1 - KNOCKOUT CLAUSES

Requirements to be provided in proposal *(& to confirm in index column at right side)*	Applicant Firm's Name _____ Manufacturer represented _____	
General	**[Product 1] Page number/ Location in prequalification proposal** *(provided otherwise mark nil)*	**[Product 2] Page number/ Location in prequalification proposal** *(if provided otherwise mark nil)*
Original receipt for purchase of prequalification documents.		
Supplier Firm's Details with NTN, GST and Professional Tax Registration certificate & Numbers.		
Firm's Legal Status		
Business Details and turnover		
Firm's management Information		
The specific product /s for which prequalification is required; a brief description of the product including its intended medical use		
Brochure / literature of **all models available with the manufacturer** for the specific product /s applied for, are to be attached with the pre-qualification application.		
Past Experience and Current Commitments		
List / record of Current & previous Sale & after sale Service Contracts with a separate column showing their customer satisfaction status		
Contract copy and Completion Certificate and References (Past History 1-2 years)		
Financial Capability		
Copies of audited report for audited accounts for last 3 years		
Bank Certificate regarding Financial capability / Standing of the firm		
Copies of Tax paid Returns last 3 years		
Litigations and Arbitration incidents (if any)		
Statement that the firm including the director and the owners is / was not a subject of bankruptcy proceedings, receivership, administration receivership, any other form of liquidation or blacklisting from any agency. If so - then details to be provided. **Declaration on Judicial Stamp Paper.**		

Supplier Specific		
The type of exclusive agency agreement with the manufacturer and the date of expiry attested by the Embassy Concerned, in case of agent of foreign principals and Chamber of Commerce and Industry (CC&I) for agents of local manufacturer.		
Detail statement about Personnel / Training and Engineering infrastructure Capabilities for the product/s that needs to be prequalified, plus CVs, contract copies and mobile numbers of trained engineers need to be provided.		
Spare Parts Inventory of the Product(s) to be prequalified.		
Address of Manufacturer (Local/ Foreign), Manufacturing Unit (s), EN/ISO and other regulatory Certifications, Quality and Environmental Compliance.		
Identification of the Key Persons for the Supplier		
NTN & GST Certificate		
Professional Tax Certificate		
Organizational Chart showing chain of command.		
Registration with LCC&I / CC&I		
Statement for Record keeping and Evidence of Periodic Preventive Maintenance and Calibrations		
For Foreign Manufacturer		
Details of Manufacturing Sites of the product/ Units with their manufacturing capacity.		
Evidence for Conformity and Compliance with the standards for Quality and Environment (ISO 9001:2008, ISO13485: 2003 / ISO14000 /GMP)		
Regulatory and Quality assurance Certification of the manufacturer for the particular product like FDA 510 k/ MHLW /CE(MDD)		
International Market Share		
Units Sold in Pakistan		
Signed Confirmation of availability of Spare Parts for at least 10 years of the Product to be prequalified.		
Confirmation by manufacturer that the local supplier / distributor has the requisite technical personnel with certification to service / maintain the product		
Identification / particulars of contact persons in the foreign firm for all technical issues (Installation, maintenance, etc) relating to the country/ region.		

Identification of a contact person for all Commercial issues.		
World ranking (Third party evaluations)		
Original brochure / data sheet.		
Any other evidence showing quality / performance of the product.		
All bids should be submitted in tape binding only. Bids with loose papers or in ring binding shall be rejected straightaway. All documents should contain proper page marking I.e.1.2.3 etc attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of binding document from is mandatory otherwise bid shall be rejected straightaway.		
Note: Dual certification are required for the items/Medical equipments ,that cost more than 10 million		

Glossary

Procuring Agency	One of the two parties to a supplies contract, the other party being the "Supplier."
Supplier	The legal entity that is party to and performs a supplies contract, the other party to the contract being the "Procuring Agency."
Pre-qualification	An assessment made by the Procuring Agency before inviting bids, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.
Turnover	The gross earnings of a firm, defined as the billings for supplies in progress and/or completed, normally expressed on an annual basis, and excluding income from other sources.
In writing	For the purpose of this document, means authenticated handwritten, typed, or printed; a document prepared in writing can be transmitted by telex, electronic mail, facsimile, with proof of receipt; and in the form requested by the sender.
Redressal of Grievances by the procuring agency	i. The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. ii. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than Ten (10) days after the announcement of the technical bid evaluation report on the website of health through PPRA. iii. The committee shall investigate and decide upon the complaint Ten days of the receipt of the complaint. iv. Mere fact lodging of a complaint shall not warrant suspension of the procurement process. v. If any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal to the arbitrator, if the firm by pass the arbitrator their appeal will not be considered to proceed further in the matter.
Arbitration and Resolution of disputes	i. The Procuring Agency and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. ii. If after thirty 30 days from the commencement of such informal negotiations, the procuring agency and the supplier have been unable to resolve amicably a contract dispute, other party may require that the dispute be referred to the arbitrator for resolution through arbitration. iii. In case of any dispute concerning the interpretation and/or application of this contract shall be settled through arbitration. Chairman BOM (AMC/PGMI/LGH) or nominated person by the Chairman BOM (AMC/PGMI/LGH) will act as referee in arbitration. His decision shall be final and binding upon the parties.