



PREQUALIFICATION OF VENDORS FOR

“LOCAL PURCHASE OF MEDICINES ON DAY TO DAY BASIS FOR COVID-19”.

**PAKISTAN KIDNEY AND LIVER INSTITUTE AND
RESERCH CENTER**



PRO/55/2021

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INVITATION FOR PREQUALIFICATION

For

“LOCAL PURCHASE OF MEDICINES ON DAY TO DAY BASIS FOR COVID-19 PATIENTS ON RFQ BASIS”

Pakistan Kidney and Liver Institute and Research Center, Lahore intends to prequalify eligible vendors having valid Drug Sale License, registered with Income Tax and Sales Tax Department for **“LOCAL PURCHASE OF MEDICINES ON DAY TO DAY BASIS FOR COVID-19 PATIENTS ON RFQ BASIS”**

Applications for pre-qualification shall be submitted in sealed envelope addressed to Head of Procurement, PKLI & RC, Lahore on 7th July, 2021 till 1200 Hours and shall be opened on same date at 1230 Hours. Application shall be clearly marked as **“LOCAL PURCHASE OF MEDICINES ON DAY TO DAY BASIS FOR COVID-19 PATIENTS ON RFQ BASIS”**

All the intending applicants are required to submit a bid security in shape of CDR /Pay Order Bank Guarantee/ Demand Draft worth amounting to **Rs. 400,000/- (1% of estimated cost i.e. 40 million) in favor of Pakistan Kidney and Liver Institute and Research Center, Lahore.**

A complete set of the prequalification documents can be downloaded from the official websites of the PKLI & RC, Lahore. (www.pkli.org.pk). For participation, written application along with original receipt of tender deposit fee of Rs. 1,000/- (non-refundable) under Account head “Pakistan kidney and liver institute and research center” **Faisal bank saving Account No:3032307900077862** to be submitted with Prequalification documents.

A pre-bid meeting will be held on 21st June, 2021 in conference room, PKLI at 1200 Hours.

In case the date of opening 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 submission and opening of applications accordingly. The time and date shall remain the same.

Head of Procurement

Pakistan Kidney & Liver Institute and Research Center,
One PKLI Avenue, Opposite DHA Phase-6, Knowledge City, Lahore.

Tel: 92-42-111-117-554, Ext: 3728.



SPECIAL CONDITIONS

1. Local Purchase (L.P) may be ordered / procured through brand name.
2. To prequalify, applicant must meet the evaluation criteria.
3. Failure to meet the criteria will lead to disqualification.
4. Request for Quotation (RFQ) on generic name basis shall be circulated among the prequalified applicants through email.
5. All prequalified applicants shall submit the RFQ in sealed envelope as per terms and conditions mentioned in RFQ, whereas RFQ shall be opened in the presence of the committee.
6. Purchase order shall be awarded to the firms based on highest discount offered on Market Price/Retail Price (s) above the minimum threshold of 6% discount rate.
7. Prequalified firm shall be bound to provide the demanded/desired brand on the request of end user department, failure to provide the demanded/desired brand, RFQ shall be floated again, or order shall be awarded to the second lowest firm (based on highest offered discount rate).
8. Brand prioritization may be done as per user department need.
9. A minimum threshold 6% discount rate on market price/ retail price for all Registered Medicines approved by the SHC & ME department to be set for all participating vendors in LP procurement process. The quotation with minimum rate of the required item and acceptable quality product shall be selected & invoice will be generated accordingly.
10. In case of matching rates re-bid would be resorted at the first instance. Giving minimum time for offering bids would be fixed at 30 minutes. However if no one will respond then the nearest vendor of the Hospital would be contacted / ordered for provision of required article. All successful prequalified bidders are bound to submit RFQ in case of risk purchase the amount will be equally divided among all successful bidders.
11. In case procuring agency requires verification/conformation of quoted price(s) against any item(s), Procurement Department of PKLI & RC may ask the applicant to provide the manufacturer rate list for the relevant item. The procuring agency may ask the vendor to provide the invoice of sole distributor for price verification. In case item is procured from open market than purchase invoice will be demanded for cross reference.
12. Upon verification if it is found that quoted price is more than market price /retail price, issued purchase order shall be cancelled and may award to the second lowest applicant or RFQ shall be floated again.
13. The discount rate option shall be kept open as to necessitate maximum competition and to ensure quality of medicines.
14. Delivered product shall be inspected by the user department, if not according to the user's requirement, applicant/vendor shall be responsible to provide same item of other brand.
15. The supply order period will be as per purchase order. In case of late delivery of medicines (imported/local) beyond the periods specified in the purchase order penalty @0.067% per day of the cost of late delivered supply shall be imposed and deducted from bill.



16. The bidders with the highest offered discount rates, if not conflict in any other law, rules, regulations or policy of the Government of Punjab, shall be awarded purchase order.
17. The firm will have to supply the medicines (Registered local/imported in the stipulated period as per purchase order.
18. Facility of the supplies must be available round the clock
19. On all the surgical disposable Date of manufacturing, Date of Expiry, must be printed
20. In case misbranded, spurious drugs/cut rate /franchised items or the drugs are expired without use, the firm/bidder will be bound to made free replacement on its own expenses
21. All prices quoted by the prequalified applicants shall be considered as inclusive of all prevailing Government taxes/ duties etc. and payable by the bidder during the currency of contract period.
22. Shelf life of delivered medicines must be at least 75% at the time of delivery.
23. Short Expiry shall not be acceptable
24. Every Successful applicant shall sign the contract agreement on non-judicial stamp paper.
25. Successful applicant shall provide the stamp duty @0.25%.
26. All the intending applicants are required to submit a bid security in shape of CDR /Pay Order Bank Guarantee/ Demand Draft amounting to Rs. 400,000/- (1% of estimated cost i.e. 40 million) in favor of Pakistan Kidney and Liver Institute and Research Center, Lahore.
27. Successful prequalified application will submit performance guarantee as per letter of intent (LOI)/award letter- in favor of PKLI & RC.
28. Keeping in view the operational exigencies, Competent authority of PKLI shall have the authority to extend the local purchase contract up to three months to have fresh competition. The competent authority of PKLI shall also have the authority to rescind the contract without any notice and assigning any reason thereof.
- 29. In case of emergency single quotation may be asked to the prequalified applicant up to Rs. 75,000/-**
30. In case ordered medicines are not supplied by the contract within the time period mentioned in purchase order, risk purchase should be made. Whole amount shall be deducted.
31. Payments shall be made on issued purchase order basis. Partial delivery partial payment shall be allowed.
32. In case prequalified firm charges excess rate, the difference will be recovered from the contractor from his other out standings.
33. All applicable taxes shall be deducted as per prescribed rules.
34. Decision made in Pre-Bid meeting shall become part of bidding document after approval from competent authority and will be shared on website.



INSTRUCTION TO THE APPLICANTS

A. General Conditions	
Scope of Application	PKLI & RC issues this Prequalification Document (PQD) to applicants interested to prequalify as vendor for supply of medicines (Registered local / imported) on day to day basis by entailing competition among prequalified vendors.
Fraud and Corruption	<p>PKLI & RC Lahore requires that applicant observe the highest standard of ethics during the submission of application for prequalification and further documents required for prequalification. In case of failure, further involvement in fraudulent and corrupt practices will be liable for punishment as defined PPRA Rules. Government instructions through bidding document</p> <p>(a) In pursuance corrupt to his, practice the following are the terms offering, are giving, defies:</p> <p>(b) PKLI & RC 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 contract in question;</p>
Ineligible Applicant	PKLI & RC will initiate to declare ineligible, either indefinitely or for the stated period of time, if it is at any time determines that the firm has directly or through an agent engaged in corrupt, fraudulent, collusive, coercive or obstructive practice in competing for pre-qualification.
B: Content of the Pre-qualification Documents	
Prequalification Documents	<p>The Document for the prequalification of Applicants (hereinafter below, and should be read in conjunction with any Addendum if issued.</p> <p>Instruction to Applicant (ITA)</p> <p>A: Application Form B: Application Affidavit C: General information of the Applicant</p> <p>The Application is expected to examine all instruction, forms, and terms in the Prequalification Documents and to furnish all information or documentation required to prequalify. Incomplete bid will be rejected.</p>



Clarification of Prequalification Document	A prospective Applicant requiring any clarification regarding Prequalification document may approach to the Procurement Department of PKLI & RC.
Amendment of Prequalification Document	The Pre-qualification document can be amended keeping in view the decision taken in pre bid meeting, however all amendments in prequalification documents shall be communicated in writing to all applicants through email and same shall be placed on PKLI website (www.pkli.org.pk)
C: Preparation of Application	
Cost of Application	The Application shall bear all costs associated with the preparation and submission of its application. PKLI & RC will in no case be responsible or liable for those costs regardless of the conduct or outcome of the prequalification process.
Language of Application	The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and PKLI & RC, Lahore, shall be written in the language specified in the Prequalification Documents . Supporting documents and printed literature that are part of the application maybe in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Prequalification Documents , in which case, for purposes of interpretation of the application, the translation shall govern.
Documents Comprising the Application	The application shall comprise the following: a. Application Submission Form, in accordance with ITA; b. Documentary evidence establishing the eligibility to prequalify, in accordance with ITA & Prequalification Criteria; c. Documentary evidence establishing the qualifications, in accordance with ITA and & Prequalification Criteria. d. Any other document required as specified in the Prequalification Documents.
Application Submission Form	The Applicant shall prepare an Application Submission Sheet using the form provided in Section IV, Application Forms. This Form must be completed without any alteration to its format.
Documents Establishing the Eligibility of the Applicant	To establish its eligibility in accordance with ITA, the Applicant shall complete the eligibility declarations in the Application.



Documents Establishing the Qualification of the Applicant	To establish its qualifications the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Prequalification Criteria
D: Submission of Application	
Sealing and Identification of Applications	<p>The Applicant shall enclose the application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> a. bear the name and address of the Applicant; b. be addressed to the Pakistan Kidney and Liver Institute and Research Center, Lahore in accordance with ITA ; and c. bear the specific identification of this prequalification process indicated in the Prequalification Documents <p>The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.</p>
Deadline for Submission of Applications	Applicants will submit the document in procurement department of PKLI & RC as per date and time mentioned in advertisement. Application received after due date and time shall be rejected and will be returned unopened.
Opening of Applications	PKLI & RC shall open all Applications at the date, time and place specified in the Invitation for Prequalification . Late Applications shall be treated in accordance with ITA.
E: Procedure for Evaluation of Application	
Confidentiality	<p>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 through institution on website</p> <p>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 PKLI & RC, Lahore on any matter related to the prequalification process, may do so but only in writing</p>



Clarification of Documents	<p>To assist in the evaluation of applications, the PKLI & RC, Lahore 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.</p> <p>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.</p>
Responsiveness of Application	All applications not responsive to the requirements of the prequalification document shall be rejected
F: Evaluation of Applications and Prequalification of Applicants	
Right to accept or reject the application	PKLI & RC, Lahore reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants.
Prequalification of Application	All Applicants whose applications have met the specified requirements will, to the exclusion of all others, be prequalified by the PKLI & RC, Lahore
Notification of Prequalification	Once the PKLI & RC, Lahore has completed the process, notification of the prequalified vendors will be issued accordingly.
Validity of Prequalification	The Prequalification shall be valid for one year from the notification of the award.

PREQUALIFICATION/KNOCK DOWN CRITERIA ANNEX-A

Sr #	Parameters	Status
1	NTN and GST Registration Certificate	Mandatory
2	Copy of CNIC of Proprietor and Partners (if any)	Mandatory
3	Two Years Income Tax Return 2018-2019, 2019-2020	Mandatory
4	Valid Drug Sale License	Mandatory
5	Minimum two years' business history with Government or Private Hospital / Chain Pharmacies. please attach Purchase orders / Invoices / Agreements/ Award Letters	Mandatory
6	Company Profile including Pharmacists and other strength (minimum 3 pharmacist (Pharm-D)	Mandatory
7	Bidder shall submit an affidavit on Rs. 100 Stamp Paper that; <ul style="list-style-type: none"> • All terms and conditions mentioned in bidding documents are accepted and have no conflict. • That the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. 	Mandatory
8	Original Bid Security in shape of CDR /Pay Order /Bank Guarantee/ Demand Draft worth amounting to Rs. 400,000/- . Bid Security in other forms is not acceptable.	Mandatory
9	Bank Deposit Receipt amounting to Rs. 1000/-	Mandatory

APPLICATION FORM ANNEX-A

To

**Head of Procurement
PKLI & RC Opposite DHA Phase 6
Lahore.**

Subject: Application for Prequalification for “LOCAL PURCHASE OF MEDICINES ON DAY TO DAY BASIS FOR COVID-19 PATIENTS ON RFQ BASIS”

I/we, the undersigned, apply to be prequalified for the referenced Pre-qualification and declare that:

1. I/we have examined and have no reservations to the Prequalification Documents, including Addendum(s). (if any) issued in accordance with Instructions to Applicants (ITA) *[insert the number and issuing date of each addendum]*.
2. I/we, have nationalities from eligible countries, in accordance with ITA *[insert the nationality of the Applicant, including that of all partners in case of a Joint Venture /Consortium if applicable]*;
3. I/we, for any part of the application resulting from this prequalification, do not have any conflict of interest;
4. I/we for any part of the contract resulting from this prequalification have not been declared blacklisted/ debarred by any of the public organization of the procuring Agency's country.
5. I/we understand that you may cancel the prequalification process at any time, the prequalification does not bound the processing agency to call for the bids from the prequalified firms.
6. 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.

Signature and Stamp of Vendor

ANNEX-B

UNDERTAKING (PKR 100 Stamp Paper)

I/We, the undersigned solemnly state that;

1. I/We have read the contents of the Bidding Documents and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods that we propose to supply under this contract are eligible goods within the meaning of Criteria mentioned in the Bidding Documents.
4. The undersigned are also eligible Bidders within the meaning of Clauses of the Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.
6. The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award
7. The undersigned are not blacklisted or facing debarment from any department of Local Government/Provincial Government/Federal Government, or its organization or project.
8. That the prices offered are not more than market price/ retail price.
9. In case offered product is not consumed within prescribed shelf life, I/we undertake to replace the same without any extra charges.
11. I/we undertake that in case of price difference, I have no objection for deduction as deemed fit by procuring agency of PKLI&RC.

I /We affirm that the contents of this affidavit are correct to the best of our knowledge and belief. The document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 2021

Signature (Company Seal) _____

APPLICATION FORM
TO BE FILLED BY THE VENDOR / APPLICANT

I. Company Profile.

1. Name of Applicant's Pharmacy : _____

Year established : _____

Form of company Individual
 Partnership
 Corporation
 Other (specify)

NTN & Sales Tax number (If applicable): _____

Drugs Sale License No. _____ (attach valid copy)

Address: _____

Telephone: _____ Mobile No. _____

E-mail _____

Distance from PKLI & RC, Lahore. _____

Name of Qualified PharmacistRegistration No..... Name of

Qualified PharmacistRegistration No..... Name of Qualified

PharmacistRegistration No.....

Validity of License (Premises)

Certifications..... No. of

Challans Stocks

Seized.....