



Copy No. 01

Sindh HealthCare Commission

Tender Document

Census of Healthcare Establishments in the Province of All over the Sindh.



Submission Date for Sealed Bids: 28th December, 2018 (Up to 2:00 PM)

Director Business Support - Sindh Health Care Commission
2nd Floor, Block C, Finance Trade Center (FTC), Shahrah-e-Faisal, Karachi.
Phone: 021 38656000, Email: info@shcc.org.pk



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Request for Proposal (RFP)

Sindh Healthcare Commission, Government of Sindh (hereinafter referred to as Selection of Firm), invites sealed bids from eligible bidders for **“CENSUS OF HEALTHCARE ESTABLISHMENT IN THE PROVINCE OF ALL OVER THE SINDH”**

1. Tender Bids in sealed envelopes as per guidelines and information provided in this document are required. Interested bidders applying for bids should submit bids as per Single Stage Two Envelope Procedure of SPP Rules 2010. The interested bidder must have valid NTN, GST, PST registration certificates as a precondition for their eligibility for participation in the bidding process.
2. The bidder must quote for the complete package of desired specifications.
3. Bidding for individual items or bids not meeting the required specification will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Sindh Healthcare Commission, Government of Sindh, 2nd Floor, Block-C, FTC Building, Sharaha-e-Faisal, Karachi, from the date of advertisement during office Hours, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs. 1,000/- in the form of Pay order/Demand Draft in favor of Sindh Healthcare Commission Karachi. This bidding document can also be downloaded from the website of SPPRA, i.e. in which case document fee required in the specified format may be submitted along with the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participation in the bidding process.
6. All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of ‘pay order’, ‘demand draft’ or ‘bank guarantee’ in the name of Sindh Healthcare Commission, Government of Sindh, 2nd Floor, Block-C, FTC Building, Sharaha-e-Faisal, Karachi Sindh, and must be accompanied with the bid in a separate sealed envelope marked as “Earnest Money/Bid Security”. Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
7. Sindh Healthcare Commission Karachi, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
9. The Procuring Agency shall have right of rejecting the tender as per Sindh Public Procurement Rules 2010.



10. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax, Provincial Sales Tax and/or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Purchaser will not be responsible and would not pay any additional amount in case of changes in tax rate by the Government of Sindh or Government of Pakistan.

11. Rights and obligations of the procuring agency and the contractor shall be governed by General and Special conditions of contract signed between the procuring agency and the contractor.

12. Execution/installation of all components of the bid would be at locations specified in BoQ of this document.

13. The following shall result in blacklisting of suppliers, contractors, individually or collectively as part of consortium:

- (a) conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
- (b) involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
- (c) final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
- (d) willful failure to perform in accordance with the terms of one or more than one contract;
- (e) failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor or supplier.

14. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

15. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding documents in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bids. A copy of each clarification letter shall also be upload on SPPRA Website for information of interested bidders.

-sd/-

**Director Business Support
Sindh Healthcare Commission**



General Terms & Conditions

- Bids not conforming to the terms, conditions and specifications stipulated in this document will be rejected.
- Sindh Healthcare Commission, Government of Sindh invites this tender under **single stage - two envelope procedures (QCBS), under SPPR 2010 as amended till date.**
- Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.
- Bid/Proposal shall comprise the technical and financial proposal.
- The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of this bidding document.
 - (i) Bid Security & Performance Security**
 - All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of ‘pay order’, ‘demand draft’ or ‘bank guarantee’ in the name of Sindh Healthcare Commission, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as “Earnest Money/Bid Security”. Bid without earnest money/bid security of required amount in the prescribed form shall be rejected.
 - Bid security of the unsuccessful bidders will be released by Sindh Healthcare Commission Karachi, Sindh after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to **5%** of contract price.
 - The performance security of the successful bidder will be released after issuance of successful completion certificate by the Sindh Healthcare Commission, Government of Sindh.
 - All/any terms and conditions not specified here shall be dealt with reference to SPPR Rules 2010 as amended till date.
 - (ii) Validity of the proposal**
 - All proposals and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.



(iii) Currency

- All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

(iv) Withholding Tax, Sales Tax and other Taxes

- The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax laws of Pakistan, from all payments for supplies and services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by Government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

(v) Compliance to Specifications

- The Responding Organization (RO) to provide information as per (Compliance sheet). RO may not propose any kind of refurbished equipment / Hardware / components in their technical proposals.

(vi) Financial Capabilities

- The RO(s) shall describe the financial position of its organization. Income Statement or Report should be included in the detailed Technical proposal.

(vii) Penalty Clause

- It is of utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supplies and services within stipulated period Performance Security equal to 5% of the contract price will be forfeited in favor of the Sindh Healthcare Commission Karachi, Government of Sindh,. Besides liquidated damages of 0.035% per day of the contract price per day will be deducted for delayed delivery of goods and services.



The technical offer must be submitted (in duplicate) with the following documents (Mandatory)

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
2. Evidence of Relevant experience.
3. Affidavit that the firm is not blacklisted;
4. Document Fee and Bid Security of the specified form and amount as per the Tender Document in a sealed envelope.
5. Bid must be signed, named and stamped by the authorized person of the firm along with authorization letter
6. Authenticated Financial Statements of last three years should also be submitted with Technical Proposals
7. Valid NTN, GST, PST, Professional Tax and any other valid Tax Registration Certificate required by law in force.
8. In case of joint venture, names, company profiles, NTN, GST, PST Registration Certificates and authorization letter of the JV Partner on Stamp Paper of the prescribed denomination to bid on its behalf duly attested by the authorized Oath Commissioner / Notary Public shall be required.
9. Drawings and brochures of the products offered with specification compliance sheet of each.
10. Complete schedule of supply & installation is to be provided.
11. Ability to provide after services support.
12. Details of full time staff on company's payroll to be nominated for execution of the project.
13. A comparative sheet may be attached in the format indicating compliance of essential tender requirements in the format given below:

Selection Criteria

Single stage two-envelop procedure under SPP Rules 2010 as amended till date, Bid / Proposal shall comprise one single envelope containing the technical & financial proposals separately sealed and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.



Instructions for Responding Organizations

Communication

Enquiries regarding this tender document may be submitted in writing to:
Director Business Support, Sindh Healthcare Commission Karachi , Government of Sindh.

Mode of Delivery and Address

Proposals should be submitted on or before **28th December, 2018** at **02:00 PM** at the address given below:

Sindh Healthcare Commission Karachi, Government of Sindh, 2nd Floor, Block-C, FTC Building, Sharaha-e-Faisal, Karachi

Tel: +92-21-38656000

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

Submission of Proposal

The bidder must bid for the complete package. Bidding for individual items from the package will be rejected as non-responsive. Proposals can be submitted on or before **28th December, 2018 at 02:00 PM** at the office of Director Business Support, Sindh Healthcare Commission Karachi , Government of Sindh.

Director Business Support, Sindh Healthcare Commission Karachi, Government of Sindh, 2nd Floor, Block-C, FTC Building, Sharaha-e-Faisal, Karachi. Bid / Proposal shall comprise one single envelope containing the technical & financial proposals sealed and required information mentioned in General Terms & Conditions.

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as “Bank Draft/Earnest Money (Bid Bond)”, and which should be sealed. Proof of Sales Tax and NTN numbers should also be provided. (Please provide photocopies of all relevant documents).

Opening of Proposals

The technical proposal submitted against the subject tender document will be opened by the Procurement Committee of Sindh Healthcare Commission, Sindh on **28th December, 2018 at 03:00 PM** in the Committee room of ***Sindh Healthcare Commission Karachi, Government of Sindh, 2nd Floor, Block-C, FTC Building, Sharaha-e-Faisal, Karachi,*** in presence of all the bidders, or their representatives, who may choose to be present.

Evaluation and Comparison of Technical and Financial Bids

Bid / Proposal shall comprise one single stage two envelope (QCBS) containing the technical & financial proposal and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.



c) Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by the lead bidder duly nominated by all the JV partners;
- b) One of the consortium partners shall be authorized to be Incharge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- c) The lead bidder shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) All partners of the joint venture shall be liable jointly and severally for executing the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- e) The JV Agreement for this project entered into by the joint venture partners on stamp paper duly attested by Notary Public shall be submitted with the Bid.

Special Instructions

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Sindh Healthcare Commission reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- The financial bid must be filled in prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
 - Sindh Healthcare Commission reserves the right to increase or decrease the scope of work / number of items without assigning any reason under relevant provisions of SPPRA Rules 2010.
- Only companies registered with Sales Tax, Income Tax & Sindh Revenue Board shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Purchaser

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation or Contract award will result in the rejection of the bidder's bid.



1. Background & Objective

1.1 Sindh Health Care Commission

The Sindh Healthcare Commission (SHCC), established under Sindh Healthcare Commission Act, 2013, is mandated, inter-alia to register and grant license to all health facilities, healthcare establishments (HCEs) in the Sindh and to ban quackery in all its forms and manifestations. By law, the jurisdiction of the Sindh Healthcare Commission (SHCC) extends over all healthcare establishments, public or private hospitals, non-profit organizations, charitable hospitals, trust hospitals, semi-government and autonomous healthcare organizations. The HCEs include a Hospital, Diagnostic Center, Medical Clinics, Nursing Home, Maternity Home, Dental Clinic, Homeopathy Clinic, Tibb Clinic, Acupuncture, Physiotherapy Clinic or any other Premises or Conveyance, wholly or partly used for providing healthcare services.

1.2 About the Assignment

In order to exercise its mandate of licensing/registration, it is imperative for the SHCC to know whereabouts all HCEs and to identify quacks. The Commission therefore, requires building of a comprehensive database of all HCEs in the province in term of location, contact details, types, and private for profit or not for profit and public organizations etc. The Census of the HCEs will entail enlisting the health facilities and collecting a comprehensive, up-to-date, and accurate data of the HCEs including but not limited to information given in the annexed data collection form. Through this census, the Sindh Healthcare Commission intends to acquire authenticated data regarding the number, type, level and location of all the Healthcare Establishments in the province; including authentic details including the scope of services being provided by the HCE, its infrastructure, contact details, and management structure.

The Sindh Healthcare Commission therefore invites “Technical & Financial Proposals” from reputed eligible firms/consortiums/Departments/Corporations/Consultant organizations (hereinafter called ‘firms’), having expertise in conduct of census and survey in all districts of the Sindh province. The activity will be conducted in a phased manner including a pilot phase, followed by data collection from divisional headquarters and then covering all the remaining districts of Sindh province.

2. Census Methodology

2.1 Design and Universe

This will be cross-sectional survey and will cover all the urban and rural areas of each district of Sindh province.



2.2 Scope of Work

The SHCC will provide study tools for census and qualitative assessment for implementation of the Sindh Service Delivery Standards. The firm will:

- Review study design, tools for implementation of census and qualitative assessment and will do translation into local language if necessary (agreement on scope and extent of qualitative assessment during inception meetings)
- Transform and upload Data Collection Tools of Census on CSPro/Epi Info etc for use of tablets to collect the data
- Recruit and train supervisors and enumerators who will carry out the survey: Provide training in collaboration with SHCC and its technical experts, covering all areas of the data collection and entry process (questionnaire and field work piloting, database management, etc.). Input on training agenda and operational plans for fieldwork will be required.
- Data of the HCEs will be collected and reported Union Council wise.
- Supervise enumeration teams in their collection of all data and regular progress updates to SHCC throughout the duration of the fieldwork will be required. To ensure validity and accuracy of the data, at least 2% of the data shall be cross-validated by data collection agency. The validation must start maximum one week after the start of data collection to take timely corrective action in case of any discrepancies. This process has to be extensive during initial phase in order to identify gaps in numerator's understanding and form filling and take corrective actions. The SHCC team will also cross validate at least 1% of the data collected by the contracting firm. The SHCC may hire a third party or experts to validate the accuracy of data. The payment to the data collection firm will be linked with the receipt of acceptable deliverables.
- The HCEs data need to be linked with GIS. It should precisely contain GIS reference of the location of the facility for establishing linkage with GIS database (longitude, latitude up to six decimal). This can also be done by updating google maps. The technical details of this functionality will be discussed and finalized with the contractor/firm at the time of contract negotiation. The precision and accuracy of GIS coordinates/references is extremely important and SHCC may randomly verify the GIS coordinates/references.
- Manage and webhosting real-life data transfer from field to the central office
- Develop Digital Dashboard for real-time monitoring at SHCC office
- Manage data processing, analyze data and present in standard formats
- Prepare final report in collaboration with SHCC and its technical experts



2.3 Assignment Duration

Total duration of the assignment will be Six (06) months after signing of agreement; however, the timeline of work may be revised upon mutual agreement on the basis of special circumstances.

3. Instructions for preparing the RFP

In response to this RFP, organizations are requested to prepare a detailed technical proposal with accompanying itemized budget explaining how the organization will address the abovementioned areas of work. The proposal should list the details and CVs of the individuals who will be involved, as well as expected level of effort from each during the course of the project. Any assumptions made should be clearly listed in the proposal.

4. SHCC responsibilities in respect of this RFP

- Provide the relevant background information necessary to complete the RFP.
- Respond to questions/comments by phone and/or email during the period up to 17 Dec 2018.
- Notify all responds by email communication within the given timeframe as to SHCC's final decision on the RFP.
- Provide all respondents with the rationale for SHCC decision on the RFP.

5. Required components for proposal submission

- Description of previous relevant work (maximum 1 page)
- Composition of team with names and brief biography of all key staff
- Detailed proposal explaining how the areas of work mentioned in section 2.2 (Scope of Work) will be addressed (maximum 10 pages)
- Budget*
- Detailed budget justification
- Risk and mitigation strategy
- Timeline
- References

** Note: The budget should include all costs associated with the scope of work, including the cost of technical team as well as fieldwork.*



6. Deliverables

This activity will have the following deliverables:

1. Inception report with detailed methodology
2. Reviewed and refined data collection tools both for quantitative and qualitative components
3. Uploaded tools on CSPro/Epi Info
4. Real-time Dashboards
5. Field work deployment plan
6. Mid-assessment report
7. Draft Report
8. Final report on each component identified in scope of work with district-wise data sets

7. Scoring criteria

Note: The Firm (s) not fulfilling minimum requirement as per evaluation criteria will be disqualified.

- The bidder must have Minimum 5 years experience in Similar Field (10 points)
- Previous experience with similar assignments (20 points)
- Past Experience Must have 5 Projects with reputable Firms (10)
- Quality and experience of key personnel, capacity on the ground (20 points)
- Technical quality of the proposal, fit with requirements (10 points)
- Budget competitive and cost effectiveness(20 points)*
- Project managements: Timeline, work plan, team organization (10 points)

The minimum technical score required to pass (Responsive) is: 80 Points

The technically qualified firm Marks obtained (80%) plus Financial Bid Value (20%) will be taken for grading.

****The formula for determining the financial scores (FS) of all other Proposals is calculated as following:***

FS = 20 x LF/ SB, in which '20' is weightage given to financials, 'FS' is the financial score, 'LF' is the lowest bid, and 'SB' the submitted bid of the proposal under consideration.

8. Expected Profile of Implementing Firm

Interested firms would have to submit their proposals for all the districts of the Sindh; and will be expected to demonstrate or provide explicit information and evidence of their qualification to perform this assignment, in their profiles, in the areas of:



- Ability to perform and manage the census activity;
- Financial and Operational Systems to support activity in all the districts;
- Scheme management arrangements; Management structure;
- Prior experience of computer/tablets-assisted data collection
- Capability in data collection, management, analysis and report writing, and
- Thorough understanding of the type and extent of available health services in the province.

Previous experience of working with provincial and district health governments and private health sector in the required field would be preferred / an additional qualification. The organizations shall include their NTN and Registration for General Sales Tax number in their profiles. The RFP should also accompany a list of similar tasks already accomplished during the last five to ten years by the organization. The Organizations will be encouraged to submit formal detailed proposal. In case an organization intends to associate with other organization(s) by way of consortium or Joint Venture, such other sub organization(s) shall be subject to the eligibility criteria set forth in this RFP.

Organization(s) will be selected in conjunction with the procedures set out in the Sindh Procurement Rules.

9. Submission of Proposals

Proposals from firms with relevant background, experience and capacity to conduct census of all HCEs in all districts of Sindh province will be accepted. Following ‘Single Stage – Two Envelopes’ procedure in accordance with the SPPRA rules, two sets of sealed, signed and stamped proposals (separate technical and financial proposals clearly marked with the subject ‘RFP; Census of HCEs 2018’) along with mandatory documents must be received at SHCC office (see address below) until 14:00 hours on 28 Dec 2018. Bid will be opened on the same day at 15:00 hours in the presence of the representatives of the firms/organizations who may wish to attend.

Director Business Support - Sindh Health Care Commission
2nd Floor, Block C, Finance Trade Center (FTC), Shahrah-e-Faisal, Karachi.
Phone: 021 38656000, Email: info@shcc.org.pk

10. Unacceptable submissions

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Proposals received by fax or email.
- Incomplete proposals.
- Proposals that are not signed.



- Technical and financial proposals are separately sealed
- Two copies of proposals are not submitted.

11. Completion

- Covering letter for the Proposals must be submitted on official letterhead of the lead organization or firm and must be signed by a principal or authorizing signatory of the lead firm or organization.
- In case of errors in calculating overall costs, the unit costs will govern.
- It is the applicant's responsibility to understand the requirements and instructions specified by SHCC. In the event that clarification is necessary, applicants are advised to contact the responsible person at SHCC, prior to making their submission.
- While SHCC has used considerable efforts to ensure an accurate representation in this Request for Proposal (RFP), the information contained in this RFP is supplied solely as a guideline. The information is not warranted to be accurate by SHCC. Nothing in this RFP is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
- By responding to this RFP, the applicant confirms its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

12. Right of Rejection

SHCC reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any applicant, including, without limitation, any expenses incurred in the preparation of the submission. The applicant acknowledges and agrees that SHCC will not indemnify the applicant for any costs, expenses, payments or damages directly or indirectly linked to the preparation of the submission.

13. Evaluation Criteria

The following indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive, and is provided to enhance the applicants' ability to respond with substance.

Understanding of Scope of Work:

- Proposal demonstrates a clear understanding of Project Objectives and Deliverables
- Demonstrate a clear understanding of the technical requirements of this RFP
- Provides detailed technical documentation of the proposed strategy
- Proposal includes a feasible work plan to ensure successful completion of Deliverables



- Detailed budget of proposed approach
- Management and personnel plan
- Qualifications and overall experience of team members
- Evidence of experience managing similar projects
- Roles and responsibilities of team members clearly delineated
- Possible challenges and opportunities envisaged in undertaking this work
- A duly completed Offer of Services

14. Expectations of Applicants^[1]_[SEP]

The successful team of applicants will:

- Work closely with representatives from SHCC and a lead contact will be designated for the purposes of regular communication and monitoring of deliverables
- Meet with representatives and experts from SHCC shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines and budget for each of the parts outlined in the Scope of Work
- Be prepared to submit a narrative and financial report to SHCC during the course of the census as well as at the request of SHCC
- Submit deliverables and reports according to the agreed upon schedule in the revised work plan, agreed in inception report

15. Review Process^[1]_[SEP]

Proposals will be reviewed by a Review Committee comprised of representatives from SHCC.

16. Limitations with regard to third parties

SHCC does not represent, warrant, or act as agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit SHCC in any way without SHCC's express written consent.

17. Communication

All communication regarding this solicitation shall be directed to appropriate parties at SHCC. Contacting third parties involved in the RFP, the Project, the review panel, or any other party may be considered a conflict of interest, and could result in disqualification of the proposal.



18. Validity Period

The Offer of Services will remain valid for a period of 90days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter into a services contract subject to SHCC terms and conditions.

19. Right to Final Negotiations on the Proposal

SHCC reserves the right to negotiate on the final costs and the final Scope of Work of the proposal. SHCC reserves the right to limit or include third parties at SHCC sole and full discretion in such negotiations.

20. Final Acceptance

Award of a Proposal does not imply acceptance of its terms and conditions. SHCC reserves the right to negotiate on the final terms and conditions, including the costs and the scope of work when negotiating the final contract to be agreed between SHCC and the applicant. After awarding the contract and upon written request to SHCC, only the following information will be released:

- Name of the successful applicant
- The applicant's own individual ranking



BID FORM

To,
Director Business Support,
Sindh HealthCare Commission,
Government of Sindh
2nd Floor, Block-C, FTC Building, Sharaha-e-Faisal,
Karachi.

Sir,

SUBJECT: “CENSUS OF HEALTHCARE ESTABLISHMENTS IN PROVINCE OF ALL OVER THE SINDH”

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price Pak Rupees (in figures _____ in words)

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% of the Contract Price for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-----day of -----2018

WITNESS-----
Signature -----
Name -----
Title -----
Address -----

BIDDER-----
Signature -----
Name -----
Title -----
Address -----



BID SECURITY FORM

WHEREAS [Name of Bidder] (hereinafter called "**the Bidder**") has submitted its bid dated [date] for the "**CENSUS OF HEALTHCARE ESTABLISHMENTS IN THE PROVINCE OF THE SINDH**", (hereinafter called "**the Bid**").

KNOW ALL MEN by these presents that we [Name of the Bank] of [Name of Country] having our registered office at [Address of Bank] (hereinafter called "the Bank") are bound into the Sindh HealthCare Commission, Government of Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2018

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
 - (b) Fails or refuses to execute the Contract Form, when requested. or

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

By [Bank].
(Title)
Authorized Representative



PERFORMANCE SECURITY FORM

To,
Director Business Support,
Sindh HealthCare Commission,
Government of Sindh
2nd Floor, Block-C, FTC Building, Sharaha-e-Faisal,
Karachi.

WHEREAS [Name of the Contractor] hereinafter called "the Contractor" has undertaken, in pursuance of the bid for **“CENSUS OF HEALTHCARE ESTABLISHMENTS IN THE PROVINCE OF THE SINDH”**, dated _____ 2018, (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of [Amount of the guarantee in words and figures] , and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of [Amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2018, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature _____
Name _____
Title _____
Address _____
Seal _____



Technical Evaluation Forms

FORM -1

COMPANY PROFILE **NUMBER OF YEARS IN BUSINESS**

Date: -----

All bidders are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the bye-laws as a Partnership/Joint Venture.

1.	Name of firm or consortium of firm (Legal Name): <i>(In case of Joint Venture (JV), please also provide legal name of each partner)</i>	
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc., show documentary evidence of required nature in business for every year)</i>	
3.	Head Office Address:	
4.	Telephone Fax numbers: E-mail address:	
5.	Place of Incorporation/Registration: Year of incorporation/registration:	
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:	
7.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

Note:

Please attach relevant document such as certificate of incorporation / registration



FORM -2

COMPANY'S PROFILE

Regular employees on company payroll for last one year.

(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

POSITION			
PERSONNEL INFORMATION	NAME		DATE OF BIRTH
	PROFESSIONAL QUALIFICATIONS		
	TECHNICAL/PROFESSIONAL CERTIFICATIONS		
EXPERIENCE	NAME OF EMPLOYER		
	POSITION	FROM	To
PRESENT EMPLOYMENT RECORD	Job Title:		
	Period with firm:		
	Telephone:		Email:
	NTN:		
	Mail Address:		

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs. Also please attach the authenticated Payroll of the staff for the last one year.



FORM -3

SPECIFIC EXPERIENCE

Completed projects

Use a separate sheet for each contract / Consultancy.

1.	Name of Contract:
	Country:
2.	Name of Procuring Agency, Telephone and Fax Number:
3.	Procuring Agency Address:
4.	Nature of works and special features relevant to the contract:
5.	Contract Role (Tick One): (a) Sole (b) Sub-partner (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract: Currency..... Currency..... Currency.....
7.	Equivalent in Pak/ Rs.:
8.	Date of Award:
9.	Date of Completion:
10.	Specified Requirements:

Note:

Please attach relevant document such as successful completion certificate and any other document deemed necessary as proof of claims



FORM -4

GENERAL EXPERIENCE

Completed projects

Use a separate sheet for each contract / Consultancy.

1.	Name of Contract:
	Country:
2.	Name of Procuring Agency, Telephone and Fax Number:
3.	Procuring Agency Address:
4.	Nature of works and special features relevant to the contract:
5.	Contract Role (Tick One): (a) Sole (b) Sub-partner (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract: Currency..... Currency..... Currency.....
7.	Equivalent in Pak/ Rs.:
8.	Date of Award:
9.	Date of Completion:
10.	Specified Requirements:

Note:

Please attach relevant document such as successful completion certificate and any other document deemed necessary as proof of claims



FORM -5

FINANCIAL CAPABILITIES
AVERAGE ANNUAL TURNOVER

Date: -----

YEAR	TURNOVER	INCOME TAX PAID	Name along with Cost of IT Projects Executed/ Undertaken	Liquid Assets Balance
2015-17				
2014-16				
2013-15				

Note:

Please attach relevant document such as authenticated audited statements and any other document deemed necessary as proof of claims