

**STANDARD PREQUALIFICATION
DOCUMENT**



**Prequalification for
Procurement of Contraceptives**



**GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH
LAHORE**



Department of Health, Government of Punjab

Invitation for Prequalification of Firms for Procurement of Contraceptives

(Condoms, IUCDs, Sub-dermal Implants, Contraceptive injections and oral pills, Emergency contraceptive pills)

The Department of Health, Government of Punjab intends to procure *Male latex condoms, Copper-T, Contraceptive sub-dermal implants (single rod & two rods), Hormonal contraceptive injections (2 & 3 months), Combination oral contraceptive pills and Emergency contraceptive pills.*

The Department of Health, Government of Punjab invites applications from manufacturers / suppliers of above items for pre-qualification. Pre-qualification is open to national / international manufacturers / authorized agents and importers / suppliers of the above products. Interested eligible manufacturers may apply directly or through their authorized agents for prequalification.

A complete set of the prequalification document in *English* may be purchased by interested applicants (a) on the submission of a written application to the Additional Director General Health Services – IRMNCH at the address below and upon payment of a non-refundable fee of *PKR 1000/- (Rupees one thousand only)* or in equivalent US dollars. The method of payment will be *[insert method of payment]*. The document will be sent by *[insert delivery procedure]*. The prequalification document can be downloaded at *[insert website]* and may obtain fee receipt and further information from office of the ADGHS.

Applications for prequalification should be submitted in sealed envelopes, delivered to the address below by *[insert date and time]*, and be clearly marked “Application to Prequalify for Procurement of Contraceptives, *IRMNCH/DOH/PB/14-15/01.*”

Additional Director General Health Services – IRMNCH
Department of Health, Government of Punjab,
5- Montgomery Road, Lahore, Pakistan
Phone: +92-42-9920928
Fax: +92-42-99205329
Email: pc.punjab@gmail.com

Acronyms & Abbreviations

| | |
|-------|--|
| FIDIC | Federation Internationale des Ingénieurs-Conseils; an association based in Switzerland that produces Conditions of Contract for different classes of works construction. |
| ICB | International Competitive Bidding |
| IFB | Invitation for Bids |
| IFP | Invitation for Prequalification |
| ITA | Instructions to Applicants |
| JV | Joint Venture |
| NCB | National Competitive Bidding |
| PDS | Prequalification Data Sheet |
| PQ | Prequalification |
| PQD | Prequalification Document |
| PDS | Prequalification Data Sheet |
| SBD | Standard Bidding Documents |
| SPD | Standard Prequalification Document |

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Section I: Instructions to Applicants (ITA)

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 contraceptives described in Section V. |
| 2. Source of Funds | 2.1 | Government of the Punjab, Pakistan |
| 3. Fraud and Corruption | 3.1 | <p>It is the Government of the Punjab's {Rule 2(1) (p) of PPR 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.</p> <p>(a) In pursuance of this policy, the following terms are defined:</p> <ul style="list-style-type: none">(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;(ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;(iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;(iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;(v) "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or <p>(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;</p> <p>(c) the Procuring Agency will sanction a firm or individual, including declaring 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, or in</p> |

executing, the contract; and

(d) the 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;
- 4.3 A firm declared disqualified / blacklisted by any of the 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.
- 4.5 Applicants shall not be under execution of a Bid–Securing Declaration in the Procuring Agency’s Country

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)
- 5.2 All goods to be supplied by international manufacturers must be WHO prequalified. National manufacturers will be exempted from WHO prequalification however they will have to provide a testing report from any of the WHO prequalified labs for each batch of contraceptive items supplied.

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. Scope of Products
- 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 they were obtained directly from the Procuring Agency.
- 6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or 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 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 Procuring Agency may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Applications

- 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.
- 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 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 eligibility declarations in the Application Submission Form and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms.
- 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 in the corresponding Information Sheets included in Section IV, Application Forms.
- 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.
- 15.2 The Applicant shall submit copies of the signed original application, in the number specified in the **PDS**, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

- 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 18.1.
- 19.2 Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of the Applicant. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

- 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 Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted.
- 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 Section III, 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.
- 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.

Section II: Prequalification Data Sheet (PDS)

A. General

| | |
|----------------|---|
| ITA 1.1 | <i>Name of Procuring Agency:</i> - Department of Health, Government of Punjab |
| ITA 1.1 | <i>PQD name and number are:</i> - Pre-qualification of firms for Procurement of Contraceptives, IRMNCH/DOH/PB/14-15/01 |
| ITA 4.7 | <p><i>Address for communication:</i></p> <p style="text-align: center;">Additional Director General Health Services – IRMNCH Department of Health, Government of Punjab, 5- Montgomery Road, Lahore, Pakistan Phone: +92-42-9920928 Fax: +92-42-99205329 Email: pc.punjab@gmail.com</p> |

B. Contents of the Prequalification Document

| | |
|----------------|---|
| ITA 7.1 | For clarification purposes , the Procuring Agency's address is: <i>“same as in 4.7 above”</i> |
|----------------|---|

C. Preparation of Applications

| | |
|---------------------|--|
| ITA 10.1 | The language of the application as well as of all correspondence is: “English” |
| ITA 11.1 (d) | <p>The Applicant shall submit with its application, the following additional documents:</p> <ol style="list-style-type: none"> 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 affidavit on PKR 100.00 judicial paper confirming not having been declared ineligible by any of the public sector organization in Pakistan, as described in ITA Sub-Clause 4.3 3. Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been involved in any litigation during last three years. 4. List of products manufactured / supplied 5. Copy of cGMP certification 6. Installed annual production capacity 7. Certification of WHO prequalification 8. Audited balance sheets, including all related notes, and income statements for the last 3 years 9. Copy of product registration with DRAP 10. Copy of latest Quality Assurance Certification 11. Proof of raw material product and facility registrations with manufacturer’s country regulatory authority and international agencies |
| ITA 15.2 | In addition to the original, the number of copies to be submitted with the application is: [insert number of copies] |

| D. Submission of Applications | |
|--------------------------------------|--|
| ITA 17.1 | Applicants “ <i>shall not</i> ” have the option of submitting their applications electronically. For application submission purposes only, the Procuring Agency's address is: “ <i>Procuring Agency’s address is the same as that indicated in 4.7</i> ” |
| | The deadline for application submission is: Date: __/__/2014 Time: __: __ hours |
| ITA 18.1 | Late applications shall not be entertained. |
| ITA 19.1 | The opening of the Applications shall be at 11:00 am on 00-00- 2014, In Conference Hall, Office of the DGHS, Punjab, Lahore |

Section III: Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Procuring Agency shall use to evaluate applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

| Eligibility and Qualification Criteria | | Compliance Requirements | | | | Documentation | |
|--|--|---|-----------------------|--|-----------------------|---------------|--|
| No | Subject | Requirement | Single Entity | Joint Venture / Consortium | | | Submission Requirements |
| | | | | All Parties Combined | Each Partner | One Partner | |
| 1. Eligibility | | | | | | | |
| 1.1 | Nationality | Nationality in accordance with ITA Clause 4 | Must meet requirement | Existing or intended JV/consortium must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 with attachments |
| 1.2 | Conflict of Interest | No conflicts of interest in accordance with ITA Sub-Clause 4.4 | Must meet requirement | Existing or intended JV/consortium must meet requirement | Must meet requirement | N/A | Application Submission Form |
| 1.3 | Ineligibility | a)Not having been declared ineligible by any of the public sector organization in Pakistan, as described in ITA Sub-Clause 4.3 b) not having been involved in any litigation during last three years. In case yes, provide details | Must meet requirement | Existing JV/consortium must meet requirement | Must meet requirement | N/A | Form ELI – 1.2 (a) Affidavit (b) Affidavit |
| 1.4 | Applicant's Production Capacity | cGMP certification, Installed production capacity three times the contract order quantity | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form ELI – 1.3 |
| 1.5 | WHO | Only for products | Must meet | Must meet | Must meet | N/A | Form ELI – 1.3 |

| Eligibility and Qualification Criteria | | | Compliance Requirements | | | Documentation | |
|--|------------------|---|-------------------------|----------------------------|--------------|---------------|-------------------------|
| No | Subject | Requirement | Single Entity | Joint Venture / Consortium | | | Submission Requirements |
| | | | | All Parties Combined | Each Partner | One Partner | |
| . | Prequalification | not manufactured in Pakistan, as per ITA Sub-Clause 5.2 | requirement | requirement | requirement | | |

| Eligibility and Qualification Criteria | | | Compliance Requirements | | | Documentation | |
|--|-------------------------------------|---|-------------------------|----------------------------|------------------------|------------------------|-------------------------|
| No | Subject | Requirement | Single Entity | Joint Venture / Consortium | | | Submission Requirements |
| | | | | All Parties Combined | Each Partner | One Partner | |
| 3. Experience | | | | | | | |
| 3.1 | General Supplies Experience | Experience under supplies contracts in the role of supplier/manufacturer or agent for at least the last five years prior to the application submission deadline. | Supporting information | Supporting information | Supporting information | Supporting information | Form EXP – 3.1 |
| 3.2 | Specific Supplies Experience | Participation as supplier/manufacturer or agent in at least one or more contracts within the last two years, each with a value of at least equal or more than the estimated contract value, that have been successfully and substantially completed and that are similar to the proposed goods. | Must meet requirement | Must meet requirement | N/A | Must meet requirement | Form EXP 3.2 |
| 3.3 | Manufacturing Experience | The applicant should have manufactured and marketed (a) the specific goods subject of bidding specified in | Must meet requirement | Must meet requirement | N/A | Must meet requirement | Form EXP 3.3 |

| Eligibility and Qualification Criteria | | | Compliance Requirements | | | Documentation | |
|--|----------------------------|--|-------------------------|----------------------------|--------------|-----------------------|-------------------------|
| No | Subject | Requirement | Single Entity | Joint Venture / Consortium | | | Submission Requirements |
| | | | | All Parties Combined | Each Partner | One Partner | |
| . | | the PDS for at least 3 years, and Applicants wishing to prequalify for products that they do not manufacture must submit the information corresponding to the primary manufacturer of the goods who shall comply with the above manufacturing requirements | | | | | |
| 3.4 | Production Capacity | The Annual Production capacity should be at least three times the quantities specified under the contract | Must meet requirement | Must meet requirement | N/A | Must meet requirement | Form EXP 3.3 |

Section IV: Application Forms

Application Submission Form

Date: __/__/2014

PQD No. and title: IRMNCH/DOH/PB/14-15/01,

Procurement of Contraceptives

To: Department of Health, Government of Punjab

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

- (a) I/we have examined and have no reservations to the Prequalification Documents, including Addendum(s) No(s), (if any) issued in accordance with Instructions to Applicants (ITA) Clause 8: *[insert the number and issuing date of each addendum]*.
- (b) I/we, have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.2: *[insert the nationality of the Applicant, including that of all partners in case of a Joint Venture /Consortium if applicable]*;
- (c) I/we, for any part of the contract resulting from this prequalification, do not have any conflict of interest;
- (d) I/we for any part of the contract resulting from this prequalification, have not been declared disqualified / blacklisted by any of the public organization of the Procuring Agency's country
- (e) I/we understand that you may cancel the prequalification process at any time, the prequalification does not bound the procuring agency to call for the bids from the prequalified firms.
- (f) 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.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of:

Applicant's Name *[insert full name of Applicant]*

Address *[insert street number/town or city/country address]*

Dated on __/__/2014

Form ELI -1.1

Applicant Information Form

Date: __/__/2014

PQD No. and title: IRMNCH/DOH/PB/14-15/01, Procurement of Contraceptives
Page [insert page number] of [insert total number] pages

| |
|--|
| Applicant's legal name <i>[insert full legal name]</i> |
| In case of Joint Venture (JV), and consortium legal name of each partner: <i>[insert full legal name of each partner in JV]</i> |
| Applicant's Actual or Intended country of constitution: <i>[indicate country of Constitution]</i> |
| Applicant's actual or Intended year of constitution: <i>[indicate year of Constitution]</i> |
| Applicant's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i> |
| Applicant's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i> |
| Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement. |

Form ELI -1.2

Applicant Affidavit

a) Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been declared ineligible by any of the public sector organization in Pakistan, as described in ITA Sub-Clause 4.3

b) Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been involved in any litigation during last three years.

Form ELI -1.3

Applicant's Information Form¹

Date: *[insert day, month, year]*

PQD No. and title: **IRMNCH/DOH/PB/14-15/01**, Procurement of Contraceptives
Page *[insert page number]* of *[insert total number]* pages

| | | | |
|----|---|---|--|
| 1 | Applicant's Primary Business Details | 1 | |
| | | 2 | |
| | | 3 | |
| | | 4 | |
| 2 | List of Products / Services | 1 | |
| | | 2 | |
| | | 3 | |
| | | 4 | |
| 3 | List of Authorization from the principals | 1 | |
| | | 2 | |
| | | 3 | |
| | | 4 | |
| 5 | Warranty Details | | |
| 6 | Return/Replacement Policy | | |
| 7 | cGMP certification | | |
| 8 | Installed annual production capacity | | |
| 9 | Certification of WHO prequalification ² | | |
| 10 | Any Other Information that supplier may like to provide | | |

¹ For local manufacturers, the Procuring Agency reserves the right to physically verify the information provided by the applicant in the prequalification documents.

² For international manufacturers only.

Form FIN – 2.1 (a) Financial Situation

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture / Consortium]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's Party Legal Name: *[insert full name]*

PQD No. and title: **IRMNCH/DOH/PB/14-15/01**, Procurement of Contraceptives

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

| Financial information in (PKR/US\$ equivalent in 000s) | previous <i>[insert number]</i> years, years information <i>[insert in words]</i> (PKR/US\$ equivalent in 000s) | | | | |
|---|---|--------|--------|----------|--------|
| | Year 1 | Year 2 | Year 3 | Year ... | Year n |
| Information from Balance Sheet | | | | | |
| Total Assets (TA) | | | | | |
| Total Liabilities (TL) | | | | | |
| Net Worth (NW) ³ (TA – TL) | | | | | |
| Current Assets (CA) | | | | | |
| Current Liabilities (CL) | | | | | |
| Working Capital ⁴ (CA – CL) | | | | | |
| Information from Income Statement | | | | | |
| Total Revenue (TR) | | | | | |
| Profits Before Taxes (PBT) | | | | | |

³ **Net worth** is the difference between total assets and total liabilities. The **net worth** measures a firm's ability to produce profits over the long run as well as its ability to sustain losses.

⁴ **Working capital** is the difference between current assets and current liabilities, and measures the firm's ability to generate cash in the short term.

2. Financial documents

The Applicant and its parties shall provide copies of the balance sheets and/or financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or partner to a JV/Consortium, and not sister or parent companies.
 - (b) be audited by a certified chartered accountant.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the *[number]* years required above; and complying with the requirements

Form FIN - 2.1 (b) Average Annual Turnover/Sales

[The following table shall be filled in for the Applicant]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*
 Date: *[insert day, month, year]*
 Applicant's Party Legal Name: *[insert full name]*
 PQD No. and title: *[insert PQD number and title]*
 Page *[insert page number]* of *[insert total number]* pages

| Annual turnover/sales data | | |
|-----------------------------------|--|---|
| Year | Amount and Currency | PKR/US\$ equivalent |
| <i>[indicate year]</i> | <i>[insert amount and indicate currency]</i> | <i>[insert amount in PKR/US\$ equiv.]</i> |
| | | |
| | | |
| | | |
| | | |
| | | |
| Average Annual Turnover * | | |

* Average annual turnover calculated as total certified payments received for supplies in progress or completed, divided by the number of years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.

Form EXP - 3.1 General Experience

[The following table shall be filled in for the Applicant]

Applicant's Legal Name: *[insert full name]*
 Date: *[insert day, month, year]*
 Applicant Party Legal Name: *[insert full name]*
 PQD No. and title: *[insert PQD number]*
 Page *[insert page number]* of *[insert total number]* pages

[Identify contracts that demonstrate continuous supplies over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates. Attach documentary proof with proper reference for the companies / organizations mentioned above.]

| Starting Month / Year | Ending Month / Year | Contract Identification | Role of Applicant |
|-------------------------------|-------------------------------|--|--|
| <i>[indicate month/ year]</i> | <i>[indicate month/ year]</i> | Contract name: <i>[insert full name]</i> Brief Description of the supplies by the Applicant: <i>[describe goods supplied briefly]</i> Amount of contract: <i>[insert amount in PKR equivalent]</i> Name of Procuring Agency: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> | <i>[insert "Supplier/Manufacturer or Agent"]</i> |
| | | Contract name: <i>[insert full name]</i> Brief Description of the supplies by the Applicant: <i>[describe goods supplied briefly]</i> Amount of contract: <i>[insert amount in PKR equivalent]</i> Name of Procuring Agency: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> | <i>[insert Supplier/Manufacturer or Agent"]]</i> |
| | | Contract name: <i>[insert full name]</i> Brief Description of the supplies by the Applicant: <i>[describe goods supplied briefly]</i> Amount of contract: <i>[insert amount in PKR equivalent]</i> Name of Procuring Agency: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> | <i>[insert "Supplier/Manufacturer or Agent"]"]</i> |

Form EXP - 3.2 Specific Experience

[The following table shall be filled in for contracts performed by the Applicant. Attach documentary proof with proper reference for the companies / organizations mentioned.]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Party Name: *[insert full name]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

| Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i> | Information | | |
|---|--|---|--|
| Contract Identification | <i>[insert contract name and number, if applicable]</i> | | |
| Award date | <i>[insert day, month, year, i. e., / -/, 201]</i> | | |
| Completion date | <i>[insert day, month, year, i.e., / - /, 201_]</i> | | |
| | | | |
| Role in Contract | | | |
| Total Contract Amount | <i>[insert total contract amount in local currency]</i> | PKR/US\$ <i>[insert total contract amount in PKR/US\$ equivalent]</i> | |
| If partner in a JV/Consortium, or subcontractor, specify participation in total contract amount | <i>[insert a percentage amount]</i> | <i>[insert total contract amount in local currency]</i> | <i>[insert total contract amount in PKR/US\$ equivalent]</i> |
| Procuring Agency's Name: | <i>[insert full name]</i> | | |
| Address: | <i>[indicate street / number / town or city / country]</i> | | |
| Telephone/fax number | <i>[insert telephone/fax numbers, including country and city area codes]</i> | | |
| E-mail: | <i>[insert e-mail address, if available]</i> | | |

Form EXP - 3.2 (cont.)
Specific Experience (cont.)

| | |
|--|--|
| Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i> | Information |
| Description of the similarity in accordance with Sub-Factor 4.2 of Section III: | |
| 1. Amount | <i>[insert amount in PKR/US\$ in words and in Figures]</i> |
| 2. Products | <i>[insert type and description of product]</i> |

| | |
|--|--|
| Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i> | Information |
| Description of the similarity in accordance with Sub-Factor 4.2 of Section III: | |
| 1. Amount | <i>[insert amount in PKR/US\$ in words and in Figures]</i> |
| 2. Products | <i>[insert type and description of product]</i> |

| | |
|--|--|
| Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i> | Information |
| Description of the similarity in accordance with Sub-Factor 4.2 of Section III: | |
| 1. Amount | <i>[insert amount in PKR/US\$ in words and in Figures]</i> |
| 2. Products | <i>[insert type and description of product]</i> |

Form EXP - 3.3

Manufacturing Experience & Production Capacity

[The following table shall be filled in for contracts performed by the Applicant. Attach documentary proof with proper reference for the companies / organizations mentioned.]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Party Name: *[insert full name]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

| | | |
|---|--------------|------------|
| 1. Year Established: | | |
| 2. Key Personnel: [include name of candidate, position, professional qualifications, and experience] | | |
| Technical | Production | Management |
| 3. Products: | | |
| Brand Name | Generic Name | Batch size |
| 4. Dates, Numbers, and Expiration Dates of Current Licenses and Permits: | | |
| 5. Proof of product and facility registrations with purchaser's country regulatory authority and international agencies. | | |
| 6. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods: | | |
| Date of last inspection: | | |
| 7. Quality Assurance Certification (Please include a copy of your latest certificate with the PQ application): | | |
| 8. Production capacity for the requested product: <i>[insert peak and average production capacity over the last three years in units/day or units/month, etc.]</i> | | |
| 9. List of names and addresses of sources of raw material used for the requested product. | | |

| |
|--|
| 10. Proof of raw material product and facility registrations with manufacturer's country regulatory authority and international agencies. |
| 11. Raw materials tested prior to use: |
| 12. Presence and characteristics of in-house quality control laboratory |
| 13. Names and addresses of external quality control laboratories used: |
| 14. Are all finished products tested and released by quality control prior to release for sale? Yes No If not, why? |
| 15. Are control tests of the requested product done during production? If so list. |
| 16. Procedures for dealing with rejected batches: |
| 17. List tests conducted after production and prior to release of product on market: |
| 18. List product recalls linked to defects of the requested product during the last 36 months. Include reason and date of recall. |

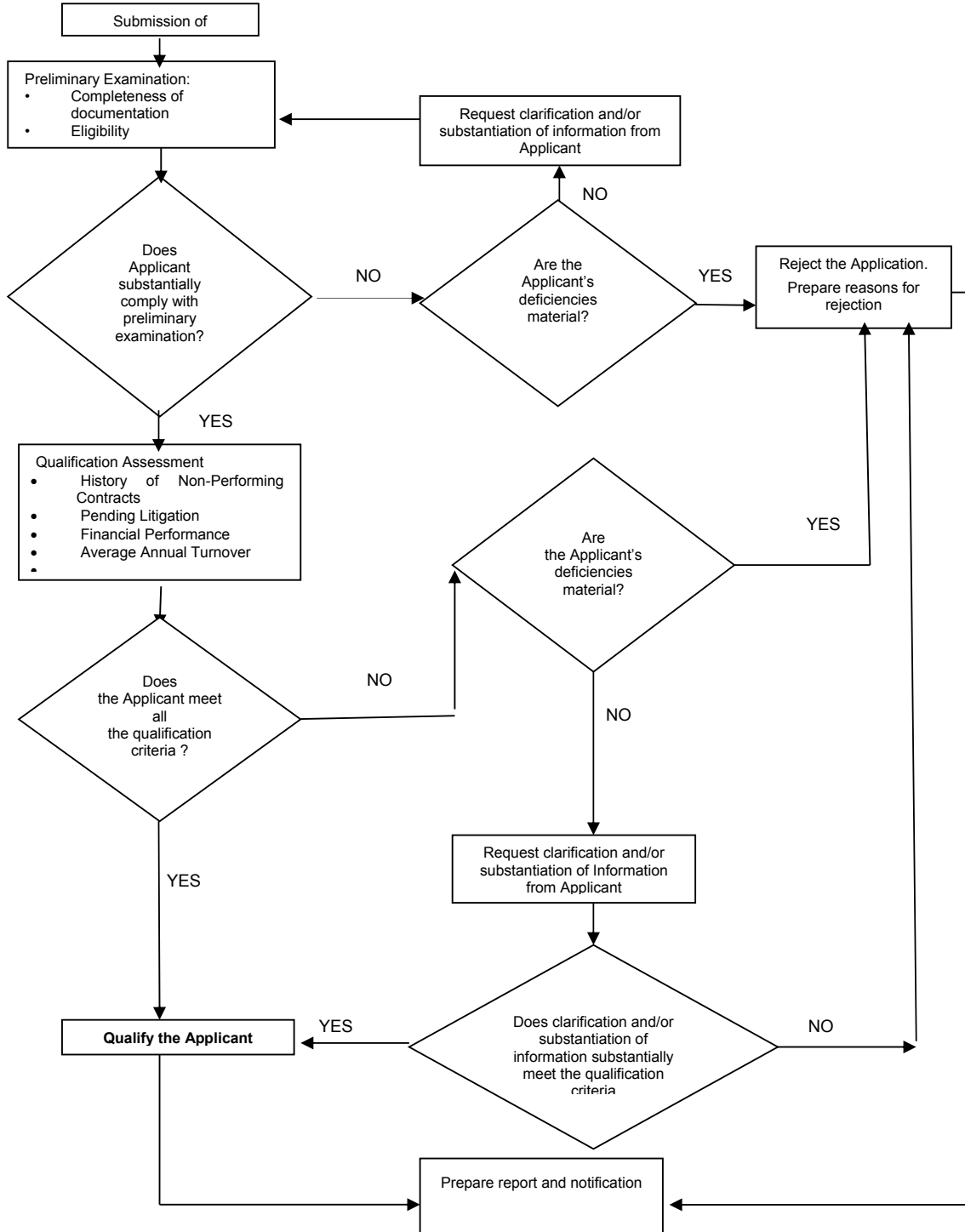
Section V: Scope of Products

1. Description of the Contraceptives

| # | Products | Remarks |
|---|--|--|
| 1 | Condoms (Male latex) | WHO Pre-qualified |
| 2 | IUD (Cu-T380A) | |
| 3 | Implant (Double Rod) | |
| 4 | Implant (Single Rod) | |
| 5 | COC (Cycles) <i>ethinyl estradiol+levonorgestrel and ferrous fumarate</i> | Each batch to be tested from WHO Pre-qualified labs for contraceptives |
| 6 | ECP (Pack of 2 tabs) <i>levonorgestrel</i> | |
| 7 | POP (Cycles) | |
| 8 | Injections DMPA (3 month) | |
| 9 | Injections (2 month) | |

Prequalification Evaluation Flow Chart

The attached flow chart indicates the successive steps of the evaluation process. The process is consistent with (i) Sections I and II, Instructions to Applicants and Prequalification Data Sheet and (ii) Section III, Qualification Criteria and Requirements. The flow chart should be reviewed by the evaluation team prior to the evaluation, and used as a Guide during the evaluation, concurrently with Section III



Glossary

| | |
|--------------------------|--|
| Bid Securing Declaration | An undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated in the bidding documents. |
| 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.” |
| Post-qualification | An assessment made by the Procuring Agency after the evaluation of bids and immediately prior to award of contract, to ensure that the lowest-evaluated, responsive, eligible Bidder is qualified to perform the contract in accordance with previously specified prequalification requirements. |
| 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. |