BIDDING DOCUMENT

(National Competitive Bidding)

Supply of:

MEDICAL EQUIPMENT
ELECTRICAL EQUIPMENT
SURGICAL EQUIPMENT

IPPF WISH 2 ACTION Project

RAHNUMA

Rahnuma: Family Planning Association of Pakistan,
3 – A, Temple Road, Lahore
Ph: 042-111 22 33 66 Fax: +92-42-6368692
E-mail: info@fpapak.org

RAHNUMA

FAMILY PLANNING ASSOCIATION OF PAKISTAN

3-A, Temple Road, Lahore

Invitation for Bids

The Rahnuma Family Planning Association of Pakistan has received a financial contribution from International Planned Parenthood Federation of London (IPPF) for its WISH2ACTION. In this context the Rahnuma: FPAP now invites sealed bids/tenders from eligible manufacturers, importers, authorised dealers for the supply of Medical Equipment, Surgical Equipment and Electrical Equipment to Rahnuma Family Planning Association of Pakistan.

2. Interested bidders may obtain the bidding documents at the address mentioned below on submission of a written application.

3. All the bids must be accompanied by a security of at least 2% of the bid amount and must be delivered to the office of Rahnuma FPAP, 3 – A, Temple Road, Lahore on or before 2:00 p.m. on 28.01.2021. Bids will be opened in the presence of Bidders or their representative, who chose to attend, the same day 28.01.2021 at 2:30 p.m., at the office of the Rahnuma: FPAP, 3-A, Temple Road, Lahore.

4. As competent authority to accept the tender, we reserve the right to accept or reject any or all the tenders without assigning any reason thereof.

(Director Administration)
Rahnuma: FPAP,
3 – A, Temple Road,
Lahore
Ph: 042-111 22 33 66 **Fax:** +92-42-6368692
E-mail: info@fpapak.org

Rahnuma: **Family Planning Association of Pakistan,**
3 – A, Temple Road, Lahore

INSTRUCTIONS/TERMS AND CONDITIONS FOR TENDER INQUIRY

Tenderers are required to comply with all the Clauses mentioned in the terms and conditions of the tender and any deviation will forbid for competing in the tender. The terms and conditions are as under:-

1. Tender to be submitted by the original manufacturers or authorized dealers/distributors and original importers, only importers will have to produce documentary proof regarding import of goods and they can quote their imported items only.

2. One set of blank tender form is being supplied, which may be returned duly filled-in to Admin and Logistics Section Rahnuma: FPAP, 3 –A, Temple Road, Lahore. No other form for quotations except that being supplied by the Rahnuma: FPAP would be accepted. Only those pages may be submitted on which the rates will be quoted and the remaining page may be detached. The page number may be mentioned on the covering letter.

3. Form is to be filled in very carefully duly typed. Any alteration/correction must be initiated and each page is to be signed and stamped at the bottom. The serial number of quoted item may be marked with Red/Yellow marker.

4. Complete Specification, Serial Number, make or origin of the country of the goods must be mentioned for each item for which quotation is given, otherwise it will not be considered. The supplier will also provide warranty of all items.

5. As far as possible all supplies will be made available by the manufacturers directly who will be responsible for the quality of equipment etc. However they can nominate their distributors but the distributors may not be nominated/changed after finalizations of the tender throughout the tender period. In exceptional cases changes may be approved by tendering authority.

6. Income tax certificate or exemption certificate is also to be attached with the tender.

7. The equipments/items will have to be delivered at the desired locations by Rahnuma: FPAP, where required at Suppliers risk.

8. The supply may be made according to the orders to be issued by this office.

9. The tenderer is also required to enclose the bank draft of Rs._____ equivalent to 2 percent of the quoted price/-(re-fundable) in the name of Chief Executive Officer Rahnuma: Family Planning Association of Pakistan as earnest money. In case the tender is accepted by the competent authority and the supplies are not made within 30 days from the date of supply order, this earnest money would be forfeited to the Rahnuma: FPAP.

10. If no supply of the item quoted by the firm is approved, the earnest money of the firm will be returned on the request of the firm within one month.

11. If any items of the firm are approved, the earnest money of the firm will not be released till the completion of the tender period.

12. Manufacturing and expiry dates will be written on each pack, without these dates no supply will be accepted.

13. Payment will be made exclusively to the firms/suppliers whose rates are approved.

14. In the tender form estimated quantities of goods etc have been mentioned but this office will purchase the goods according to the requirement.

15. If any item or equipment/instrument etc is found to be substandard, and adulterated or infected with fungus/bacteria on the basis of laboratory test the same will not be returned to the supplier in any circumstances. Those will be destroyed and payment for the supply will not be made to the supplier. The supplier will be responsible to provide the fresh stock against the quantity supplied. If any substandard item used before receiving the laboratory report payment of that item will not be made to supplier/provider by the FPAP authority.

16. The action will be instituted against the offending firm according to the 1976 Acts.

17. The firm/importer of substandard goods etc will be BLACK LISTED by the competent authority, which will be considered as final.

18. After finalization of the tender, this office will communicate the tenderer regarding status of their tender (accept or reject) and they have to acknowledge the FPAP letter.

19. The Rahnuma: Family Planning Association of Pakistan, reserves the right to reject any tender without assigning any reason.

20. Sealed tender may be submitted to Rahnuma: Family Planning Association of Pakistan 3 – A, Temple Road, Lahore and the envelope would be marked at the top right corner “TENDER FOR SUPPLY OF “MEDICAL EQUIPMENTS, SURGICAL EQUIPMENT AND ELECRICAL EQUIPMENT”.

21. The Supplier will be bound to supply the equipment etc on the approved rates within 30 Days on award of contract (Extendable) till finalization of next contract irrespective of the market fluctuation otherwise the earnest money will be forfeited.

22. Tenders will be accepted upto 28.01.2021 by 2:00 p.m. and will be opened at 2:30 p.m. on same day.

23. Tenderers can quote all items or any item mentioned in the list and prices must be written in words also.

24. Conditional tenders are not acceptable. All full supply according to supply order will be accepted, however short supply will be accepted as a special case but the invoices will not be entertained till the completion of supply according to supply order. No partial payment will be made.

25. If the supply is not made within stipulated period, the supply order will be treated as cancelled and earnest money will be forfeited.

26. It will be responsibility of suppliers to replace store/out of the stock received if found to be substandard or not giving the desired performance. No. extra charges will be paid inspite of fact that the supplied items had to be cleared on preliminary.

27. In case of non supply/short supply against supply contract made with the department the firm/supplier would be BLACK LISTED in lieu of the default and earnest money will also be forfeited. The decision of the Authority Rahnuma: FPAP will be final.

28. Following documents are to be submitted along with tender.
    a. Earnest money.
    b. Paid income tax certificate or income tax exemption certificate.
    c. A copy of valid (2020-2021) agency certificate/agreement
    d. Under taking that the firm will supply the stock within supply dates.
    e. A certificate that firm will abide by all terms and conditions of the tender
    f. A copy of valid license (Renewed).
    g. Sales Tax registration letter.

29. The bidders shall bear all costs associated with the preparation and submission of its bid, and the Rahnuma: FPAP shall in no case be responsible or liable for those costs, regardless of the manner or outcome of the bidding process.

30. Only WHO,FDA, SRA and ISO certify Firms are eligible to participate in the Bidding Process and Certificate must be attached with Tender Document.

KEY INFORMATION

Closing Date:	28th January, 2021 @ 14.00hrs
Opening & Evaluation :	28th January, 2021 @ 1430hrs
Submission & requests for clarification to:	The Director Administration Rahnuma – Family Planning Association of Pakistan 3-A, Temple Road, Lahore, Pakistan Telephone: +92 (0)42 111 22 33 66 (Ext-330) Email: tmalik@fpapak.org
Request for clarification to be received latest by:	25th January, 2021
Submission via:	Hard copy, email or personal delivery (see above addresses)
Validity of Quotation:	Minimum of 45 days from the closing date mentioned above
Language of Bidding:	English
Currency of Bidding:	Pakistani Rupee (PKR) Only

Special Conditions of Contract

The Rahnuma: Family Planning Association of Pakistan [FPAP] intends to procure Medical Equipment, Surgical Equipment and Electrical Equipment for its WISH2ACTION Project.

1. Bids must be sealed and subscribed as ***"Tender for Medical Equipment, Surgical Equipment and Electrical Equipment"***

2. Price must be quoted in Pak currency per accounting unit;

3. Price should include packing and transportation charges;

4. Bids must reach Rahnuma: FPAP 3 – A, Temple Road, Lahore Ph: 042-111-22-33-66

5. Incomplete Bids or received after due date/time will not be accepted;

6. Warranty and minimum delivery/Installation time should be clearly mentioned;

7. The Equipment have to be delivered completely ready for use functionally and operationally by the Supplier at his own risk together with a set of user instructions, operating manual and service details in English at Rahnuma: FPAP.

8. Breakage/leakage during transport is the responsibility of supplier;

9. The Supplier warrants that the goods supplied under the Contract are branded, new, and of the most recent/current model and incorporate all recent improvements and have proved good performance in large Hospitals/Medical centers;

10. The purchaser or its representative have the right to inspect and/or test the goods to confirm their conformity to the Contract;

11. Bid must be supported with relevant literature etc. and country of origin make, brand should be recorded on bids against the item;

12. Any cutting/correction in bid form will make the quotation invalid;

13. The Purchaser may at any time, by a written order given to the supplier make changes within the general scope of Contract in any one or more of the following:

    - Specifications;
    - Place of delivery;
    - Quantities

14. Rahnuma: FPAP reserves the right to reject any or all bids/quotations without assigning any reason;

Product Quality Policy

Compliance with national regulations:

All Medical Products that IPPF/FPAP procures must be authorized by the relevant authority in the country of use, following its standard practices for registration (or other forms of authorization, such as import exemptions and/or authorizations for special use).

Quality standards - Finished Pharmaceutical Products:

All Finished Pharmaceutical Products, including IPPF's core products, must meet 1 or more of the following standards:

1. Prequalified by the WHO/UNFPA Prequalification Programme.
    a. https://extranet.who.int/prequal/?list=rh
    b. https://www.unfpaprocurement.org/prequalification-programme
2. Authorized for use by a Stringent Regulatory Authority (in future to be replaced by WLA ML4), which is a regulatory authority that is:
    a. A member of ICH prior to 23 October 2015, namely: the US Food and Drug Administration, the European Commission and the Ministry of Health, Labour and Welfare of Japan also represented by the Pharmaceuticals and Medical Devices Agency; or
    b. An ICH observer prior to 23 October 2015, namely: the European Free Trade Association, as represented by Swiss Medic and Health Canada; or
    c. A regulatory authority associated with an ICH member through a legally-binding, mutual recognition agreement prior to 23 October 2015, namely: Australia, Iceland, Liechtenstein and Norway.
3. Reviewed and permitted for use by the Expert Review Panel (ERP), for a time limited period not exceeding 12 months, until the product is WHO prequalified, or SRA approved.

Quality standards – Medical Devices:

WHO working in conjunction with the International Medical Devices Regulatory Forum (IMDRF) formally the Global Harmonization Task Force (GHTF), recognizes the standards adopted by several National Authorities. Details can be found in the WHO Guideline – Medical Devices Regulations, a global overview to guiding principles: http://www.who.int/medical_devices/publications/en/MD_Regulations.pdf

IPPF approach is that all medical devices should meet the essential requirements as set out in the EEC Directive: Council Directive 93/42/EEC, 90/385/EEC and 98/79/EEC and preferably are certified with the CE Mark. If the product is not CE-marked, then IPPF will purchase products that are recognized by at least one of the regulatory authorities or an equivalent entity:

- MPALS License (Australia)
- Device License (Canada)
- CE Mark (EU)
- Device License (Japan)
- 510 k Device Letter (USA); and

Priority shall be given to candidates that have been accredited by a recognised accreditation entity, thus providing proof of compliance with at least one of the following standards or equivalent:

- Japan QS Standard for medical devices 1128
- ISO 13485 on quality management system of an organization

- ISO 9002/1994 on quality assurance in production, installation and servicing

Quality standards – Diagnostic tests:

A WHO pre-qualification scheme is in place for diagnostics tests. Where possible IPPF will procure tests from the list of prequalified products listed: http://www.who.int/diagnostics_laboratory/evaluations/PQ_list/en/

Where tests are required that are not on the WHO pre-qualification list, IPPF will seek products that are CE Marked or have equivalent certification or licensing from authorities by at least one of the regulatory authorities or an equivalent entity:

- MPALS License (Australia)
- Device License (Canada)
- CE Mark (EU)
- Device License (Japan)
- 510 k Device Letter (USA); and

Priority shall be given to candidates that have been accredited by a recognised accreditation entity, thus providing proof of compliance with at least one of the following standards or equivalent:

- Japan QS Standard for medical devices 1128
- ISO 13485 on quality management system of an organization
- ISO 9002/1994 on quality assurance in production, installation and servicing

For Pregnancy tests – IPPF should consult Quality and Performance Guidance for Selection of Pregnancy Tests for Procurement:
https://www.rhsupplies.org/uploads/tx_rhscpublications/Quality_and_Performance_Guidance_for_Selection_of_Pregnancy_Tests_for_Procurement_May_2017.pdf

Conflict of Interest Statement

Rahnuma: FPAP is committed to integrity in procurement and only selects suppliers based on objective business criteria such as price and technical capacity.

Rahnuma: FPAP does not tolerate fraud, collusion among Offerors, falsified proposals/proposals, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to concerned authorities.

Rahnuma: FPAP employees are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Rahnuma: FPAP employees engaging in this conduct are subject to termination.

By signing this certification, the Offeror agrees to;

- Disclose as part of the proposal submission any close, familial, or financial relationships with FPAP staff. For example, the Offeror must disclose if a Offeror's mother conducts volunteer trainings for FPAP.

- Disclose as part of the proposal submission any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror's must state this.

- Certify that the prices in the proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.

- Certify that all information in the proposal and all supporting documentation are authentic and accurate.

- Certify understanding and agreement to FPAP prohibitions against fraud, bribery kickbacks and safeguarding.

Please contact FPAP Procurement Manager, Ahsan Ali Khan e-mail address ahsan.ali@fpapak.org for any questions or concerns regarding the above information or to report any potential violations.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____

Due-Diligence Requirements Form

IPPF may request at any time for copies of policies, and evidence of processes where required to meet the Department for International Development – UK aid (DFID) Supply Partner Code of Conduct and to fulfil due diligence checks for our subcontractor's.

A copy of DFID's Supply Partner Code of Conduct is provided as part of this tender (Appendix 3) and can be found by following the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750988/Supply-Partner-Code-August-2018.pdf

Policies or Procedures	Yes	No
a) Value for Money and Governance		
b) Ethical Behaviour		
c) Transparency and Delivery Chain Management		
d) Environmental Issues		
e) Terrorism and Security		
f) Safeguarding, Social Responsibility and Human Rights		
g) Please confirm that you are committed to following best practice procedures relating to the above		

It is important that bidders carefully read and understand DFID's Supply Partner Code of Conduct, and the required compliance level that may apply to them.

Compliance Level 1 - value £1m or above, or two or more contracts with a combined value of £5m or above

Compliance Level 2 - value below £1m, or two or more contracts with a value of less than £5m

Compliance Level 3 - value below EU contracting threshold **£181, 302**. Supply Partners that fall into this level, are required to adhere to the overarching code principles and recognize, mitigate and manage risks. These Supply Partners will not be monitored against the DFID's Code of Conduct

Please indicate by selecting **YES** or **NO** if your organization has documented policies or evidence of your internal procedures for the following matters.

Note: Compliance Level 3 supply partners are required to only complete section g

Certification

This is to certify that we …… hereby confirm compliance with the DFID Supply Partner Code of Conduct.

Where the contract falls under compliance level 1 or 2, we also confirm to be able to provide the documents required by DFID for compliance level 1 or 2.

This form is to be completed by a duly authorized signatory who has full and formal legal authority to enter into any business with IPPF that results from this tender.

Signature:	
Title:	
Name:	
Date:	