

PREQUALIFICATION DOCUMENTS

(FOR HOSPITAL WASTE INCINERATOR PROJECT)



(FINANCIAL YEAR 2017-18)

**GOVERNMENT OF THE PAKISTAN
PAKISTAN ORDNANCE FACTORIES
(POF HOSPITAL)
WAH CANTT.**



**Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
Wah Cantt
INVITATION FOR PREQUALIFICATION**

(FOR HOSPITAL WASTE INCINERATOR PROJECT AT POF HOSPITAL WAH CANTT)

TO

PPRA & MIS

Dear Sirs,

REFERENCE: PREQUALIFICATION NOTICE NO. 4145-PQ-01(2017-18)-FP-PUR-HOSP
DATED 24.08.2017

You are requested to submit sealed proposals for the item(s) NOTED ON THE Schedule to pre-qualification Notice Please note the following instructions for filling the tender:-

1. Government of the Pakistan, Pakistan Ordnance Factories, Wah Cantt, intends to prequalify the medical equipment supplying firms having established credentials in terms of technical, financial & managerial capabilities and invites applications against the list of the medical equipment/ instruments contained for establishment of Modular Operation Theatres as per Prequalification Documents.
2. A complete set of Prequalification Documents in English can be downloaded from the official websites of the PPRA *Further* information can be obtained from the office of Dy.Commandant, POF Hospital, Wah Cantt.
3. Applications should be in tape binding submitted in sealed envelope, in the office of Dy. Commandant on or before **25.09.2017 upto 1200 hours**. The applications received till stipulated date & time shall be opened publically on the same day at **1230 PM** in the presence of applicants or their authorized representatives who choose to attend

DOCUMENTS REQUIRED WITH THE APPLICATIONS.

1. For prequalification, parties having at least five years experience, three references of similar projects completed, satisfactory reports, with local engineering setup , firm should have atleast (02) factory trained engineers, (certificates must be attached)and also have ISO certified workshop in Pakistan. (ISO certificate must be attached . furthermore firm is required to submit list of all calibration and other tools. They have available for repair/maintenance of incinerator
2. Following documents and information must be provided.
 - a. Name of the firm along with Postal Address, Phone & Fax #
 - b. Status of firm (Partnership deed, Article of association or Registration of firm's certificate etc)
 - c. Copy of incorporation certificate & organizational structure
 - d. PEC Registration in Cat C-6 or equivalent registration
 - e. Similar nature of works up to Rs. 200 million completed during last five years
 - f. At least three satisfactory/installation reports of completion of similar projects in any Government organization. Similar nature of works in hand along with names and addresses of Clients
 - g. List of Key personnel & Details of Technical staff
 - h. List of Machinery required for installation and after-sales-services/testing/calibration etc.
 - i. NTN number and certificate of professional Tax
 - j. Bankers certificate showing credit worthiness & Auditor's Report of last three years.
 - k. Affidavit for Not Blacklisted or not involved in arbitration/litigation with any client
 - l. Proof of enlistment with other departments
 - m. Proof of working experience of Hospital waste Incinerator with Government organizations.
 - n. Original agency agreements of OEM's duly attested by Embassy shall be inspected (copies to be attached)
3. Those who fail to provide above mentioned information/documents shall be disqualified.
4. Firms/Contractors already registered/working with POFs submit their proof of working/copies of contract.
5. Original agency agreements of OEM's duly attested by Embassy shall be inspected (copies to be attached)
6. Copy of FDA & CE Certificates for the brands to be offered for Hospital Waste Incinerator Project.
7. The original "FOREIGN MANUFACTURER DECLARATION" as per annex-III (attached) must be available during physical inspection/verification of the Head Office of company by technical evaluation team of POF Hospital nominated by the Commandant POF Wah Hospital.
8. Manager Purchase may be contacted at phone No. 051-905525219 & email: comdhosp@pof.gov.pk for further information

Annexure – A

Specification

1	Plant Overview	A continuous loading incineration system with a capacity of 100 kg/hr. – 24 hours [2.4 tons/day] . It includes a fully automatic feeding system (compulsory) and automatic de-ashing system (optional) to minimize user intervention. Captures all the gases, soot and entrained solids. Waste to move to the combustion chambers, namely primary chamber, secondary chamber and chimney. Process to be controlled by modulating combustion air injection and control of ignition burners.
2	General	
	Make / Origin	EU/USA/Japan/UK
	Spare parts list	To be provided by firm
	Consumable and incidental spare list	Will be responsibility of supplier during warranty period.
	Transportation / lifting / placement /assembling at POF Hospital site	By supplier
	Supervision / installation /start-up /commissioning and training	By supplier
	Operation/maintenance period	05 Years
	Warranty Period: from the date of commissioning	05 Years
	Necessary tools and gauges	By supplier free of cost
	30 days training of POF Hospital staff at site	By supplier free of cost
	Pre-shipment inspection at factory premises.	04 persons by supplier free of cost
	Operating /maintenance manual /drawings in Auto-cad-format	4 sets in bounded hard copy inclusive electronic file CD.
	Site inspection	Local vendor representative will inspect the site.
	Digital weighing scale	1 No [vendor will supply a scale at the entrance to provide accounting of the amount of waste]
	Fire protection system	Will be responsibility of supplier
	Pollution control	It will be responsibility of vendor to get incinerator

		certified from EPA and to get emission certification from EPA Punjab during warranty period on their own cost
	Final Ash Disposal	Vendor needs to incorporate
3.	International Standard DEFRA (compulsory) CE/ FDA (compulsory)	The whole Plant and associated equipment supplied as part of the overall installation will comply with the international standard.
4	Technical Specifications	
	Plant Duty	
	Incinerator type	Pyrotec
	Type of system	Stationary
	Waste type	Medical Waste
	Destruction capacity	2.4 ton / day
	Operating regime	Up to 20 to 24 hours/day
	Primary operating temperature	As per manufacture recommendation
	Secondary operating temperature	As per manufacture recommendation
	Fuel type	dual fuel natural gas + other source
5	Treatment system	
	Automatic loading system	Hydraulic Unit or equivalent
	Automatic de-ashing system	Optional
	Flue Gas treatment system	Wet Scrubber

(Dr. SUMMAYA KHURRAM)
MANAGER PURCHASE,
POF HOSPITAL



Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
Wah Cantt

Annex I

PREQUALIFICATION FORM

**PRE-QUALIFICATION OF FIRM/AGENT FOR PROCUREMENT OF HOSPITAL WASTE
INCINERATOR AT POF HOSPITAL, WAH CANTT.**

Product applied for: _____

Name of Firm: _____

Address: _____

Phone: _____ Fax _____

E-mail _____ URL http://www _____

Type of Firm: Sole Proprietor Partner Ship Limited

Other _____ Date of establishment _____

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

Total area of the firm premises _____ Owned Rented

Total no of employees Technical _____ Non-technical _____

National Tax Number _____ Date _____

General Tax Number _____ Date _____

Registrations with DGDP Ministry of Defense: _____

Registrations/Prequalification with other departments: _____

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

Address: _____

Phone _____ Fax _____

Address: _____

Phone _____ Fax _____

Sales of Hospital Waste incinerator during last 5 years: _____

Annual business turnover, last 3 years (Rs) _____

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

Main Contracts of Hospital waste Incinerator undertaken during last three years:

S.No.	Detail of previously Project Completed	Name of Manufacturer/Principal	Country of Origin	Qty.	Year	Institution

Sales /Marketing Staff:

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

SUPPLIER DECLARATION(On letter head of the applicant)

To: The Commandant,
POF Hospital,
Government of Pakistan,
PAKSITAN ORDNANCE FACTORIES, WAH CANTT.

I declare that:

- I am authorize to present the manufacturing firm specified in this prequalification application as the "Firm" for the purpose of prequalification of equipment for the following items out of the specified equipment of Hospital Waste Incinerator (agency letters attached):

S#	Description of Equipment	Manufacturer	Origin	Validity of Agency Agreement

I am the Sole distributor/agent/partner of M/s. _____

- All the information provided in this application is current and correct and the firm has no reservations with the Prequalification documents.
- This application contains all the information as prescribed in the Prequalification document.
- The firm will abide by all the rules and regulations, formulated in the tender documents after qualification accorded by Pakistan Ordnance Factories, Wah Cantt (POF Hospital).
- The firm will notify you of all changes and variations to the Product/its manufacturing status.
- The firm has not been declared ineligible/blacklisted by the Government of Pakistan/Semi Government/Armed Forces Departments or Private Organization.
- If the firm does not abide by the above stated declaration then the Commandant, POF Hospital, Wah Cantt has every right to blacklist the firm.

Name of the Firm: _____

Name & capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

Date: _____ Stamp of the Firm _____

FOREIGN MANUFACTURER DECLARATION

(On letter head of the manufacturer)

To: The Commandant,
POF Hospital,
Government of Pakistan,
PAKSITAN ORDNANCE FACTORIES, WAH CANTT.

I declare that:

- I am authorize to present the firm specified in this prequalification application as the “manufacturer” for the purpose of prequalification of Hospital Waste Incinerator equipment: (agency letters attached):

S#	Description of Equipment	Manufacturer	Origin	Validity of Agency Agreement

M/s. _____ is our sole distributor/agent for the last several years. They have valid agency letter signed by us.

- The firm will abide by all the rules and regulations, formulated in the tender documents after qualification accorded by Pakistan Ordnance Factories, Wah Cantt (POF Hospital).
- Confirmation that our sole distributor/agent has the requisite technical personnel and tools required to service/maintain the above mentioned equipment.
- The firm will notify all changes and variations to the product/its manufacturing status/change of sole distributor/agent.
- The firm confirms the availability of spare parts for at least 10 years after supply of equipment at POF Hospital, Wah Cantt.
- The firm takes the responsibility to fulfill all warranty & service contract related commitments, by themselves or through another supplier/distributor/partner in case existing is changed.
- The firm has not been declared ineligible/blacklisted by the Government of Pakistan/Semi Government/Armed Forces Departments or Private Organization.

Name of the Firm: _____

Name & capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

Date: _____ Stamp of the Firm _____

Annex IV**EVALUATION CRITERIA**

The Evaluation Criteria comprises of two parts fir part is the KNOCKDOWN while the second is weighed:

PART-1: KNOCK DOWN:

The firm has to comply all the following parameters, otherwise it will be knocked down and made ineligible for further processing of prequalification:

S#	Evaluation Parameters	STATUS
1	Annexure I, II, III attached, duly filled, signed & Stamped with all supporting documents.	Yes / No
2	Valid NTN	Yes / No
3	Valid GST Registration	Yes / No
4	Valid Sole Agency certificate	Yes / No
5	Minimum 3-5 years business history of Hospital Waste Incinerator Projects in Pakistan	Yes / No
6	Submission of complete application form (Annex-I)	Yes / No
7	Submission of supplier declaration form (Annex-II)	Yes / No
8	Submission of manufacturers declaration form (Annex-III)	Yes / No
9	Original Brochure of Modular Operation Theatre equipment	Yes / No
10	Satisfactory performance report of three reference sites	Yes / No
11	Valid registration with DGDP, Ministry of Defense, Government of Pakistan.	Yes / No
12.	Bankers certificate showing credit worthiness & Auditors report for the last three years.	Yes / No
13.	Proof of working experience of Modular Operation Theatre	Yes / No
14.	Final Remarks by the Chairman Technical Evaluation Committee	Eligible / Not Eligible for further evaluation for prequalification

GENERAL INSTRUCTINOS**A. General****1. Scope of Application:**

1.1 In connection with the Invitation for Prequalification, the Procuring Agency, issues this Prequalification Document to applicants interested in bidding for supply, installation and commission of complete Modular Operation Theatres equipment at Pakistan Ordnance Factories Hospital, Wah Cantt.

2. Corrupt Practice:

2.1 (a) In pursuance of this policy, the following terms are defined:

- (i) “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- (ii) “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- (iii) “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- (iv) “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- (v) “ obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice, and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation , or
- (b) the Procuring Agency will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question.
- (c) the Procuring Agency will 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
- (d) Procuring Agency will have the right to require that a provision be included in bidding documents requiring bidders, suppliers and manufacturers and their agents to permit the Procuring Agency to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Purchaser.

3. Eligible Applications

3.1 An application can be a private, or public entity, or any combination of public or private entities.

- 3.2 Firms of a country may be excluded from bidding if as a matter of law or official regulation, the Government of Pakistan prohibits commercial relations with that country or for other reasons.
- 3.3 A firm declared disqualified / blacklisted by any of the private/public sector organization in Pakistan shall be ineligible to bid or contract during the period of embargo.
- 3.4 Applications and other parties constituting the application shall not have a conflict of interest. Applications 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 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.
- 3.5 The applicants must submit the product (foreign) as per reference list of manufacturer, annexed or their equivalent.

B. Contents of Prequalification Documents

4. Sections of Prequalification Document

- 4.1 The document for prequalification of applicants (hereinafter “prequalification document”) consists all the sections indicated below, and should be read in conjunction with any of an addendum if issued.
- Section I General Instructions
 - Section II Qualification Criteria and Requirements
 - Section III Application Form
 - Section VI Evaluation Criteria
- 4.2 The “Invitation for Prequalification Applications” issued by the Procuring Agency is the part of the prequalification document. A sample form is provided as an attachment to this Prequalification Document.
- 4.3 The Procuring Agency accepts no responsibility for the completeness of the prequalification document and its agenda unless the original receipt of the bank deposit slip is attached with the documents, in case there is some prequalification fee is demanded by the prequalifying agency.
- 4.4 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.

5. Clarification of Prequalification Document:

- 5.1 A prospective Applicant requiring any clarification of the prequalification Document shall contact the Procuring Agency in writing. 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.

6. Amendment of Prequalification Document:

- 6.1 At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Document by issuing addenda.
- 6.2 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.
- 6.3 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 Application:

7. Cost of Applications:

- 7.1 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.

8. Language of Application:

- 8.1 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 English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation for the relevant passages in the English language, in which case, for purposes of interpretation of the application, the translation shall govern. All such documents shall be signed and stamped by the applicant.

9. Documents Comprising the Application:

- 9.1 The application shall comprise the following:
- (a) Application Submission Form Annex-I
 - (b) Documentary evidence establishing the Applicant's eligibility to prequalify.
 - (c) Documentary evidence establishing the Applicant's qualifications,
 - (d) Any other document required as specified in the documents
 - (e) Supplier's Declaration Annex-II
 - (f) Foreign Manufacturer Declaration Annex-III
 - (g) Evaluation Criteria Annex-IV

10. Application Submission Form:

- 10.1 The Applicant shall prepare an Application using the form provided in the documents. This Form must be completed without any alteration to its format without any cutting or overwriting.

11. Documents Establishing the Eligibility of the Applicant:

11.1 To establish its eligibility, the Applicant shall complete the Declarations for the Supplier and Principal firm/manufacturer along with other documents mentioned in the Pre-Qualification Form.

12. Documents Establishing the Qualifications of the Applicant:

12.1 To establish its qualifications to perform the contract in accordance with concerned Sections, Qualification Criteria and Requirements, the Applicant shall provide the information requested as evidence to comply with the criteria.

13. Signing of the Application:

13.1 The application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

D. Submission of Application:

14. Sealing and Identification of Applications:

14.1 The Applicant shall enclose the original application in a sealed envelope that shall:

- (a) Bear the name and address of the Applicant
- (b) Be addressed to the Procuring Agency
- (c) Bear the specific identification of this prequalification process indicated in the documents

15. Deadline for Submission of Application:

15.1 Applicants will submit their applications by hand. Applications shall be received by the Manager Purchase, POF Hospital, Wah Cantt at the address and no later than the deadline indicated in the **Invitation for Prequalification** also available on www.ppra.org.pk.

15.2 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.

16. Late Applications:

16.1 Any application received by the Procuring Agency after the deadline for submission of applications will not be entertained.

17. Opening of Applications:

17.1 The Procuring Agency shall open all Applications at the date, time and place as specified in the Invitation for Prequalification also available on www.ppra.org.pk. Late Applications shall not be accepted.

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

E. Procedures for Evaluation of Applications:

18. Confidentiality:

18.1.1 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.

18.2 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.

19. Clarification of Applications:

19.1 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.

19.2 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.

20. Responsiveness of Applications:

20.1 All applications not responsive to the requirements of the prequalification document shall be rejected.

F. Evaluation of Applications and Prequalification of Applicants:

21. Evaluation of Application:

21.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Evaluation Criteria and Requirements to evaluate the qualifications of the Applicants.

21.2 Physical Verification of data contained in the application will be conducted by an Inspection Team nominated by The Commandant, POF Hospital, Wah Cantt. The firm will not be considered, if found variation between submitted date and on grounds reality.

22. Procuring Agency's Right to Accept or Reject Applications:

22.1 The Procuring Agency reserves the right to accept or reject all the applications, and to annual the prequalification process, without thereby incurring any liability to Applicants as per PPRA 2014.

22.2 After pre-qualification, the Technical Evaluation Committee may review the prequalification of any firm on some serious complaints and terminate the status, if proved.

23. Prequalification of Applicants:

23.1 The Applicants whose applications have met the specified requirements will, to the exclusion of all others, be prequalified by the Procuring Agency.

24. Notification of Prequalification

24.1 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.

24.2 The pre-qualification shall be awarded on complete project evaluation basis after inspection of reference sites completed in recent years, Head Offices, local Branch Office, workshops, verification of documents of engineering team involved in after-sales-services of the Modular Operation Theatres and other medical equipment associated with this project, as indicated by the Applicant in the submitted documents.

24.3 The pre-qualification so awarded shall remain valid for two years, after which confirmation or renewal will be accorded by The Commandant POF Hospital, Wah Cantt on the basis of recommendations of Technical Evaluation Committee and service record of the Applicant during the period.

25. Invitation to Bid:

25.1 After notification of the results of the prequalification, the Procuring Agency shall initiate the procurement process and issue the Bidding Documents to the prequalified firms for further process of technical evaluation of their bids and recommendation by the Technical Evaluation Committee for purchase process.

26. Arbitration:

26.1 The Chairman, POF Board, Government of Pakistan, Pakistan Ordnance Factories, Wah Cantt will be the Arbitrator in case of some dispute arising out during or after the completion of technical evaluation process. The decision of the Arbitrator will be the final and binding on the applicant applying for prequalification.