

Pre-Qualification Document (PQD)

For

Pre-qualification / Shortlisting of Consulting Firms/Companies having expertise in Planning, Designing and Operationalization of Hospital Waste Management System.

Under the Concept of

“Capacity Building of Government Departments”

GOVERNMENT OF PUNJAB



PLANNING & DEVELOPMENT DEPARTMENT



August, 2017

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1. Introduction

According to the vision of Chief Minister Punjab, Government Departments need Capacity Building by engaging various Consulting Firms/Companies in emerging areas to achieve development targets in an efficient and effective manner at a faster pace. Necessary amendments have been made in Punjab PPRA rules 2014 which enable Planning and Development Department (P&DD) to short-list/pre-qualify Consulting Firms/Companies on yearly basis. In accordance to the instant amendments in PPRA rules, 2014, all departments of Government Punjab may issue Request for Proposal (RFP) directly (without advertisement) to the Consulting Firms/Companies shortlisted by P&D Department to hire services under certain terms and conditions mentioned in Sub-rules 6-10 of Rule No. 16 of PPRA 2014.

- i. Power, Energy & Renewable Energy (Solar, Bio, and Wind etc.)
 - a. *Hydro Energy*
 - b. *Solar Energy*
 - c. *Bio Mass*
 - d. *Wind Energy*
 - e. *Thermal Energy*
- ii. Ground water, Hydrology and Integrated Water Management
- iii. Transportation Planning and Management
- iv. Legal, Techno-legal & Contract Management
 - a. *Legal*
 - b. *Techno-Legal and Contract Management*
- v. Public Private Partnership
- vi. Financial & Economic Analysis
- vii. Information Technology
- viii. Agriculture, Livestock and Forestry, Wildlife and Fisheries
 - a. *Agriculture*
 - b. *Livestock*
 - c. *Forestry, Wildlife and Fisheries*
- ix. Infrastructure and Structural Engineering
 - a. *Canals & Barrages*
 - b. *Small & Mini Dams*
 - c. *Roads & Bridges*
 - d. *Buildings*
- x. Water supply, Sanitation and Public Health Engineering
- xi. Urban Planning & Development
- xii. Environment Sector
- xiii. Monitoring and Evaluation
 - a. *Monitoring, IT / Web based Monitoring System of Projects*

- b. Output, Outcome and Impact Evaluation and M&E Frameworks*
- xiv. Health Sector
- a. Planning, designing and operations of hospitals and other public sector health facilities*
- b. Planning need assessment, designing, specification of medical equipment used for public sector hospitals and other public sector health facilities*
- c. Planning, designing and operationalization of hospital waste management system.***
- d. TPV of planning, designing of medical equipment and operations of hospitals and other public sector health facilities.*
- xv. Services Sector.
- a. Testing Services.

2. Objective

To support the health sector projects especially hospitals through providing services of planning hospital waste management plan, assessment of medical waste, design of hospital waste management plan and adopting of technology in accordance with the context of developing country, laying down specifications, installation of equipment used in hospital waste management and developing IT based environment to monitor the segregation, storage and transportation of hospital waste, feasibility studies, third party analysis, appraisal and vetting of project concept /third party validation and gap analysis in their operation/execution especially operation of hospital waste management.

3. Scope of Work

- Quantitative assessment of medical waste in hospitals /health facility.
- Conduct survey to collect site information for use in the feasibility studies of medical waste.
- Assessment of current practices of segregation, storage and transportation of hospital waste and identification of gaps for improvement.
- Preparation of detailed feasibility studies/reports.
- Incorporation of information technology in planning stage to get optimum results during segregation, storage and transportation of medical waste.

- To develop engineering design including all process, mechanical, electrical and control engineering aspects and to prepare design specifications and functional requirements of hospital waste management.
- Assessment of current knowledge assessment and practices regarding segregation of medical waste and infection control in hospitals/health facility.
- To conduct economic analysis of hospital waste management plan (predicted benefit to cost ratio)
- Performance & Impact Evaluation of adopted hospital waste management system.
- Assessment of risks and impact on health related with hospital waste.
- To identify the gaps/shortfalls during the operation of the waste management plan and recommend the solutions of the shortcomings.
- To identify the resistances/hurdles during the whole period of execution of the project. Social / socio-economic issues with respect to project implementation of health sector project;
- Provide technical support to install, start-up, testing, commissioning, and operations of plants/equipment.
- Any other tasks assigned by the client / executing agency or department.

4. Eligibility Criteria

Following are the details on the basis of which Firm will be shortlisted:

i. Pre-Requisite

- a. Registration with the professional bodies (PEC, PMDC, PNC etc.)
- b. Registration with SECP, Registrar of Firms, etc.
- c. National Tax Registration Number (NTN)
- d. Minimum Rs.100 million and 10.0 million USD annual turnover for National and International Firms / Companies respectively
- e. Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.

ii. Firm Experience

Firms should provide information regarding;

- a. General experience by providing the list of total number of projects/assignments performed so far as per **Annex - A**
- b. Relevant experience in the subject field by submitting the detail of (5 Nos.) most relevant projects undertaken in the past (10 years) as per **Annex - B.**
- c. Detailed description of the Firm Profile by providing its organizational structure, list of permanent staff, quality management system and list of testing equipment/machinery.

iii. Human Resource Capacity

- a. List of key personnel proposed having expertise in **Hospital Waste Management System** is as per **Annex - C.**
- b. CVs of key personnel proposed as per **Annex - D.**

However, the required qualification and experience is as follows;

S. No.	Proposed Position	Required Qualification	Experience
1	Hospital Waste Management Specialist	Medical degree along with post-graduation in Public health.	At least 10 years post-graduation experiences in Hospital waste management or infection prevention. Planning Designing and managing of Hospital Waste.
2	Environmental Engineer	MSc in Environmental Engineering	At least 10 years' experience of planning Designing of solid waste/Hospital waste.
3	Design Engineer	BSc Civil Engineering.	Minimum 10 years' experience of Planning & designing of Hospital Waste Management Plan.
4	Infection Control Specialist	MBBS along with post-graduation in Epidemiology/infection control.	At least 10 years post-graduation experiences in Hospital waste management or infection prevention and risk assessment.
5	Infection Control Nurse	BSc (N), MSc in Nursing/Master in	10 years' experience of dealing with Medical

		epidemiology/infection control.	waste/infection prevention.
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iv. Financial Capabilities

Detail of financial capabilities to be provided as per **Annex- E**.

****All documents should be in English.***

*****Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.***

******Firms/Companies which may be applying under a joint venture/consortium should submit their documents under a single login.***

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) is as follows:

A1	Firm Experience	Points
a)	Number of Assignments (General)	10
b)	Number of Assignments (Relevant)*	70
	i. Number of Similar Assignments	40
	ii. Value of Similar Assignment	30
c)	Firm Profile	20
	i. Organizational Structure	5
	ii. List of Permanent Staff	5
	iii. Quality Management System	5
	iv. List of Testing Equipment/Machinery	5
Total A1		100
A2	Human Resource Capacity	Points
a)	Hospital Waste Management Specialist	20
b)	Environmental Engineer	20
c)	Design Engineer	20
d)	Infection Control Specialist	20
e)	Infection Control Nurse	20
Total A2		100

A3	Financial Capacity	Points
a)	Annual Turn Over	35
b)	Current Ratio	35
c)	Net Worth	30
Total A3		100

Score = A1[40%] + A2[30%] + A3[30%]

The minimum score required to be shortlisted is: **75 Points**

* Maximum number of 5 most relevant assignments to be provided. Assignments provided beyond the limit of 5 will be given no weightage.

5. Firm Detail

Firm should provide its detail as per **Annex-F**. In this PQD the word Firm has been used for both Firm and Company.

6. Client Detail

➡ **Directorate General of Monitoring & Evaluation,
Planning and Development Department
Government of Punjab
72-Garden Block, New Garden Town Lahore.
Contact No. 042-99233178**

7. EOI Deadline

The Expression of Interest EOI may be submitted on the Web Based Pre-qualification System (WBPS) developed on the website of Directorate General M&E i.e., <http://www.dgmepunjab.gov.pk>

Deadline for submission of the EOIs is 20th September, 2017 till 04:00 pm.

However, for Clarification/Coordination Firm/Company may contact to:

➡ **Research Associate
Directorate General (M&E), P&D Department
Government of Punjab
72-Garden Block, New Garden Town Lahore.
Contact No. 042-99233178**

Annex-A Firm Experience (General)

General¹									
S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									
5									

1. Provide list of total number of projects/assignments performed so far

Annex-B Firm Experience (Relevant)

Relevant¹									
S. No²	Name of Project³	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									
5									

1. Maximum number of (5) most relevant assignments to be submitted.
2. Assignments provided beyond the limit of 5 will be given no weightage.
3. Project/Assignment provided must be supported with the completion certificate issued by the procuring agency/executing agency of that particular project.

Annex-C (List of Key Personnel)

S. No	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

Annex-D (CVs of Key Personnel)**CURRICULUM VITAE (CV)**

1. **Name of Personnel:** _____
2. **Current Position in the Firm :** _____
3. **Date of Birth:** _____
4. **Nationality** _____
5. **CNIC No (if Pakistani):** _____ **or Passport No:** _____
6. **Education :**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:** ____
8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)*]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project _____ Location: _____

Date of Start: _____ Date of Completion: _____

Client: _____ Main project features: _____

Positions held: _____ Activities performed: _____

Actual time spent on the project: _____ in months.

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of the proposed staff] Day/Month/Year

Date: _____

[Counter Signature of authorized signatory] Day/Month/Year

Annex-E (Financial Capabilities)

Year¹	Annual turnover	Current Ratio	Net Worth
2014-2015			
2015-2016			
2016-2017			

1. Data provided under the head of financial capabilities must be supported by the Audited Annual Financial Statements

Annex-F (Firm Detail)

Name of Firm	Address	Contact No.	Authorized Personnel Name	Authorized Personnel Contact No.
Lead Firm				
Joint Venture Firm(s)				
Associate Firm(s)				