

Pre-Qualification Document (PQD)

For

Pre-qualification / Shortlisting of Consulting Firms/Companies having expertise in Planning, Need Assessment, Designing, Specification of Medical Equipment used for Public sector hospitals and other public sector health Facilities.

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, third party validation 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 formulation, need assessment of medical equipment for each ward/department of hospital, laying down specifications, installation of equipment and making IT based environment to stop pilferage of kits/consumables of equipment, feasibility studies, third party analysis, appraisal and vetting of project concept /third party validation and gap analysis in their operation/execution especially operation of medical equipment.

3. Scope of Work

- Planning/ formulation of PC-I of Health Sector projects/hospitals.
- Conduct survey to collect site information for use in the feasibility studies/need assessment of medical equipment in accordance to the design of the hospital or other health facility.
- Preparation of detailed feasibility reports.
- During planning, maximum incorporation of information technology in all departments of hospitals where sophisticated medical equipment installed to ensure transparency of usage of kits /consumables.
- To develop engineering design including all process, mechanical, electrical and control engineering aspects and to prepare design specifications and functional requirements of *all departments for medical equipment* to be installed in the hospital or health facility.

- To evaluate the medical equipment in term of their sensitivity & specificity.
- To conduct economic analysis of medical equipment(predicted benefit to cost ratio)
- Performance & Impact Evaluation of the health sector projects pertaining to certain relevant equipment.
- To identify the gaps/shortfalls during the operation of the project /hospital 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 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	Team Leader	MBBS, MSPH/MPH Or PhD in Public Health	<ol style="list-style-type: none"> 1. Minimum 10 years' experience of preparation of feasibility reports/Need Assessment of equipment in all departments of hospital. 2. Familiar with PPRA Rules. 3. Economic analysis 4. Experience of Research.
2	Physician	MBBS,FCPS/MD	Minimum 10 years' experience of need assessment and procurement of medical equipment for different departments of Hospitals. Laying down specifications of medical equipment. Experience of handing over/taking over project/hospital.
3	Surgeon	MBBS,FCPS/MS	Minimum 10 years' experience of need assessment and procurement of medical equipment for different departments of Hospitals.

			Experience of laying down specifications of medical equipment. Experience of handing over/taking over project/hospital.
4	Bio Medical Engineer	MSc in Bio-Medical Engineering/BE Electronics	Minimum 10 years' experience of making specifications of medical equipment. Ensuring functionality of medical equipment. Procuring equipment as per laid down specifications.
5	Procurement Specialist	Master in Economics/MBA/Project Management	Minimum 10 years' experience of procurement of hospital.

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)	Team Leader	20
b)	Physician	20
c)	Surgeon	20
d)	Bio Medical Engineer	20
e)	Procurement Specialist	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)				