

PREQUALIFICATION DOCUMENTS

**PREQUALIFICATION OF SECURITY SERVICE PROVIDING FIRMS
FOR PROVISION OF 390 SECURITY GUARD SERVICES AT 195
NOS. OF 24/7 BHUS OF PMHI DISTRICTS IN PUNJAB**



(FOR THE FINANCIAL YEARS 2021-22 & 2022-23)

**IRMNCH & NUTRITION PROGRAM
PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT
GOVERNMENT OF THE PUNJAB
05-Montgomery Road, Lahore**



GOVERNMENT OF THE PUNJAB
IRMNCH & NUTRITION PROGRAM PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

INVITATION FOR PREQUALIFICATION (SECURITY SERVICES)
(Prequalification of Security Service Providing Firms for Financial Years 2021-22 & 2022-23)

Government of the Punjab is undertaking wide-ranging reforms to improve Healthcare Service Delivery in Punjab. As part of reform services, IRMNCH & Nutrition Program invites eligible Firms/Companies having established credentials in terms of Technical, Financial & Managerial Capabilities to express their interest in providing Security Guard Services at 195 Nos. of 24/7 BHUs of Prime Minister Health Initiative (PMHI) districts in Punjab under IRMNCH & Nutrition Program Punjab for the Financial Years 2021-22 & 2022-23.

REQUIRED SERVICE	TENTATIVE SCOPE OF SERVICE
Provision of Security Guard Services	Provision of 390 Security Guard Services (ex-servicemen) at 195 Nos. of 24/7 BHUs to ensure security/safety of public premises, property & personnel at 195 Nos. of 24/7 BHUs of PMHI districts under IRMNCH & Nutrition Program Punjab

A complete set of prequalification documents can be downloaded from the program's website (www.irmnch.gop.pk) website of PPRA (www.ppra.punjab.gov.pk) and website of Primary & Secondary Healthcare Department, Govt. of Punjab (www.pshealth.punjab.gov.pk) or may be purchased on the submission of a written application to the Program Director, IRMNCH & Nutrition Program, Punjab at the address given below and upon payment of a non-refundable pre-qualification fee of **PKR 10,000/- (Rs. Ten Thousand only)**.

Interested eligible applicants may submit their application for Prequalification clearly marked **"Application to Prequalification for Provision of 390 Security Guard Services at 195 Nos. of 24/7 BHUs of Prime Minister Health Initiative Program under IRMNCH & Nutrition Program Punjab for the FYs 2021-22 & 2022-23"** with all necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory, on or before **04th February, 2022 (Friday) by 1100hrs** in the Office of the Program Director, IRMNCH & Nutrition Program Punjab, 05-Montgomery Road, Lahore. The applications received till the stipulated date & time shall be opened publically on the same day at **1130hrs** in the presence of the applicants or their authorized representatives who choose to attend.

Prequalification process will be governed under the Punjab Procurement Rule 2014 (amended). Provision of false, fabricated or materially incorrect information, if found at any stage will lead to disqualification.

In case the date of opening is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of applications accordingly. The time and venue shall remain the same.

Request for Proposals (RFPs) shall be shared only with the pre-qualified firms for subsequent procurement process by IRMNCH & Nutrition Program Punjab.

PROGRAM DIRECTOR
IRMNCH & NUTRITION PROGRAM, PUNJAB LAHORE
05-Montgomery Road, Lahore.
Phone No. +92-42-99205326
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DISCLAIMER

1. This Prequalification Document is provided to the recipient solely for use in preparing and submitting applications for prequalification in connection with the engagement of a Service Providing Firm who will carry out the Assignment as further detailed in this Prequalification Documents. This Prequalification Documents is being issued by **IRMNCH & Nutrition Program, P&SH Department**, Government of Punjab solely for use by the Applicants in considering the Assignment enumerated hereunder.

(Pre-qualification of Security Guard Services Providing Firms for the provision of 390 Security Guard Services at 195 Nos. of 24/7 BHUs to ensure security/safety of Public Premises, property & Personnel at 195 Nos. of 24/7 BHUs of PMHI Districts under IRMNCH & Nutrition Program for the Financial Years 2021-22 & 2022-23)

2. The evaluation criteria have been laid down for the purpose of pre-qualification of the Applicants. IRMNCH & Nutrition Program or its affiliated entities, nor its consultants, advisors, employees, personnel, agents, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection with the prequalification process for the Assignment and the same shall have no liability for this Prequalification Documents or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Assignment. IRMNCH & Nutrition Program nor its employees, personnel, agents, consultants, advisors and contractors etc. will be liable to reimburse or compensate the recipient for any costs, fees, damages or expenses incurred by the recipient in evaluating or acting upon this Prequalification Documents or otherwise in connection with the Assignment as contemplated herein.

3. Certain Applicants may have better knowledge of the proposed project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in these Prequalification Documents and obtain independent advice from appropriate sources.

4. The Application for Prequalification submitted by any of the prospective applicants shall be upon the full understanding and agreement of any and all terms of this Prequalification Documents and such submission shall be deemed as an acceptance to all the terms and conditions stated in this Prequalification Documents.

5. Any Application for Prequalification submitted by any of the prospective applicants shall be construed based on the understanding that the Applicant has done a complete and careful examination of this Prequalification Documents and has independently verified all the information received from the IRMNCH & Nutrition Program (including from its employees, personnel, agents, consultants, advisors and contractors etc.).

6. This Prequalification Documents shall neither constitute a solicitation to invest, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of the IRMNCH & Nutrition Program that the Assignment will be awarded. The IRMNCH & Nutrition Program, reserves its right, in its full discretion, to modify the Prequalification Documents and/or the Assignment at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant in such an event. Similarly, the IRMNCH & Nutrition Program reserves the right, in its full discretion, to cancel the Prequalification and/or Assignment at any stage of the prequalification/procurement process and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant in such an event.

7. Mere submission of these Prequalification Documents & Application for Prequalification does not vest any right in the Applicant for being selected for the project.

DEFINITIONS

APPLICANT	means any corporation, company, partnership, joint venture, association, firm, public or private entity or a Consortium, that is eligible, has the expertise and ability to undertake the Assignment as per the requirements of this Prequalification Documents.
ASSIGNMENT	means the works to be undertaken and services to be provided by the Applicant upon being selected as the successful bidder after the bidding process to be conducted post prequalification.
CONSORTIUM	Where the Applicant is comprised of a group of firms/companies/consultants/advisors etc. who have submitted an application for prequalification as per the requirements of this Prequalification Documents; all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire Assignment and such an association may be known as a Consortium for submission of the application for prequalification.
DUE DATE	The application for prequalification shall be submitted by the Applicant on or before 04th February, 2022 (Friday) at 1100hrs
APPLICATION FOR PREQUALIFICATION	Application for Prequalification to be submitted by the Applicant containing the information as set out and required under this Prequalification Document.
LEAD MEMBER	If the Applicant is a Consortium then one of the entities of such Consortium shall be designated as the Lead Member in the Application for Prequalification to perform a lead role who has been duly appointed by all consortiums to submit and sign on their behalf all documents required hereunder to bind the entire consortium to the contents thereof.
POWER OF ATTORNEY	The Power of Attorney to be provided by the Applicant in the form appended as Schedule 5 to this Prequalification Documents.
RELEVANT PROCURING AGENCIES	IRMNCH & Nutrition Program, Punjab, Primary & Secondary Healthcare Department, Govt. of the Punjab.

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PART 1 – PREQUALIFICATION

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SECTION I. INSTRUCTIONS TO APPLICANTS

A.GENERAL

1. **Scope of Application**
 - 1.1 In connection with the Invitation for Prequalification, the IRMNCH & Nutrition Program, issues these Prequalification Documents to applicants interested in prequalification for provision of **390 Security Guard Services (ex-servicemen) at 195 Nos. of 24/7 BHUs to ensure security/safety of public premises, property & personnel at 195 Nos. of 24/7 BHUs of PMHI districts under IRMNCH & Nutrition Program Punjab** (more specifically prescribed in Scope of services).
2. **Fraud and Corruption**
 - 2.1 The Government of the Punjab requires that Procuring Agency (IRMNCH & Nutrition Program) as well as Applicants, Bidders, Suppliers, Contractors, and Consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency defines the terms and provisions, set forth below:
 - (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 government 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.

The Procuring Agency;

 - (a) will reject a proposal for award if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;
 - (b) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, if it, at any time, determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing

3. **Eligible Applicants**

3.1 An Applicant shall be a private, public or government owned legal entity or any combination of them in the form of association(s) including with the formal intent (as evidenced by a letter of intent) to enter into an agreement or under an existing agreement. In the case of a consortium, unless otherwise specified in the **PDS** (i) all parties shall be jointly and severally liable, and (ii) there shall be limit to four parties, and (iii) the consortium shall nominate a Lead Party/Member appointed through a Power of Attorney (Template is appended as **Schedule 5** to this Prequalification Documents) executed by all Consortium Members who shall have the authority to conduct all business for and on behalf of any and all the partners of the consortium during the prequalification and bidding process and, in the event the consortium is awarded the Contract, during contract execution. If the Applicants are a Consortium, each firm of the Consortium (including the Lead Member) shall furnish a Power of Attorney authorizing an authorized representative of the Lead Member on their behalf.

- i. Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his/her national identity card (“NIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his/her passport should be attached. Additionally, in the event a Power of Attorney is being executed outside Pakistan, for the purposes of notarization of the Power of Attorney the stamp of the Notary Public of the country (in which the Power of Attorney is being executed) will have to be affixed to the Power of Attorney and once the document has been notarized, the Power of Attorney must be attested by the office of Ministry of Foreign Affairs in the country (in which the Power of Attorney is being executed). Upon attestation in the aforesaid manner, the Power of Attorney must be attested by the Pakistani Embassy in that country by affixing its official stamp on the Power of Attorney. Once the original Power of Attorney has been brought into Pakistan, adhesive stamps are to be affixed on the same.
- ii. In the event the Applicant is a Consortium, all communications and correspondence shall be routed with IRMNCH & Nutrition Program, Punjab.

One Member of the Consortium may submit only one Application for Prequalification and if one member submits more than one Application, IRMNCH & Nutrition Program shall reject all such Applications.

3.2 The eligibility criteria listed in ITA 3 shall apply to the Applicant, including the parties constituting the Applicant i.e., its proposed partners, subcontractors or suppliers for any part of the contract including related Services.

- 3.3 Applicants shall not have a conflict of interest. Applicants may be considered to have a conflict of interest under any of the conditions specified in the **PDS**: Applicants have an obligation to disclose any situation of actual or potential conflict that impact their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to rejection of the Application, Bid, or eventual termination of the Contract.
- 3.4 An Applicant shall submit only one application in the same prequalification process, either individually as an Applicant or as a partner of a joint venture. No Applicant can be a subcontractor while submitting an application individually or as a partner of a joint venture in the same prequalification process. Unless indicated otherwise in the **PDS**, a Specialist Subcontractor in any application may participate in more than one application, but only in that capacity. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified. Eligible Applicants may be a single company or a group of maximum 4 parties (hereinafter referred to as Consortium), coming together to sign the agreement. The term Applicant used hereinafter would therefore apply to a single entity and/or a Consortium or joint venture.
- 3.5 The application should contain the information required for each member of the Consortium
- 3.6 Members of the Consortium shall enter into a Memorandum of Understanding (MOU) and duly notarize for the purpose of making the Qualification for Application and submitting a Proposal.
- 3.7 Convey the intent to enter into the Contract Agreements and subsequently carry out all the responsibilities specified in the Contract Agreement, in case the assignment is awarded to the Applicant;
- 3.8 In case of Consortium clearly outline the proposed roles and responsibilities of each member at all stages.
- 3.9 Notwithstanding anything stated elsewhere in these documents, the Procuring Agency shall have the right to seek updated information from the Applicant to ensure their continued eligibility. Applicant(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to IRMNCH & Nutrition Program, Government of the Punjab. Members of the Consortium shall nominate one member as the Lead Member.
- 3.10 Applicant may be disqualified if it is determined by the Procuring Agency, at any stage of the process, that the Applicant will be unable to fulfill the requirements of the Project or fails to continue to satisfy the Eligibility Criteria. Supplementary information or documentations may be sought from Applicants at any time and must so be provided within a reasonable timeframe as stipulated by IRMNCH & Nutrition Program, Government of the Punjab.
- 3.11 An applicant who has been barred or disqualified either by any Government/ Department/ Agency/ Authority would not be eligible to submit an Application, either individually or as member of a Consortium. **Applicant will submit an affidavit to this effect.**

- 3.12 Applicants and all parties constituting the Applicant shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- 3.13 If the Government of Pakistan prohibits commercial relations with any country, any Applicants of such countries/dealing with such countries are ineligible to apply.
4. **Changes in Consortium Composition**
- 4.1 After short listing, change in the composition of the Consortium (except Lead Member which shall not be changed) will be subject to approval of IRMNCH & Nutrition Program, Government of the Punjab.

B. CONTENTS OF THE PREQUALIFICATION DOCUMENTS

5. **Sections of Prequalification Document**
- 5.1 The documents for the prequalification of Applicants (hereinafter referred to as "**Prequalification Documents**") consists of Parts 1 and 2 which comprise all the Sections indicated below, and should be read in conjunction with any Addendum issued.
- ⇒ PART 1 PREQUALIFICATION PROCEDURES
- Section I. Instructions to Applicants (ITA)
 - Section II. Prequalification Data Sheet (PDS)
 - Section III. Qualification Criteria and Requirements
 - Section IV. Application Forms
- ⇒ PART 2 SERVICE REQUIREMENTS
- Section V. Scope of Services
- 5.2 The Procuring Agency accepts no responsibility for the completeness of the Prequalification Documents and its addenda unless they were obtained directly from the Procuring Agency.
- 5.3 The Applicant is expected to examine all Instructions, Forms, and Terms & Conditions in the Prequalification Documents and to furnish all information or documentation required by the Prequalification Documents.
6. **Clarification of Prequalification Document**
- 6.1 A prospective Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the **PDS from 09:00 AM to 05:00PM**. 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 Documents directly from the Procuring Agency including a description of the inquiry but without identifying its source. If the Procuring Agency deems it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 7.
7. **Amendment of Prequalification Document**
- 7.1 At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Documents by issuing addenda as per the requirements of Punjab Procurement Rules, 2014 (amended).
- 7.2 Any addendum issued shall be part of the Prequalification Documents and shall be communicated in writing to all who have obtained the Prequalification Documents from the Procuring Agency.
- 7.3 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

8. Cost of Applications

8.1 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.

9. **Language of Application** 9.1 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 that 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.
10. **Documents Comprising the Application** 10.1 The application shall comprise the following:
a) Application Submission Form, in accordance with ITA 11;
b) Documentary evidence establishing the Applicant's eligibility, in accordance with ITA 12;
c) Documentary evidence establishing the Applicant's qualifications, in accordance with ITA 13; and
d) Any other document required as specified in the **PDS**.
11. **Application Submission Form** 11.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This form must be completed without any alteration to its format.
12. **Documents Establishing the Eligibility of the Applicant** 12.1 To establish its eligibility in accordance with ITA 3, the Applicant shall complete the eligibility declarations in the Application Submission Form and Schedules, included in Section IV, Application Forms.
13. **Documents Establishing the Qualifications of the Applicant** 13.1 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.
13.2 In case of consortium the applicant will submit power of attorney for Lead Member (appended as **Schedule 5** to this Prequalification Documents) and Memorandum of Understanding (MOU).
14. **Signing of the Application and Number of Copies** 14.1 The Applicant shall prepare the documents comprising the application as described in ITA 10 and clearly mark it ***"Application to Prequalification for Provision of 390 Security Guard Services at 195 Nos. of 24/7 BHUs of Prime Minister Health Initiative Program under IRMNCH & Nutrition Program Punjab for the FYs 2021-22 & 2022-23"***. 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 APPLICATIONS

15. **Sealing and Identification of Application** 15.1 The Application shall be sealed in an envelope that shall:
a) Bear the name and address of the Applicant;
b) Be addressed to the Procuring Agency, in accordance with ITA 16.1; and
c) Bear the Name of the Service applied for & specific identification (Case & Service No.) of this prequalification process indicated in the **Invitation for Prequalification (if any)** in accordance with ITA 1.1;
15.2 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.
16. **Deadline for Submission of Application** 16.1 Applicants may submit their applications by mail (post) or by hand when so specified in the **PDS**.
16.2 Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and short listing.

- 16.3 The applicant may modify, substitute or withdraw its application after submission, provided that written notice of the modification, substitution or withdrawal is received by the Procuring Agency before the Due Date and Time of the opening of Applications for Prequalification.
- 16.4 No application shall be modified or substituted or withdrawn by the applicant after the Due Date and Time of the opening of Applications for Prequalification.
- 16.5 The Procuring Agency may, at its discretion, extend the deadline for the submission & opening of applications by amending the Prequalification Documents in accordance with ITA 7, 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. In such cases the Applications for Prequalification received prior to such extension shall not be opened.
- 17. **Late Application** 17.1 Any application sent after the deadline for submission of applications prescribed in PDS will not be received by the procuring agency.
- 18. **Opening of Application** 18.1 The Procuring Agency would open the applications for prequalification on the due date & time of opening as indicated in the **PDS**, for the purpose of evaluation
- 18.2 The Procuring Agency shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

- 19. **Confidentiality** 19.1 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.
- 19.2 From the deadline for submission of applications to the time of notification of the results of the prequalification in accordance with ITA 25, any Applicant that wishes to contact the Procuring Agency on any matter related to the prequalification process, may do so but only in writing.
- 19.3 The Procuring Agency will not reveal any such information unless it is ordered to do so by Competent Authority that has the power under law and Punjab Procurement Rules, 2014 (amended) to require its disclosure.
- 20. **Clarification of Applications** 20.1 To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application as per Punjab Procurement Rules, 2014 which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- 20.2 If an Applicant does not provide clarifications of the information requested by the date and time set in the Procuring Agency's request for clarification, its application may be rejected.
- 21. **Responsiveness of Applications** 21.1 The Procuring Agency may reject any application, which is not responsive to the requirements of the prequalification document.

F. Evaluation of Applications and Prequalification of Applicants

- 22. **Evaluation of Applications** 22.1 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.
23. **Procuring Agency's Right to Accept or Reject Applications** 23.1 The Procuring Agency reserves the right to accept or reject all applications and to annul the prequalification process at any time, without there by incurring any liability to the Applicants as per Punjab Procurement Rules, 2014 (amended).
24. **Prequalification of Applicants** 24.1 All Applicants whose applications have met or exceeded ("passed") all the specified threshold requirements will, to the exclusion of all others, be prequalified by the Procuring Agency.
25. **Notification of Prequalification** 25.1 Once the Procuring Agency has completed the evaluation of the applications, it shall notify all Applicants in writing the names of those Applicants who have been prequalified.
26. **Invitation to Bid (Request for Proposal)** 26.1 Promptly after the notification of the results of the prequalification, the IRMNCH & Nutrition Program shall invite bids (Request for Proposal) from all the Applicants that have been prequalified.
- 26.2 Bidders may be required to provide a Bid Security or a Bid Securing Declaration acceptable to the Procuring Agency in the form and an amount to be specified in the Bidding Documents (RFP), and the successful Bidder shall be required to provide a Performance Security to be specified in the Bidding Documents (RFP).
27. **Redressal of Grievances** 27.1 IRMNCH & Nutrition Program, in accordance with Rule No 67 of Punjab Procurement Rules 2014 (amended) shall constitute a '**Grievance Redressal Committee**' comprising of an odd number of persons with proper powers and authorization to address any complaint with the following mandate;
- i. Any Applicant feeling aggrieved by any act of the IRMNCH & Nutrition Program, after the submission of the Application of Prequalification may lodge a written complaint concerning its grievances not later than Ten (10) Days after the announcement of the applicants that have been pre-qualified.
 - ii. The committee shall investigate and decide upon the complaint within Fifteen (15) days of the receipt of the complaint.
- The Applicant's mere act of lodging of the complaint shall not warrant suspension of the procurement process.
28. **Arbitration** 28.1 Arbitrator will be jointly selected by both the parties. The decision of the Arbitrator will be final and binding on the applicant applying for prequalification
29. **Governing Law** 29.1 The process will be governed under the Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. The Rules may be obtained from the Punjab Public Regulatory Authority ("PPRA") website <http://www.ppra.punjab.gov.pk>. Moreover, the whole Prequalification Documents shall be construed and interpreted in line with the Punjab Procurement Rules 2014 (amended) & all applicable Laws in Punjab, Pakistan.

SECTION II. PREQUALIFICATION DATA SHEET (PDS)

A. GENERAL

The Procuring Agency i.e. IRMNCH & Nutrition Program, Primary & Secondary Healthcare Department, Govt. of the Punjab.

Project Title: Prequalification of security service providing firms for provision of 390 security guard services at 195 nos. of 24/7 BHUs of PMHI districts in Punjab.

ITA 3.1 (i) *The parties in a Joint Venture/Consortium shall be jointly and severally liable.*

(ii) *Maximum number of partners in the JV/Consortium shall be limited to Four (04).*

ITA 3.3 *Conditions to be considered conflicts of interest:*

Direct or Indirect relation of the competing organization with any officer, member of a committee involved in this transaction, who may influence the process or disclose the information relating to this process shall be considered a conflict of interest and it is responsibility of the Applicant, including its consortium partners, to inform the Procuring Agency about this relationship.

- IRMNCH & Nutrition Program may confirm the status of the Applicant for the sake of conflict of interest before completion of the pre-qualification process. For this purpose, the Applicant shall be required to provide this information in specific terms and any misrepresentation shall be made a ground for rejection. Applicants may note that in case of their selection, any such links, if detected during the currency of their contract, would be reported to the IRMNCH & Nutrition Program and PPRA for cancellation of its registration/license leading to their blacklisting.*
- Any misinformation forged statements etc. will lead to disqualification from prequalification and any other action as per law*

The list of debarred firms can be viewed at PPRA website i.e., www.ppra.punjab.gov.pk.

B. CONTENTS OF THE PREQUALIFICATION DOCUMENT

ITA 6.1 *For clarification purposes, the Procuring Agency's address is:*

PROGRAM DIRECTOR

*IRMNCH & Nutrition Program Primary
& Secondary Healthcare Department,
05-Montgomery Road, Lahore
Phone No.: +92 (42) 99205326
E-mail:- pc.punjab@gmail.com*

C. PREPARATION OF APPLICATIONS

Documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language duly certified appropriately.

Supporting materials and application, which are not translated into English, shall not be considered. For the purpose of interpretation and evaluation of the qualification request, the English language translation shall prevail.

ITA 10.1(d) *The Applicant shall submit with its application, the documents required in the Evaluation Criteria and other Terms & Conditions of these Prequalification Documents.*

D. SUBMISSION OF APPLICATIONS

- ITA 16.1** Applicants shall not have the option of submitting their applications electronically.
For **application submission purposes only**, the Procuring Agency's address is:

PROGRAM DIRECTOR
IRMNCH & Nutrition Program
05-Montgomery Road, Lahore
Phone No.: +92 (42)99205326
E-mail:- pc.punjab@gmail.com

The deadline for application submission is on or before **04th February, 2022 (Friday)** by **1100hrs** in the **Office of the Program Director, IRMNCH & Nutrition Program Punjab, 05-Montgomery Road, Lahore.** The applications received till the stipulated date & time shall be opened publicly on the same day at **1130hrs** in the presence of the applicants or their authorized representatives who choose to attend.

- ITA 17.1** Late applications will not be received.

SECTION III.

QUALIFICATION CRITERIA & REQUIREMENT

CONTENTS

- 1. Eligibility Requirements / Pre-Requisite**
- 2. Evaluation Criteria**

ELIGIBILITY REQUIREMENTS/PRE-REQUISITE

(KNOCK DOWN CLAUSES)

Availability of following documents in the Application for Prequalification shall be checked on knockdown basis to shortlist the Applicants:

- (a) Proof of Company/Firm's registration in Pakistan with SECP or relevant professional/regulatory authority.
- (b) Details, in the format provided at **SCHEDULE 1** hereto, of **SIMILAR CONTRACTS** completed **since 01.07.2019**. If the Applicant is a Consortium, the details for each of the Consortium Members has to be provided;
- (c) The firm must have completed or is completing a **SIMILAR CONTRACT since 01.01.2021**. If the Applicant is a Consortium, the details for each of the Consortium Members has to be provided;
- (d) Details, in the format provided at **SCHEDULE 3** hereto, of **ASSIGNMENTS** completed by the Applicant **since 01.07.2019**, indicating total cost of such works and cost of **Security Services** against those works along with date of start and completion or expected date of completion shall be provided. If the Applicant is a Consortium, the details for each of the Consortium Members has to be provided;
- (e) The Applicant shall provide **AUDITED BALANCE SHEETS** and **INCOME TAX RETURN STATEMENTS** for the **FYs 2018-19, 2019-20 & 2020-21**.
- (f) Annual average turnover of the Applicant for the Financial Years i.e. **FYs 2018-19, 2019-20 & 2020-21** must be at least **Rs. 20,000,000 (Rupees Twenty Million)** annually. The audit balance sheets and annual turnover shall be that of the Applicant and not of any parent company, subsidiary or any affiliates of the Applicant, any non-compliance shall constitute as grounds for disqualification;

Single Entity: Must meet the stipulated financial turnover

Joint Venture/Consortium etc: Lead Member must meet 75% of the stipulated financial turnover, each other member of JV/Consortia to independently meet 25% of the stipulated turnover.

- (g) Undertaking on Rs. 100/- stamp paper duly verified by Notary Public that the Applicant is not blacklisted or debarred by any government, regulatory or other body;
- (h) Undertaking on Rs. 100/- stamp paper duly verified by Notary Public that the Applicant is not involved in any litigation and the firm is not convicted by any court of law;
- (i) List of technical & professional staff along with CVs of relevant core staff, in the format provided at **SCHEDULE 4 (at least 10 persons)**. If the Applicant is a Consortium, the CVs of relevant core staff for each of the Consortium members has to be provided;
- (j) Proof of registration with relevant tax authorities; indicating NTN.
- (k) Duly completed information form in the format attached as **SCHEDULE 2** hereto. If the Applicant is a Consortium, the information form has to be duly completed by and submitted for each of the Consortium members.
- (l) Documents to substantiate the formation of the Consortium (if so formed).
- (m) The Applicant shall have proven track record (describing/showing exact scope of work) of provision of **Security Services**.
- (n) For **Security Services**, the firm must be recognized/approved/licensed/registered by the Interior Ministry/ Home Department etc.
- (o) The firm must have licensed weapons minimum 50 in numbers.

EVALUATION CRITERIA

[SECURITY SERVICES]

Any applicants who does not submit the requisite information or those that are non-compliant with the terms laid out in these Prequalification Documents and Application for Prequalification may be removed from the list being considered; remaining Applicants will be evaluated according to the following criteria:

PARAMETER	MAXIMUM SCORE
Experience and standing	40
Personnel	40
Financial Capability	20
Total	100

QUALIFYING MARKS WILL BE 65.

1- EXPERIENCE & STANDING (40 Marks)

The Applicant's ability to undertake the Assignment successfully can be, inter alias, estimated by whether it has successfully executed a similar assignment with the same value in the past.

a) SPECIFIC EXPERIENCE (80% of 40 Marks = 32Marks)

Weightage for specific experience will be 80%. For specific experience which is similar to the Assignment, even one previous project is considered enough to inspire confidence in the Applicants. However, for the purpose of ranking of the applicants for inclusion in the shortlist, a maximum of 08 projects will fetch full 32 marks for the applicant under specific experience. A corresponding weight is given below:

NO. OF PROJECTS	% OF Marks	MAXIMUM MARKS
1-2 Projects	25%	8
3-4 Projects	50%	16
5-6 Projects	75%	24
7-8 Projects	100%	32

b) GENERAL EXPERIENCE (20% of 40 Marks = 08 Marks)

Weightage of general experience of various projects shall be 20%. A maximum of 08 projects will fetch full 08 Marks:

NO. OF PROJECTS	% OF Marks	MAXIMUM MARKS
1-2 Projects	25%	2
3-4 Projects	50%	4
5-6 Projects	75%	6
7-8 Projects	100%	8

2- PERSONNEL (40 Marks)

The criterion for evaluation is as below:

Parameters	Maximum Score	Allocation	Marks
1-50 Relevant Personnel	40	25%	10
51-100 Relevant Personnel		50%	20
101-150 Relevant Personnel		75%	30
151 or above Relevant Personnel		100%	40

The applicant shall provide complete detail of relevant personnel i.e., EOBI/Insurance/Salary/Job Duration.

For the sake of assigning weightage to judge capability of the firm on the basis of expertise of its staff, the following Key Experts shall be evaluated:

PARAMETER	DETAIL
Relevant personnel	FOR SECURITY SERVICES -the firm must have personnel Ex-Service Men. Other than Ex-Service men, the security guards etc., are not allowed.

3- FINANCIAL CAPABILITY (20 Marks)

The Applicant will provide its Income Tax Returns for Last Three Financial Years i.e. 2018-19, 2019-20 & 2020-21 duly supported by audited statements. 20 Marks will be awarded to applicants having at least average annual financial turnover of **Rs. 20 Million (Twenty Million)**. Applicants with a turnover of less than the requirement will be awarded 0 marks.

Single Entity: Must meet the stipulated financial turnover

Joint Venture/Consortium etc: Lead Member must meet 75% of the stipulated financial turnover, each other member of JV/Consortia to independently meet 25% of the stipulated turnover.

Material Change

The Applicant must immediately report to the IRMNCH & Nutrition Program in writing any change in the information provided in its Application for Prequalification (including any information relevant to any Consortium). The determination of whether the change is material shall be in IRMNCH & Nutrition Program's sole and exclusive discretion and any material change could also lead to disqualification of such Applicant. Any failure to report change by the Applicant shall constitute grounds for disqualification.

THE PROCURING AGENCY MAY VISIT THE FIRMS FOR PHYSICAL VERIFICATION.

SECTION IV APPLICATION FORMS

TABLE OF FORMS

- 1. APPLICATION SUBMISSION FORM**
- 2. SCHEDULE 1 (SUMMARY LIST OF ASSIGNMENTS HANDLED BY THE APPLICANT)**
- 3. SCHEDULE 2 (INFORMATION FORM)**
- 4. SCHEDULE 3 (EXPERIENCE OF THE APPLICANT (GENERAL WORK))**
- 5. SCHEDULE 4 (FORMAT OF CURRICULUM VITAE OF EXPERTS)**
- 6. SCHEDULE 5 (POWER OF ATTORNEY)**

APPLICATION SUBMISSION FORM

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

Title of Assignment (.....)

To: *[insert full name of Procuring Agency]* _

I/We, the undersigned, apply to be prequalified for the referenced NCB and declare that:

- I am authorized to represent the Firm specified in this prequalification application as the "Firm" for the purposes of prequalification of firms for provision of **Security Guard Services**.
- The firm has no reservations with this document.
- All the information provided in this application is current and correct.
- This application contains all the information as is prescribed in the *Prequalification Documents*.
- The Firm will abide by all the rules and regulations, formulated by the IRMNCH & Nutrition Program, Primary & Secondary Healthcare Department, Govt. of the Punjab.
- The firm will notify all changes and variations to the Management / Service delivery status.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private Organization.
- If the Firm does not abide by the above stated Declaration then the Government of Punjab has every right to permanently or temporarily Blacklist the Firm, Managing Directors and Owners.

Name of the Firm: _____

Name of the Authorized Contact Person for the Firm: _____

Capacity of the Authorized Contact Person for the Firm: _____

Signature of the Authorized Contact Person for the Firm: _____

Date: _____ Stamp of the Firm: _____

SCHEDULE 2

INFORMATION FORM

(If the Applicant is a Consortium, the details for each of the Consortium Members has to be provided)

1. Name of Applicant

- Address:
- Telephone No(s): Applicants fax Number:
- E-mail Address:

·2. Registration No. with relevant body along with Registered Office Address:

3. Experience (Number of Years)

- Local/national
- International

4. Name(s) and Address(es) of Associates:

5. Experience of the Advisors (on appended forms) during the past 5 years with magnitude and complexity of project:

6. Organization chart showing advisor's structure

7. Capital of advisor (Audited Financial Statements for the latest three financial years).

- Subsidiaries and associates.
- Annual fees in the last five years in current index.
- Financial reference [name/address of bank(s)]

8. Professional staff available for the assignment on the appended format.

9. Additional information if any.

Signature of the authorized representative of the Applicant:

SCHEDULE 3

EXPERIENCE OF THE APPLICANT (GENERAL WORK)

Relevant services carried out in the Last 03 years which best illustrate qualification.

[NAME OF THE APPLICANT]

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided
8. No. of Staff
9. No. of Staff Months
10. Value of Services :
11. Name of Consortium Firms :
(If any)
12. No. of Staff/Staff Months
Provided by the Consortium partner(s) :
13. Name/Position of Key Staff :
14. Description of Assignment :
15. Description of Services
Provided by the Firm :

SCHEDULE 4

FORMAT OF CURRICULUM VITAE OF EXPERTS

1. The Discipline/ Expertise :
2. Name of the Applicant :
3. Name of Expert :
4. Date of Birth :
5. Years with the Applicant :
6. Nationality :
7. Registration with relevant professional body:
8. Membership No. (if any):
9. Key Qualifications : (Provide an outline of the expert experience)
10. Academic Qualification:
11. Employment Record :
12. Languages and Degree of Proficiency : (In speaking, reading and writing as Excellent-Good--Poor)
13. Detail of relevant Projects handled (including the exact time spent on each relevant Project)
14. Certification

I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

Signature:

Dated: **day/month/year**

SCHEDULE 5
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT by this Power of Attorney (“**Power of Attorney**”), _____[*Insert name of Consortium firm*] having its registered office at [], does hereby nominate, appoint and authorize Mr. _____ of [insert the Lead Consultant/Advisor] having its registered Head Office at [] hereinafter referred to as the “**Attorney**”, to do in our name and on our behalf the following:

- i. Sign and submit to IRMNCH & Nutrition Program for prequalification in response to the prequalification documents dated [] issued by IRMNCH & Nutrition Program and all other documents and instruments required to submit the Application for prequalification.
- ii. execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by IRMNCH & Nutrition Program in connection with the pre-qualification process as a whole;
- iv. to immediately notify IRMNCH & Nutrition Program in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

We, [*Insert name of Consortium Firm*], do hereby ratify and confirm whatsoever the Attorney shall do by virtue of these presents and further agree that whatever the Attorney shall do or cause to be done pursuant to this Power of Attorney shall be binding on [*Insert name of Consortium Firm*].

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of _____ 202__.

[INSERT NAME OF CONSORTIUM FIRM]

.....
By:
Designation:
NIC No.

WITNESSES:

1.....

2.....

NAME:.....

NAME:.....

ADDRESS:
NIC OR PASSPORT NO.:

ADDRESS:
NIC OR PASSPORT NO.:

AS NOTARIZED BY THE NOTARY PUBLIC

PART 2 – SERVICE REQUIREMENTS

SECTION V. SCOPE OF SERVICES

CONTENTS

- 1. Schedule A: Recitals and Objective**
- 2. Schedule B: Services**

SCHEDULE A: RECITALS AND OBJECTIVE

1. BACKGROUND

Primary and Secondary Healthcare Department (P&SHD) is the key department entrusted by the people of Punjab with responsibility for the healthcare of communities and the population. Primary and Secondary Healthcare Department delivers promotive, preventive and curative healthcare services from the Primary Healthcare Level to the Secondary Healthcare Level.

Free of cost consultation, diagnostic facilities and medicines are provided to the patients particularly focusing on the poor and marginalized segments of the society. Health Department also provides free of cost preventive measures including immunization 8 vaccines for preventable diseases like Polio, Tuberculosis, Diphtheria, Whooping Cough, Tetanus, Hepatitis- B, H-Influenza & Measles.

Primary and Secondary Healthcare Department (P&SHD) provides these healthcare services to the people of Punjab through a well-designed infrastructure and programmatic coordination & implementation under the monitoring & support of the Directorate General Health Services, Government of Punjab. The Directorate is also responsible for overseeing provision of Primary and Secondary Level Healthcare Services throughout the province, and liaises with the province's 36 District Health Authorities offices to do so. It provides support and guidance in responding to emergency health and medical issues in the province, especially for communicable disease prevention and control. Over the last few years, The Primary and Secondary Healthcare Department of Punjab have taken many initiatives to improve the Primary and Secondary Healthcare facilities all over Punjab.

However, in spite of these initiatives, there is lot more to improve the delivery of healthcare services. **In order to improve healthcare facilities in the province, the IRMNCH & Nutrition Program is prequalifying the Firms for Provision of 390 Security Guard Services (ex-servicemen) to ensure security/safety of public premises, property & personnel at 195 Nos. of 24/7 BHUs of PMHI districts under IRMNCH & Nutrition Program Punjab for the FYs 2021-22 & 2022-23.**

SCHEDULE B: SERVICES

1. AREA OF ASSIGNMENT:

The firms will be prequalified for the provision of 390 Security Guard Services (ex-servicemen) to ensure security/safety of public premises, property & personnel at 195 Nos. of 24/7 BHUs of PMHI districts under IRMNCH & Nutrition Program Punjab for the FYs 2021-22 & 2022-23.

After conclusion of the prequalification process, Technical and Financial Proposals will be called from the Prequalified Firms by IRMNCH & Nutrition Program, Punjab.

2. SCOPE OF WORK/TASKS

Following points elaborate the scope of work to achieve the objectives of the assignment during the Tendering Process. The supply of required services shall be as per agreed terms:

TENTATIVE SCOPE OF SECURITY SERVICES
<p><u>SECURITY:</u></p> <p>⇒ The applicant shall provide armed security guards (Ex-Servicemen only) to ensure security/safety of public premises, property & personnel at 195 Nos. of 24/7 BHUs of PMHI districts under IRMNCH & Nutrition Program Punjab.</p>

NOTE: **DETAIL SCOPE OF WORK WILL BE SHARED WITH THE PRE-QUALIFIED FIRMS IN BIDDING DOCUMENTS/REQUEST FOR PROPOSAL.**



**GOVERNMENT OF THE PUNJAB
IRMNCH & NUTRITION PROGRAM PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT**

INVITATION FOR PREQUALIFICATION (SECURITY SERVICES)
(Prequalification of Security Service Providing Firms for Financial Years 2021-22 & 2022-23)

Government of the Punjab is undertaking wide-ranging reforms to improve Healthcare Service Delivery in Punjab. As part of reform services, IRMNCH & Nutrition Program invites eligible Firms/Companies having established credentials in terms of Technical, Financial & Managerial Capabilities to express their interest in providing Security Guard Services at 195 Nos. of 24/7 BHUs of Prime Minister Health Initiative (PMHI) districts in Punjab under IRMNCH & Nutrition Program Punjab for the Financial Years 2021-22 & 2022-23.

REQUIRED SERVICE	TENTATIVE SCOPE OF SERVICE
Provision of Security Guard Services	Provision of 390 Security Guard Services (ex-servicemen) at 195 Nos. of 24/7 BHUs to ensure security/safety of public premises, property & personnel at 195 Nos. of 24/7 BHUs of PMHI districts under IRMNCH & Nutrition Program Punjab

A complete set of prequalification documents can be downloaded from the program's website (www.irmnch.gop.pk) website of PPRA (www.ppra.punjab.gov.pk) and website of Primary & Secondary Healthcare Department, Govt. of Punjab (www.pshealth.punjab.gov.pk) or may be purchased on the submission of a written application to the Program Director, IRMNCH & Nutrition Program, Punjab at the address given below and upon payment of a non-refundable pre-qualification fee of PKR 10,000/- (Rs. Ten Thousand only).

Interested eligible applicants may submit their application for Prequalification clearly marked "Application to Prequalification for Provision of 390 Security Guard Services at 195 Nos. of 24/7 BHUs of Prime Minister Health Initiative Program under IRMNCH & Nutrition Program Punjab for the FYs 2021-22 & 2022-23" with all necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory, on or before **04th February, 2022 (Friday) by 1100hrs** in the Office of the Program Director, IRMNCH & Nutrition Program Punjab, 05-Montgomery Road, Lahore. The applications received till the stipulated date & time shall be opened publically on the same day at **1130hrs** in the presence of the applicants or their authorized representatives who choose to attend.

Prequalification process will be governed under the Punjab Procurement Rule 2014 (amended). Provision of false, fabricated or materially incorrect information, if found at any stage will lead to disqualification.

In case the date of opening is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of applications accordingly. The time and venue shall remain the same.

Request for Proposals (RFPs) shall be shared only with the pre-qualified firms for subsequent procurement process by IRMNCH & Nutrition Program Punjab.

IPL-524

**PROGRAM DIRECTOR
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