



INDUS HOSPITAL AND HEALTH NETWORK
PROJECT MANAGEMENT UNIT,
PLOT NO 32, STREET NO 36, FIRST FLOOR, I & T CENTER, SECTOR G-10/4,
ISLAMABAD.
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Supplier Prequalification Document

Procurement Reference #: PMU/24/04/2025

Subject of Procurement	Prequalification of Suppliers
Procurement Reference Number	PMU/24/04/2025
Date of Prequalification Issue	20 th April 2025 (Sunday - Newspaper and website)
Deadline for Submission of Prequalification Documents	20 th May 2025

Queries/Questions shall be sent by email only to:

Procurement & Supply Chain Department - Project Management Unit

Email Address: aamir.aslam@tih.org.pk

Subject of Procurement and Reference number must be included in email subject title.

Declaration

Issuance of this prequalification document does not constitute a contractual obligation on the part of Indus Hospital & Health Network (IHHN) nor does it imply any commitment to cover expenses incurred in the preparation or submission of proposals. All costs associated with the preparation and submission of proposals shall be borne solely by the applicant. IHHN reserves the right to reject any or all submissions, make no award, or proceed with an award without further discussions or negotiations if deemed in the best interest of the project.

Suppliers are required to submit their proposals in a Single Envelope format.

Description
Prequalification of Suppliers for the year 2025-2028

The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Prequalification publishing date (Newspaper and IHHN website)	20 th April 2025
b. Prequalification closing date	20 th May 2025 COB
c. Conclusion of process	June 2025
d. Date of issuing Notification of Award	June 2025

Documents making part of the prequalification:

Section - I	Instruction to Suppliers
Section – II	Evaluation Criteria: <ul style="list-style-type: none">- Preliminary Evaluation- Scoring Criteria
Section – III	Scope of Work
Section - IV	Undertaking (A) Conflict of Interest (B)
Section - V	Supplier Evaluation Form

SECTION I – INSTRUCTION TO SUPPLIERS

Introduction

Indus Hospital & Health Network (IHHN) is a Non-Profit organization, which is growing rapidly and expanding its health programs all over Pakistan. It has supported health programs in Pakistan since 2007. IHHN provides quality healthcare free of cost to millions of deserving patients through its countrywide network of hospitals in Pakistan. IHHN is now managing multiple tertiary and secondary care Hospitals, Physical Rehabilitation Centers, Regional Blood Centers, Community Health Centers, and various Public Health Programs spread across Pakistan.

IHHN is also a recipient of various grants such as Malaria and C19RM funded by international donor organizations.

Scope of Work

IHHN intends to prequalify suppliers capable of providing quality items and ensuring timely delivery of services. This prequalification process will assess suppliers' ability to meet essential criteria specified under Section II.

This document serves as a prequalification enabling prequalified suppliers to participate in future procurement processes.

Eligible Suppliers

This prequalification is open to all eligible suppliers who fulfill all the required criteria. Suppliers shall not be eligible for prequalification if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any government, non-government or international organization.

Cost of Prequalification

The supplier shall bear all costs associated with the preparation and submission of their prequalification documents, IHHN will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

Requirement & Specification

Supplies shall be received as per the requirements specified in Section – III of this document.

Amendment of Prequalification Documents

At any time prior to the deadline for submission of prequalification documents, IHHN for any reason, whether at its own initiative or in response to a clarification requested by an interested supplier, may modify the prequalification document by uploading the amended document on IHHN website, which will be binding on all.

In order to allow interested suppliers reasonable time in which to take the amendment into account in preparing their prequalification documents, IHHN at its discretion, may extend the deadline for the submission of prequalification documents.

Use of Prequalification by other PRs (of same donor) and IHHN

Within the contract validity period, IHHN and its partners under the Pakistan grant portfolio of the donor to fight Covid-19, AIDS, Tuberculosis and Malaria, IHHN may utilize the prequalified suppliers resulting from this procurement process without retendering.

Submission of Prequalification Documents

The sealed envelopes shall bear the name and address of the supplier, the tender reference number and subject of the procurement. If envelopes are not sealed and marked as required, IHHN will assume no responsibility for the misplacement or premature opening of the prequalification envelope. Sealed prequalification shall be delivered by hand or by courier services to **Indus Hospital & Health Network (IHHN), PSM Department, Project Management Unit, Plot No. 32, First Floor, Street No. 36, I&T Center, Sector G-10/4, Islamabad.**

It shall be the responsibility of the supplier to ensure that all submissions, whether delivered by hand or by courier services, are received at the mentioned address before the deadline for prequalification submission. Soft copy prequalification documents sent through emails shall be rejected.

Deadline for submission of Prequalification Documents

All prequalification submissions, by hand or by courier must be received at **Indus Hospital & Health Network (IHHN), Project Management Unit, Plot No. 32, First Floor, Street No. 36, I&T Center, Sector G-10/4, Islamabad, before or on Tuesday, 20th May 2025.**

Any prequalification received after the deadline for prequalification submission shall not be accepted and shall be returned unopened to the supplier.

Prequalification Methodology and Evaluation Process

The prequalification process will assess applicants based on their ability to meet the minimum requirements outlined in this document, including technical specifications, experience, and other relevant criteria. Applicants who fail to meet these requirements or submit incomplete or non-compliant documentation will be considered non-responsive and may be rejected from the prequalification process.

IHHN will evaluate suppliers based on the criteria outlined in the technical sheets under Section II. Prequalified suppliers may be invited to participate in future procurement opportunities, which may be awarded based on region-wise requirements and project needs. Preference will be given to suppliers with regional setups in Punjab, KP, Sindh, and Baluchistan.

Clarifications During the Prequalification Process

Applicants may be asked to provide clarifications or additional information regarding their prequalification application, as necessary. All requests for clarification and their responses will be in writing.

Termination of the Prequalification Process

IHHN reserves the right to cancel the prequalification process and reject all applications at any stage without incurring any liability to the affected applicant(s) or any obligation to provide information regarding the reasons for its decision.

Meeting Prequalification Criteria

Applicants are required to meet the minimum criteria outlined in this document. Additional qualifications, certifications, or demonstrated capabilities that exceed the stated criteria may be highlighted in the application, as they may be considered favorably during the evaluation process.

Notification of Prequalification Results

IHHN will notify all applicants in writing regarding the outcome of the prequalification process. Successful applicants will be added to IHHN's list of prequalified suppliers and may be invited to participate in future procurement opportunities.

Defective Products and Misrepresentation

Applicants must provide accurate and complete information during the prequalification process. Submission of forged documents or false information will result in immediate disqualification and may lead to further legal or administrative actions.

Conflict of Interest

The supplier shall take appropriate steps to ensure that neither the supplier nor supplier's staff are placed in a position where (in the reasonable opinion of the Authority) there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the supplier or the supplier's staff and the duties owed to the Authority and Other Contracting Bodies under the provisions of this tender document and resulting contract or any Call-Off Contract. The supplier will disclose to the Authority full particulars of any such conflict of interest in writing which may arise.

Resolution of Queries

Any concerns or queries regarding the prequalification process will be addressed at the sole discretion of IHHN.

SECTION II - (Evaluation Methodology and Criteria)

A) Preliminary Mandatory Criteria:

The following shall be required to prove evidence of preliminary eligibility, and shall be evaluated on a **Pass or Fail** criteria:

Prequalification prepared and submitted should be as per the following Prequalification Evaluation sheet properly numbered and submitted in the form of proposal. Details/certifications to be provided and numbered in below table:

Sr. #	Attributes	Reference page # in Proposal
1	Complete company profile (may include but not be limited to name, registered office address, telephone, fax and e-mail address and web address, complete contact details of the contact person, details of branch offices and staff details etc.)	
2	Certificate of Company/AOP registration or any other legal registration document	
3	Date of establishment of business, a minimum three years relevant business experience is required.	
4	Established office setup in any major city of Pakistan.	
5	Supplier registered with Income Tax, Sales Taxes: NTN, GST registration Certificates - Supplier appears on Active Tax Payer List (ATL) of FBR. Payment will be linked with the active Taxpayer status as per FBR Database (NTN certificate)	
6	List of at least three (03) active and verifiable clients with whom the business was conducted during the last fiscal year.	
7	Copy of the last two years' Audited Financial Statement including Auditor's Report	
8	Bank statement for the last fiscal year.	
9	Applicants must provide details of contracts/ Purchase Orders/ Work Orders executed within the past three fiscal years, specifically for projects of a similar nature to those covered under this prequalification which should demonstrate the applicant's experience and capability in managing such projects.	
10	Undertaking on Stamp paper as per Section IV (A)	
11	Signed Conflict of Interest declaration as per Section IV(B)	

**Years are to be calculated based on the fiscal year, i.e., July 2023 to June 2024.*

Scoring Criteria:

Pre-qualification will be based on the applicant's financial soundness, experience record, personnel capabilities, and product and services as demonstrated by the responses. IHHN reserves the right to waive minor deviations, provided they do not materially affect the applicant's capability to perform the contract. The prequalification criterion is based on the following scoring matrix, and applicants must collectively achieve at least 50% marks to qualify.

Prequalification Criteria for Suppliers	Description	Marking
1. General Experience (Maximum 40 Marks)	Similar Completed Projects (Last 3 Years)	2 Marks for each project (Maximum 10 Marks).
	Similar Projects in Progress	2 Marks for each project (Maximum 10 Marks).
	Experience in Related Works above mandatory experience of 3 Years	2 Mark for 1 additional year (Maximum 10 Marks).
	Government or Multinational Enlistment	2 Mark per enlistment (Maximum 10 Marks).
2. Technical and Personnel Capabilities (Maximum 25 Marks)	Experienced Personnel in the Company	1 Mark per year of experience (Maximum 15 Marks).
	Personnel Relevant to Requirements	2 Marks per individual (Maximum 10 Marks).
3. Financial Position (Maximum 35 Marks)	Financial Records (Audited Financial Statements/Reports of more than the last 2 years)	10 Marks for Financial Records of more than 2 years (2 Marks for each additional Year with Maximum 10 Marks).
	Tax Registration:	Income Tax: 2.5 Marks.
		General Sales Tax (GST): 2.5 Marks.
	No Blacklisting or Bankruptcy (Affidavit Required)	5 Marks.

Total Maximum Marks: 100

Note: Suppliers must score a minimum of 50 marks to qualify.

SECTION III - SCOPE OF WORK (SOW)

Indus Hospital & Health Network (IHHN) invites qualified companies, suppliers and businesses that presents the best combination of experience, capacity and competence to cater the needs as below:

Sector	List of Services/Supplies
IT Services	Laptop
	Printers
	Sever/networks
	LAN/VAN
	Multimedia /Router
	Networking
	Domains
	IT Infrastructure Support
Printing and Design/Stationery	Reports
	Newsletters
	Brochure/Sticks
	All Stationery items
	Banners, standees, etc.
	Certificates, Give Aways, Screen Printing and Shields
Event Management	Workshop
	Seminar
	Meetings
	Moderators
	Photographers
	Sound system
	Food & Catering
	Digital Standees/ SMDs
Transport & Travel	Rental vehicle (All Pakistan)
	Loading vehicles for material (All Pakistan)
	Air Travel Services
Office Maintenance	Office Supplies and Consumables
	Grounds Maintenance
	Pest Control Services
	Security and Surveillance Systems
	Plumbing and Water Systems
	Electrical Maintenance
	Repair of Furniture & Fixtures
	Air Conditioning & Generator Maintenance
	General Office Cleaning
	Fire & Safety
Solar System	Solar Plates
	Dry Batteries
	Solar system installation
	Solar Batteries
	Solar System Maintenance Services
Furniture & Fixture	Tables, chairs, conference tables
	Executive chairs, revolving chairs (all types of Furniture and fixtures)
Fabrication	Vehicle Fabrication
	Container Fabrication
Health Products	Lab Reagents, Medical Instruments/Kits, Health Items and Pharmaceutical Supplies
	Microscope repair and maintenance
Construction work	Construction work (C3, C4 and C5) only with updated license

	All types of construction material
Media and Advertising	All types of media and advertising services.
General order	All types of General Order Supplies (NFI, FI, etc.)
Hoteling Services (All Pakistan)	Banquet Halls (for training/ workshops), including seating plans
	Refreshment & Lunch Boxes
	Sound system, Multimedia
	Hotel Accommodation Services
Services (Firms, Consultancies, Individuals)	Services for Distribution of Insecticide Treated Nets (ITNs)
	Assessment Services for Distribution of Insecticide-Treated Nets
	Distribution of Food Package Services
	Community Mapping Services
	Audit Services
	Import Clearing Services
	Creative Design Services
	Videography, Animation & Photography Services
	Waste Management Services (Collection, Transportation & Incineration of Medical Waste)
	Third-Party Inspection/Evaluation Services

(Annexure – A) List of Locations

The above-mentioned services may be required all across Pakistan but not limited to the established below mentioned locations

Sr. #	Office Locations
1	Islamabad – Project Management Unit (PMU)
2	Peshawar - Regional Office KPK
3	Nowshera - KPK
4	Mardan - KPK
5	Lower Dir - KPK
6	Shangla - KPK
7	Buner – KPK
8	Quetta - Regional Office Baluchistan
9	Nushki - Baluchistan
10	Ziarat - Baluchistan
11	Harnai - Baluchistan
12	Killa Saifullah - Baluchistan
13	Sohbatpur - Baluchistan
14	Chaghai - Baluchistan
15	Pishin - Baluchistan
16	Karachi – Regional Office Sindh
17	Larkana – Sindh
18	Dadu – Sindh
19	Shikarpur - Sindh
20	Sukkur - Sindh
21	Khairpur Mirs - Sindh
22	Nousheroferoze - Sindh
23	Tharparkar - Sindh
24	Sanghar – Sindh
25	Badin – Sindh
26	Lahore- Punjab
27	Faisalabad – Punjab
28	Sargodha – Punjab
29	DG Khan - Punjab
30	Haripur - KPK
31	Gawadar - Baluchistan
32	Pasni - Baluchistan
33	Reko Diq – Baluchistan

SECTION IV (A) - UNDERTAKING

UNDERTAKING (Rs. 50 Stamp Paper attested by notary public)

I/We, M/s _____,

do hereby solemnly affirm and declare as under:

- Any acts where IHHN employees and those associated with IHHN work use their positions of power to exploit those we serve are against IHHN very mission, values and standards of conduct. IHHN has a zero-tolerance policy against sexual exploitation, abuse, and Harassment.
- We and our representatives remain prohibit from engagement in sexual exploitation & abuse, and sexual harassment, ensuring measures to prevent and respond to sexual exploitation, abuse & harassment as provided for in IHHN – PSEAH policy.
- We are full compliance and will comply in the future with the Global Fund's [Code of Conduct for Suppliers](#) (As of 11 February 2021 and as amended from time to time)
- We have never adjudged an insolvent service/advisory/consultancy.
- Our directors/partners have never been declared bankrupt by any court of law.
- We have never been blacklisted or involved in litigation with any client/ organization/ government/ semi-government/ autonomous body.
- Our directors/partners always fulfilled/ obeyed execution of degree or order of any court decree never been dissatisfied against them.
- Our directors/partners have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, bribery, embezzlement, cheque frauds, credit cards frauds, money laundering activities etc.
- We will not solicit, offer, give or receive, or promise or represent to offer, give or receive, fees, gratuities, rebates, gifts, commissions, or other payments, except as disclosed in full to the IHHN, in connection with the procurement process or in contract execution.
- We meet the financial integrity requirement as per applicable laws and regulations.
- We and our representatives comply with all applicable laws and regulations of Islamic Republic of Pakistan, as well as the publicized rules, regulations and policies in our areas of work.
- We and our representatives shall safeguard and protect the rights of all children, irrespective of ability, ethnicity, faith, gender, sexuality and culture. Consistent with the provisions of the ILO Minimum Age Convention (Number 138), we do not employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or wellbeing of such persons (see <http://childrenandbusiness.org/>).

For and on behalf of

SECTION IV (B) – CONFLICT OF INTEREST DECLARATION

I/We,

hereby disclose all of my conflicts of interest and other potentially conflicting interests, including specific financial interests and relationships and affiliations relevant to the procurement of IHHN in any form. This applies to the past 5 years and the foreseeable future. I/We also agree that I/We will not use any confidential information obtained from my activities related to procurement, to further my own or others financial interests.

Name & Designation

Signature & Stamp

Date:

Please list any potential conflicts of interest:

- 1)
- 2)
- 3)

SECTION VI - SUPPLIER AUDIT AND EVALUATION FORM

SUPPLIER AUDIT AND EVALUATION FORM

Sr. #	Documents	Yes	No
1.	Income Taxation Certificate		
2.	General Sales Tax Certificate		
3.	Agency/Distribution Certificate/ Partnership Certificate/ Reseller Letter		
4.	In case of Equipment's: Official Service Centres address		

2.) Additional information/comments about the Supplier/ Supplier:

3.) Reviews from Previous Customers:

Sr. #	Customer	Comments
1		
2		
3		
4		

SUPPLIER INFORMATION FORM

1.) General information about the supplier

Name of the Supplier: _____

Code (For Supply Chain Use ONLY): _____

Type: Supplier ☐ Manufacturer ☐ Distributor ☐

Supplier Person: _____

Alternate Name: _____

Parent Supplier Name in case of a distributor: _____

Supplier Address: _____

Tax payer's ID: _____

Tax Registration Number: _____

Customer Number: _____

2.) Contacts Information:

Sr. #	First Name	Last Name	Title	Department	Inactive On
1.					
2.					
3.					
4.					

Telephone: _____ Alternate Contact Name: _____

Alternate Telephone: _____ NTN Number: _____

Mobile: _____ URL: _____

Fax Number: _____ Email: _____

3.) Manufacturing Site Details:

Site Name: _____

Country: _____

City: _____

Province: _____

Address: _____

Alternate Site Name Address: _____

4.) Payment Details:

Terms: _____ Invoice Currency: _____

Payment Currency: _____ Payment Method: _____

Pay Group: _____ **Signature of Supplier:** _____

Payment Priority: _____

Remittance E-mail: _____

Term Date Basis: _____

Pay Date Basis: _____