



**INDUS HOSPITAL & HEALTH NETWORK**  
**PROJECT MANAGEMENT UNIT,**  
**PLOT No. 32, STREET No. 36, FIRST FLOOR, I&T CENTER, SECTOR G-10/4,**  
**ISLAMABAD.**  
**TELEPHONE: +92518312595-6**

**Bidding Document for Procurement of Printing of IEC Materials**

**Procurement Reference #: IPC/28/03/2025**

<b>Subject of Procurement</b>	<b>Tender for Procurement of Printing of IEC Materials</b>
<b>Procurement Reference Number</b>	IPC/28/03/2025
<b>Date of Bid Issue</b>	15 <sup>th</sup> June 2025 (Newspaper and website)
<b>Date of Pre Bid Meeting</b>	18 <sup>th</sup> June 2025 (Wednesday 11:00 am PST)
<b>Deadline for Submission of Bids</b>	26 <sup>th</sup> June 2025 (Thursday @ 03:00 pm PST)
<b>Public Bid Opening</b>	26 <sup>th</sup> June 2025 (Thursday @ 03:30 pm PST)

**Queries/Questions shall be sent by email only to:**

**Procurement & Supply Chain Department - Project Management Unit**

**Email Address: [aamir.aslam@tih.org.pk](mailto:aamir.aslam@tih.org.pk)**

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

## **Declaration**

Issuance of this bid document does not constitute a contractual commitment on the part of the Indus Hospital & Health Network (IHHN) Project nor does it commit to pay for costs incurred in the submission of a proposal. All costs of the applicant in the preparation and submission of an offer shall be borne by that applicant. IHHN reserves the right to reject any or all proposals and to make no award at all, or to make an award without further discussion or negotiations if it is considered to be in the best interest of the project.

Each bidder is required to submit **Single Stage One Envelope Proposal**.

Description	Section
<b>Tender for Procurement of Printing of IEC Materials</b>	Details mentioned in Section III

## **Planned procurement schedule (subject to changes) is as follows:**

Activity	Date
a. Bid publish date (Newspaper and IHHN website)	15 <sup>th</sup> June 2025
b. Bid closing date	26 <sup>th</sup> June 2025 @ 3:00 pm
c. Public bid opening date	26 <sup>th</sup> June 2025 @ 3:30 pm
d. Concluding evaluation process	4 <sup>st</sup> July 2025
e. Date of issuing Notification of Award	11 <sup>th</sup> July 2025
f. Purchase Order issuance or Contract Signing	14 <sup>th</sup> July 2025

## **Documents making part of the bidding documents:**

Section – I	Instruction to bidders
Section – II	Evaluation Criteria
Section – III	Specifications/Scope of Work
Section – IV	Delivery Sites and Schedule
Section – V	Price Schedule Form
Section – VI (A & B)	Undertaking on Stamp Paper (A)
	Conflict of Interest Declaration (B)
Section – VII	Supplier Audit and Evaluation Form
Section – VIII	GST Exemption Certificate

## SECTION I – INSTRUCTION TO BIDDERS

### **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 absolutely 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 Malaria and C19RM grants funded by an international organization/donor.

### **Scope of Work**

IHHN intends to procure services for the printing of items (IEC Material) as per the specifications/scope of work mentioned in Section III below. *(Bidder may participate for any 1 or all the items mentioned in Section-III).*

### **Eligible Bidders**

This tender is open to all interested bidders meeting the required criteria mentioned in subsequent Sections. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any company/government or semi-government organization/client/autonomous body etc.

### **Bid Currency and Cost of Bidding**

All rates shall be quoted in (PKR) Pak Rupees only.

The bidder shall bear all costs associated with the preparation and submission of their bid, and Indus Hospital & Health Network (IHHN) named in this tender document, hereinafter referred to as “IHHN,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **Requirement & Conformance to the Specification**

The IEC printed material/items shall be received as per the requirements specified in Section – III.

Where required, the bidder shall attach relevant samples of the paper, card, etc., each labeled with the vendor's name and official stamp, clearly indicating the grammage and material intended for printing. Samples must correspond 100% to the product(s) being offered and should be labelled with the procurement reference #. *IHHN reserves the right to reject any bids that are submitted without samples meeting the required specifications and materials*

### **Compliance to Code of Conduct**

The bidders and suppliers shall comply with the Global Fund's [Code of Conduct for Suppliers](#) (As of 11 February 2021 and as amended from time to time).

### **Bid validity period**

The bid validity period is at least Sixty (60) calendar days from the date of the deadline for bid submission. A bid valid for a shorter period shall be rejected by IHHN as non-responsive.

In case the above stated bid validity period expires before concluding the evaluation and contracting process, IHHN may in writing solicit for bidder's consent for an extension of the period of validity.

### **Variation of product range and quantities**

IHHN reserves the right to increase or decrease the quantities of items without any changes in unit price or other terms & conditions. IHHN shall order for additional quantities by issuance of a separate Purchase Order (Repeat Order). The bidder shall fulfill such requirements within the delivery schedule as mutually agreed.

### **Amendment of Bidding Documents**

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

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

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### **Use of agreed contract prices by other PRs (of same donor) and IHHN**

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

### **Price variations**

Within the bid validity period, any changes in prices shall not be accepted and any requests from the bidder for a price increments or stock unavailability shall be considered as non-performance and thus the purchase order/contract may lead to termination.

### **Pre-bid meeting and request for clarifications**

A pre-bid meeting shall be held at the address of **Indus Hospital & Health Network, Project Management Unit, Office No. 32, First Floor, Street No. 36, I&T Center, G-10/4, Islamabad, on Wednesday 18<sup>th</sup> June 2025 at 11:00 am.**

Bidders may also seek clarifications and send questions/queries to the following email address: [aamir.aslam@tih.org.pk](mailto:aamir.aslam@tih.org.pk), attention: Mr. Aamir Aslam, Senior Manager Procurement & Supply Chain, Project Management Unit. The email subject/title should indicate the tender reference number and the subject of the procurement. A bidder sending a request for clarification should provide full names, company name and address and telephone contacts of the company in the email body: the purchaser shall not respond to anonymous emails. IHHN shall respond to requests for clarification and questions received not later than three (3) days to the deadline for bid submission. *Important Note: Bid shall only be received in the manner prescribed above and no bids are to be sent to the individual email stated above. Any bid sent to the above email will automatically be disqualified.*

### **The Bidding Procedure - Single Stage One Envelop Procedure**

The bid shall comprise a single package containing financial proposal and a technical proposal:

- a. Both Technical and Financial Proposals will be opened on the same day.
- b. IHHN shall evaluate the proposals in a manner prescribed in advance.
- c. A technically responsive bid found to have the lowest priced proposal shall be declared as the best-evaluated bidder.

### **Bid security or bid bond**

All bids shall be accompanied with a refundable bid security of **PKR 100,000/-** in form of Demand Draft (DD), Call Deposit Receipt (CDR) or Pay order in the name of **Indus Hospital & Health Network**, with a validity period of Ninety (90) calendar days.

Bids not accompanied with a valid bid security, in form, amount and duration validity, shall be rejected.

Bid security of unsuccessful bidders shall be returned to the bidders after finalization of successful bidder(s) and announcement of award.

*The conditions for forfeiture of bid security or bond shall be similar to those specified in the Public Procurement Rules (PPRA), 2004 of Pakistan.*

### **Copies of the bid to be submitted by the bidder**

The bidder shall submit **one (01) original bid** accompanied with **(01) photocopy or copy** of the bid. All bid pages must be sequentially numbered and signed/initialed by authorized personnel. The key documents of the bid shall in addition to signing/initialing be stamped or sealed. Bids submitted without stamping/sealing and signing/initialing the key document may be rejected. *IHHN reserve the right to reject/accept those bids, which are not accompanied with one copy.*

#### **Deadline for submission of bids**

All bids, 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 Thursday, 26<sup>th</sup> June 2025 at 03:00 pm local time.**

It shall be the responsibility of the bidder to ensure that all bids, whether delivered by hand or by courier services, are received at the mentioned address before the submission deadline. The sealed envelopes shall have the name & address of the bidder, 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 bid. Any bids sent through emails shall be rejected. Any bid received after the deadline for bid submission shall not be accepted and shall be returned unopened.

#### **Public opening of bids**

Bids shall be opened in the presence of bidder's representatives who choose to attend 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 on Thursday, 26<sup>th</sup> June 2025 at 03:30 pm local time.**

To avoid overcrowding at the public bid opening meeting, only one representative of a participating bidder shall be allowed to attend meeting.

Bidder shall not be permitted to withdraw a technical or financial bid after the deadline for bid submission and before the public announcement of results, unless the bidder is declared technically unqualified. All financial bids of technically qualified bidders shall be opened, irrespective of whether the bidder has withdrawn from the procurement process or not.

#### **Bids evaluation methodology and criteria**

A bid that substantially complies with the requirements of the evaluation methodology & criteria, specifications/scope of work, products required, time schedule and offers the lowest price, shall be selected for award of contract.

A bid that doesn't substantially meet the requirements of the bid shall be considered non-responsive and shall be rejected.

#### **Contacting the Procuring Agency**

No bidder shall contact IHHN staff or team member(s) on any matter relating to its bid after the deadline for bid submission and before issue of the notification to award. A bidder shall not provide any further information related to the submitted bid after the deadline for bid submission, unless requested by the purchaser. After issuance of the award notification, a bidder may in writing inquire about the status of the procurement process,

Any effort by a bidder to influence IHHN in its decisions on bid evaluation, bid comparison or contract award may result in rejection/disqualification of the bid.

#### **Calculation Error Adjustment**

If where applicable, withholding tax, transportation cost or other indirect cost calculations are not separately shown and stated in the financial proposal, price quoted by the bidder shall be considered as prices inclusive of all taxes and costs.

IHHN shall correct any non-material arithmetic errors in the bid price provided that such corrections do not constitute amendment of quoted unit prices.

If a bidder does not accept the final price based on IHHN's re-computation and correction of errors, his/her bid may be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

#### **Purchaser's request for clarifications during bid evaluation**

To assist in evaluation and comparison of bids, IHHN may at its discretion, ask the bidder for a clarification of its Bid and submission of additional supporting information. The request for clarification and the response shall be in writing and shall not seek to change the unit prices and technical specifications of the Bid.

For avoidance of doubt, the purchaser shall not ask for clarifications that results into amendment of the unit prices, material amendment of the technical specifications, Terms of Reference, as well as the Bid Form.

The purchaser shall be at liberty to request for any historical documents from bidders during the bid evaluation process. Historical documents are non-material and shall not constitute change in the technical nature of the bid.

For avoidance of doubt, historical documents are documents and information that existed prior to the public announcement of the bid, and may include and not limited to company registration documents; manufacturers and dealers authorization; firm and product quality certifications; bidder and staff practicing licenses and trading licenses and authorization; previous importation documents; previous contracts, contract performance certificates and purchase orders, work orders; product registration status; bidder's bank information, bank certificates and bank statement; tax registration certificates and status; and company's operating capacity.

#### **Negotiation of prices and delivery schedule**

IHHN may negotiate with the selected bidder(s) to either bring the prices of the selected bidder within the market range, align prices with the previous IHHN contract prices, accommodate offer of discounts and donations and/or finalize the delivery schedule.

#### **Award decision**

After identifying the lowest price offer in compliance with technical specifications, IHHN reserves the right to select one or multiple vendors, item wise. *The selection of the vendor for items 6 and 7 (i.e., Cap and Hi-Vis jacket) shall be based on the approved sample, regardless of whether the rates for these items are higher than those offered by the lowest bidder.*

It shall be compulsory on the bidders to accept the items awarded to them based on the lowest rates against each item quoted by the bidder. Failure to do so may lead to forfeiture of the bid money.

IHHN may award part of the tendered items to the second and third best evaluated bidders at their quoted prices or negotiated prices, in case the best evaluated bidder fails to fulfill all the required services within the desired project timelines.

#### **Delivery date & Timelines**

Delivery date against each item shall be mentioned on Purchase Order. The maximum acceptable delivery period is fifteen (15) days, counted from the date of issuance of PO and approval of final dummy sample. Bidders unable to meet the maximum acceptable delivery period shall only be considered under exceptional circumstances where other bidders fail to offer competitive and value-for-money bids.

The bidder must clearly indicate in their bids/quotes the earliest delivery dates/number of days in case they are awarded the PO.

In case the required work completion/delivery timelines with the best evaluated bidder does not meet the immediate purchaser's demand, then IHHN reserves the right to consider the minimum number of days offered by the second and third best evaluated bidders, even where the quoted price of second and third best evaluated bidders vary from that of the best evaluated bidder.

### **Termination of the procurement process**

IHHN reserves the right to cancel the tender process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the buyer's action.

### **Payment Method & Taxes**

Payment shall be made through Account Payee Cheque after deduction of all applicable taxes at source as per the Income Tax Ordinance 2001 as amended from time to time.

### **Meet or Exceed Requirements in the bid**

The requirements provided in this document are the minimum requirements of IHHN. The applicants shall meet or exceed the requirements provided they offer competitive prices. In case a bidder exceeds the minimum specifications indicated in the bid or provides alternative specifications and additional supplies and services, the bidder should highlight such information in the bid to enable IHHN to identify the modified specifications and requirements.

In case the bidder's extra specifications and additional accessories come at an additional cost beyond the standard package prices, the extra supplies or services should be highlighted in the bid to enable IHHN to conduct a value-for-money analysis and make a decision.

### **Notification of Award**

IHHN shall issue a Notification of Award to the successful bidder in writing informing about acceptance of the bid. The Notification of Award shall not denote the formation of a contract subject to the signing of a formal contract and/or issue of a Purchase Order. Simultaneously, all bidders who participated in the tender shall be notified that their proposals were unsuccessful.

### **Challenging the Notification of Award**

All bidders shall have a maximum of 24 hours, from the time of receipt of the Notification of Award, within which to seek clarification or challenge the award decision. Prior to signing of a formal contract, IHHN shall endeavor to resolve all complaints, disputes, and issue clarifications thereof within 24 hours from the time of receiving queries from the bidders.

In case IHHN finds the complaint or request for clarification submitted by the bidders to be truthful and/or of material nature, IHHN shall recall the notification of award, at no liability and costs from the notified bidder. IHHN shall review the award decision and issue a new notification of award.

Lodging of a compliant or seeking clarification on an award decision by a bidder may not prevent IHHN from proceeding with the contracting process, issue a purchase order or sign a formal contract, provided that the bidder's query is considered to be non-material and of no consequence to the resulting contract.

### **Performance security or bond**

The bid security or bond of a successful supplier shall be held to serve as the Performance Bond until the contractual obligation is satisfactorily performed, the bid bond expires or contract expires, whichever comes first. The bid security or bond shall be released upon satisfactory performance of the contract, less deduction of any applicable liquidated damages.

The conditions for forfeiture of bid security and performance bond shall be similar to those specified in the Public Procurement Rules of Pakistan. Where a bid security or bond is retained to serve as the performance bond, the forfeiture conditions applicable to the performance bond shall apply to the bid security.

### **Liquidated Damages**

Liquidated damages of 0.5% of the purchase order (PO) value shall apply per day of delayed delivery of items/services, counted from the stated delivery date agreed in the signed contract. The maximum amount

of liquidated damages shall be 10% of the contract price, and thereafter IHHN reserves the right to terminate the contract.

In addition, IHHN reserve the right to cancel part or all liquidated damages upon the bidder's submission of acceptable reasons and supporting documents explaining the reason(s) for delayed performance of the contract.

If IHHN cannot deduct the liquidated damage from pending payments, IHHN shall execute either bid security or performance bond from the guaranteeing institution, deduct the applicable liquidated damage, and return any balance of the funds to the bidder.

### **Defective products, forged documents and Blacklisting of bidders**

Bidders submitting forged documents, supplying counterfeit or defective products/services shall be blacklisted from participating in any procurement under any grant funded by the common donor to fight COVID-19, AIDS, Tuberculosis and Malaria in Pakistan. IHHN shall send a copy of the blacklisting notice to the federal and provincial Public Procurement Regulatory Authority of Pakistan.

### **Force Majeure**

For the purposes of the Contract, "Force Majeure" shall mean an event or events which are beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

1. Force Majeure shall not include:
  - (a) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-contractors or agents or employees; nor
  - (b) any event which a diligent Party could reasonably have been expected to both:
    - (i) take into account from the effective date of the Contract; and
    - (ii) avoid or overcome in the carrying out of its obligations; nor
  - (c) insufficiency of funds or failure to make any payment required hereunder.
2. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, the Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract.
3. A Party affected by a Force Majeure event shall take reasonable steps to mitigate the delay and minimize its impact. The affected Party shall also notify the other Party of the event as soon as possible, and in any case no later than twelve (12) hours after its occurrence, providing evidence of its nature and cause. Similarly, the Party shall inform the other of the restoration of normal conditions as soon as possible.
4. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to a negotiated payment limited to the costs reasonably and necessarily incurred by them due to Force Majeure period.
5. Not later than six (06) hours after the Contractor, as the result of an event of Force Majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing appropriate measures to be taken in the circumstances.

### **Dispute settlement:**

A dispute shall be settled as per provisions of Pakistan Arbitration Act 1940 (Act No. X of 1940) and Rules made thereunder and any statutory modifications thereto. Any hearing shall be held at the address of IHHN mentioned above.



## SECTION II – EVALUATION CRITERIA

### **Evaluation Criteria:**

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

The bidder shall prepare and submit all supporting documents as per the below Bid evaluation sheet, properly numbered and submitted in the form of a proposal. Details/certification to be provided and numbered as per the below table:

Sr. #	Attributes	Reference page # in Proposal
1	Complete company profile (may include but not 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	Bidder registered with Income Tax, Sales Taxes: NTN, GST registration Certificates - Bidder appears on Active Tax Payer List (ATL) of FBR. Payment will be linked with the active Taxpayer status as per FBR Database (NTN certificate)	
4	Most recent bank statement for the last one (01) year, with the statement date reflecting the month prior to the tender publication and Bank Account Maintenance Certificate.	
5	List of Clients, must have at least 05 clients to its credit. Please provide name, email and contact number of POC in case any verification is required.	
6	At least 03 contracts/purchase orders of at least PKR 1,000,000/- and above for similar nature (Printing Materials) delivered during last 03 years.	
7	Bid is valid for a period of 60 calendar days from the date of the deadline for submission of bids.	
8	Bid accompanied with valid Bid Security of <b>PKR 100,000/-</b> in the <b>form of Demand Draft (DD), Call Deposit Receipt (CDR) or Pay order</b> in the name of Indus Hospital & Health Network.	
9	Undertaking on Stamp paper as per Section VI (A)	
10	Signed Conflict of Interest declaration as per Section VI (B)	

### SECTION III – Scope of Work & Specifications

Sr. #	Item Name and Description/Specifications	Qty	Delivery Location
1	<b><u>Info Pack Brochures (A4):</u></b> <ul style="list-style-type: none"> <li>Size A4</li> <li>128gram with matt lamination</li> <li>4 colour printing</li> <li>double side printing</li> </ul>	15,000	Islamabad
2	<b><u>Info Pack Brochures (A3):</u></b> <ul style="list-style-type: none"> <li>Size A3 (3-Fold)</li> <li>128gram with matt lamination</li> <li>Pre folded</li> <li>4 colour printing</li> <li>double side printing</li> </ul>	500	Islamabad
3	<b><u>File Covers (2 designs):</u></b> <ul style="list-style-type: none"> <li>A4 Size</li> <li>300grams card</li> <li>Matt lamination with dye cutting</li> <li>Double-sided four-color printing</li> <li>With one sided pocket (3 inch)</li> </ul>	15,500	Islamabad
4	<b><u>A3 Size Posters (7 different designs):</u></b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>300 Gram A3 Card with Matt Lamination,</li> <li>4 colour printing</li> </ul>	2,200	IPC District Offices
5	<b><u>Posters 24x36 (13 different designs):</u></b> <ul style="list-style-type: none"> <li>Size 24x36 inches</li> <li>128gram (with transparent plastic sheet cover)</li> <li>Wooden frame/ Lasani frame 1.5cm thickness</li> <li>Plastic covering</li> <li>4 colour matt printing</li> <li>2 Hooks for hanging</li> </ul>	4,400	IPC District Offices
6	<b><u>P-CAP:</u></b> <ul style="list-style-type: none"> <li>Red colour 100% cotton, with heat transfer printing of 02 logos (4 colour)</li> </ul>	100	Islamabad
7	<b><u>Reflector Hi Viz Jacket:</u></b> <ul style="list-style-type: none"> <li>Material: 100% Polyester knitted mesh fabric</li> <li>Colour: Fluorescent Yellow</li> <li>Reflective silver strips</li> <li>Pockets on front</li> <li>Two logos and IPC written on the back with heat transfer printing (NTP &amp; IHHN logo)</li> </ul>	100	Islamabad
8	<b><u>Stickers:</u></b> <ul style="list-style-type: none"> <li>Paper Sticker 4x4 inches (04 Colour printing)</li> <li>Round Shape (Die cutting)</li> </ul>	8,500	Islamabad
9	<b><u>Flip Charts:</u></b> <ul style="list-style-type: none"> <li>15 Flips (30 pages)</li> <li>300gram</li> </ul>	150	IPC District Offices

	<ul style="list-style-type: none"> <li>• Spiral binding</li> <li>• Lamination with matt finish</li> <li>• 4 Colour/double sided printing</li> <li>• Cardboard stand with lamination</li> <li>• Size: 19x14 inches</li> </ul>		
10	<b><u>National IPC guidelines:</u></b> <ul style="list-style-type: none"> <li>• 200 pages (100 sheets)-machine gum binding</li> <li>• Title page 300 gm with matt lamination</li> <li>• All pages 128 gm matt paper</li> <li>• Binding book size 6.7”x9.5”</li> <li>• 4 colour printing</li> </ul>	2,000	Islamabad
11	<b><u>M&amp;E framework Book:</u></b> <ul style="list-style-type: none"> <li>• 200 pages (100 sheets)-machine gum binding</li> <li>• Title page 300 gm with matt lamination</li> <li>• All pages 128 gm mate paper</li> <li>• Binding book size 6.75”x9.5”</li> <li>• 4 colour printing</li> </ul>	10	Islamabad
12	<b><u>Training Manual:</u></b> <ul style="list-style-type: none"> <li>• 200 pages book (A4 size)</li> <li>• 100 sheets (double side printing)</li> <li>• Title page 300 gm with matt lamination</li> <li>• All pages in matt lamination 80 gm</li> <li>• Machine gum Binding book</li> <li>• 4 color printing.</li> </ul>	1,000	Islamabad
13	<b><u>IPC Calendars A5 Size:</u></b> <ul style="list-style-type: none"> <li>• Table Calendar with A5 Size: 148mm x 210mm (~5.8 x 8.3 inches)</li> <li>• Spiral Binding</li> <li>• 14 Pages: Double side printing with IHHN logo and one IPC tagline (each sheet printed on both sides) 14 single-sided pages with a final double-sided page. It should be hardcover, or laminated materials. with triangle hard base (128 gm)</li> <li>• Finishing: Glossy or matt lamination on all papers</li> </ul>	500	Islamabad

*Note:*

*IHHN reserves the right to split orders among multiple vendors based on the lowest prices and shortest delivery times. Partial orders may also be split among vendors to ensure timely delivery, considering the urgency. Preference will be given to vendors with approved samples and shortest delivery periods.*

*Here to best illustrate the products’ specifications, mentioned names of different products, brands and/or model number; are for reference ONLY; which are derived from usage experience. Please also note that any other brand and/or model product of similar specifications and quality may also be quoted*

## SECTION IV - DELIVERY LOCATIONS & SCHEDULE

### **Delivery Location:**

Item wise delivery shall be made as mentioned in Section – III above. Exact delivery addresses and details of POC shall be shared with the successful bidder(s).

List of IPC District Offices:

- 1) Karachi
- 2) Badin
- 3) Sanghar,
- 4) Dadu
- 5) Larkana
- 6) Shikarpur
- 7) Quetta
- 8) Killa Saifullah
- 9) DG Khan
- 10) Faisalabad
- 11) Sargodha
- 12) Islamabad
- 13) Noshera
- 14) Mardan
- 15) Lower Dir

### **Delivery Schedule:**

The successful bidder may deliver the items in partial batches to ensure smooth and timely distribution to district offices. All associated delivery costs in this regard shall be borne by the bidder.

Delivery date against each item shall be mentioned on Purchase Order and shall be counted from the date of issuance of Purchase Order to the selected bidder.

The maximum acceptable delivery period is fifteen (15) days, counted from the date of issuance of Purchase Order and approval of final dummy sample. Bidders unable to meet the maximum acceptable delivery period shall only be considered under exceptional circumstances where other bidders fail to offer competitive and value-for-money bids.

## SECTION V – PRICE SCHEDULE FORM

Financial Proposal shall include:

- a. The unit and total rates
- b. Taxes, delivery charges including transportation, loading & off-loading etc.

**Quotes must clearly mention that “submitted rates are without GST Charges”. IHHN is GST exempted on Supplies (Section VIII for Exemption Certificate).**

Sr. #	Item Name	Qty (a)	UOM	Rate per Unit PKR (b)	Total Price (PKR) (c)=a x b
1	Info Pack Brochures (A4)	15,000	No.		
2	Info Pack Brochures (A3)	500	No.		
3	File Covers (2 designs)	15,500	No.		
4	A3 Size Posters (7 different designs)	2,200	No.		
5	Posters 24x36 (13 different designs)	4,400	No.		
6	P-CAP	100	No.		
7	Reflector Viz Jackets	100	No.		
8	Stickers	8,500	No.		
9	Flip Charts	150	No.		
10	National IPC guidelines	2000	No.		
11	M&E framework Book	10	No.		
12	Training Manual	1000	No.		
13	IPC Calendars A5 Size	500	No.		
<b>Total Amount (PKR):</b>					
<b>Total Amount in Words (PKR):</b>					

**List of Items and Price Schedule Authorised by:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

*[This Price Schedule should be signed by a person with the proper authority to sign documents for the Bidder. It should be included by the Bidder in its bid. The Bidder may reproduce this in landscape format but is responsible for its accurate reproduction].*

## SECTION VI (A) – UNDERTAKING

### UNDERTAKING (Rs. 50 Stamp Paper attested by a 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

<b>SECTION VI (B) – CONFLICT OF INTEREST DECLARATION</b>
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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 VII - SUPPLIER AUDIT AND EVALUATION FORM****SUPPLIER AUDIT AND EVALUATION FORM**

S. No	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/ Bidder:

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3.) Reviews from Previous Customers:

S. No	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: \_\_\_\_\_

## SECTION VIII- TAX EXEMPTION CERTIFICATE



### UNDERTAKING FOR NON-CHARGING OF SALES TAX

UNDER SIXTH SCHEDULE OF SALES TAX ACT. 1990

We would like to inform you that "Indus Hospital & Health Network" is registered as a company limited by guarantee not having share capital (under section 42), incorporation on 23 June 2008 under the Companies ordinance 1984. Capacity available in hospital more than 50 beds.

We would inform you that the Finance Act 2022 has inserted general provision exemption from Sales Tax on supplies to hospital, vide Serial No. 166 of the Sixth Schedule, covering "Goods excluding electricity and natural gas supplied to hospitals run by the charitable hospitals of fifty beds or more."

We hereby confirm that we meet the above criteria and are exempt from Sales tax as per above mentioned provision of Sales Tax Act 1990.

For Indus Hospital & Health Network

A handwritten signature in blue ink, appearing to be 'M. M.' or similar.



Head of Finance