

# SPECIAL SECURITY UNIT (SSU) SINDH, KARACHI

## **PROCUREMENT**

 $\underline{\mathbf{OF}}$ 

## "MEDICINES"

## Financial Year 2014-15

Bid Document No.	
Participating Firm:	
Contact No.	
Tendered quantity of the article:	
Date of bid submission:	

- 1) Instructions to Bidders on pg # 2
- 2) Bid form is attached on pg # 4
- 3) Bid Security Form is attached on pg #5
- 4) Performance Security Form is attached on pg # 6
- 5) Evaluation Criteria is attached on pg # 11
- 6) Sample Contract Agreement is attached as Annexure-A
- 7) Technical Proposal Form is attached as Annexure-B
- 8) Financial Proposal Form is attached as Annexure-C
- 9) List of Medicines (Generic Name) is attached as Annexure-D

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# Invitation to Bid Affix / Paste Advertisement (IFB or EOI)

#### Instruction to bidder

- i. The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Biding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.
- ii. The Special Security Unit (SSU), Sindh, request Tender Bids in sealed envelopes as per information required in this document. Proponents applying for bids should submit Financial Proposal and Technical Proposal in two separate envelopes.
- iii. The Technical Proposal should contain all the bid items without quoting the price and must list firm's clientele, details of past project, items specification etc. Financial Bids of firms not obtaining minimum passing criteria on Technical basis will not be opened.
- iv. Interested /Eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of AIGP/ Security (SSU) Hassan Square Near Expo Center, Karachi.
- v. All bids must be accompanied by an earnest money (2%) of total bid amount, and must be delivered to the office of the AIGP/ Security (SSU) on or before 1330 hours on 20.04.2015. The bids will be publicly opened in the office of AIGP/Security (SSU), Hassan Square Near Expo Center at 1330 hours on the same day in presence of bidders who wish to remain present.
- vi. The Special Security Unit (SSU) Sindh, will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery bids.
- vii. Bidders shall submit bids, which comply with the bidding documents, For alternate bids, bidder has to purchase separate bidding documents and alternate bid shall be treated as separate bid.
- viii. As authority competent to accept the tender, the Purchase reserves the right to accept or reject one or all the tenders in accordance with SPPRA Rules-2010.
- ix. All prices quoted must include any Taxes applicable, i.e. Income Tax, Sales Tax or any other tax imposed by government by law. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
- x. Enquiries regarding this RFP shall be submitted in writing to: AlGP/ Security (SSU),
   Hassan Square, Near Expo Center, Karachi
   Phone: (92-21) -99244645, Fax (92-21) -99243865

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  - xi. Every page of the tender document should be signed and sealed by the bidder.
  - xii. The details of this notice are also available on website of Police department (www.sindhpolice.gov.pk) and Government of Sindh (www.sindh.gov.pk).

AIGP/Security (SSU)
For Inspector General of Police,
Sindh, Karachi.

Special Security Unit (SSU), Sindh (www.sindhpolice.gov.pk)

BID FORM	1 for		
To: Inspe Sindl	ector General of Police, h Karachi.		
with the sai	id bidding documents (Tech	d, offer to sup nical and Fig	which is hereby duly acknowledged, pply, deliver and test in conformity nancial proposals are attached as d herewith separately as per your
We undertak time mention	e, if our Bid is accepted, to con in this tender documents.	nplete the sup	oply in accordance with the delivery
equal to 1070	accepted, we will provide the percent of the Contract Price er bid Security Form.	e performance i.e., Rs	e security in the sum equivalent to for the due performance of the
Dated this	day of	201	
WITNESS			BIDDER (Sign + Seal)
Signatur ::		Signature:	<b></b>
Name:	<u>-</u>	Name:	
Title:		Title:	<b>-</b>
Address:		Address:	
CNIC #		CNIC #;	·

## χÒ, Special Security Unit (SSU), Sindh (www.sindhpolice.gov.pk) BID SECURITY FORM WHE REAS \_\_\_\_\_\_ (hereinafter called "the Bidder" has submitted its bid dated \_\_\_\_\_ for the purchase of " \_\_\_\_\_ \_\_\_\_\_", (hereinafter called "the Bid"). KNOW ALL MEN by these presents that We \_\_\_\_\_ (Name of Bank) of \_ (Name of Country) having our registered office at \_\_\_\_\_ (address of Bank) hereinafter called "the Bank") are bound into the Provincial Police Officer, Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----\_\_\_\_, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents. Sealed with the Common Seal of the Bank this \_\_\_\_\_\_day of \_\_\_\_\_\_, 201\_\_\_\_. THE CONDITIONS of this obligation are: If the Bidder withdraws its Bid during the period of bid validity specified by 1. the Bidder on the Bid Form; or 2. If the Bidder does not accept the corrections of his Total Bid Price; or 3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity: Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or (b) Fails or refuses to execute the Contract Form, when requested. We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to 28 days beyond the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date. (NAME OF BANK) (Title) Authorized Representative

O. PERFORM	Special Security Unit (SSU), Sindh (www.sindhpolice.gov.pk)  ANCE SECURITY FORM (Applicable in case of bank guarantee)
To: Provid Karac	ncial Police Officer, Sindh, hi-Pakistan.
WHEREAS	(Name of the Contractor)
of hardware in	alled "the Contractor" has undertaken, in pursuance of the bid for the purchase including "", dated
AND WHEI	REAS we have agreed to give the Contractor a Guarantee:
the guarantee, Contractor to sums, within aforesaid with the sun, specif	RE WE hereby affirm that we are Guarantor and responsible to you, on behalf ctor, up to a total Sum of Rs10% of the total contract value (Amount of and we undertake to pay you, upon your first written demand declaring the be in default under the Contract, and without cavil or argument, any sum or the limits of 10% of the total contract value (Amount of Guarantee) as out your needing to prove or to show grounds or reasons for your demand or fied therein.
[NAME OF	GUARANTOR]
Signature	
Name	<u> </u>
Tide	
Address	
	<del>-</del>
Seal	

#### 1. General Terms & Conditions

#### (i) Bid Bond

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A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of AIGP/ Security (SSU) equivalent to 2% of the total cost of bid should be submitted along with the tender.

#### (ii) Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

#### (iii) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

## (iv) Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deducted tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Police department. The responding organization will be responsible for all taxes on transaction and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

#### (v) Stamp Duty

Stamp duty for contract documents shall be borne by responding organization/bidder at the time of signing of contract.

### ivi) OEM relationships & Warranties

- Hardware Arms & Ammunition/Equipment should have warranty, including parts and labour and license (if any).
- All Management Software provided should have warranties for one year against defects/bugs as well as updates.
- The responding organization (RO) to be authorized Partner / reseller, of THE ORIGINAL MANUFACTURER.

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## (vii) Supply Capabilities

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Responsive Organization should clearly indicate the duration of delivery of quoted item(s) specified in Annexure-D

Sr. No.	Item	Action Item	Response time (in hours)
		Replacement	
1		Repair	<del>-</del>
.		Re-configuration	
<u>-</u> <u>i</u>		Backup Replacement	

## (viii) Compliance to Specification

The Responding Organization (RO) to provide information as per (Annexure-D). RO may not propose any kind of refurbished item in their technical proposals.

### (ix) Financial Capabilities

The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

### (x) Liquidated damages.

- a) It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulate period Security deposit will be forfeited in favor of the Special Security Unit (SSU) Sindh, Karachi as stated at sub clause (d).
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years be provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department.
- d) Liquidated damages of 0.25% per day up to 10% of the contract price will be deducted for delayed supply/delivery of Medicines then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.

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#### (xi) Delivery Time

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- 45 days after issuance of purchase order.
- Mode of payment: 100% after supply of Medicines and successful testing on the laboratory.
- Release of performance guarantee after completion of warranty period (if applicable).

Execution / Delivery of Medicine(s) of the Bid will be at Special Security Unit (SSU) Sindh, Karachi.

- xii. The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened to non-responsive bidders, on request after opening of Financial bids or when award / placement of purchase order is finalized. The bidders will, however, have to apply for refund through a written request on their company/firm letter head addressed to AIGP/Security (SSU).
- xiii. The successful bidder will have to deposit 10% security of the amount of contract, in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of AIGP/ Security (SSU). The same will be returned on due completion of the contract and warranty period.
- xiv. To conform, the approved specifications, the evaluation criteria of bids will be based on the technical expert opinion, observation of evaluation committee and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Purchase Committee.
- xv. Date of opening of the Financial Proposals will be announced separately. The proposal of only those bidders will be considered/ opened which are declared qualified after evaluation of technical bids and upon fulfilling all the condition by the Purchase Committee. Further enquiry can be made from AIGP/Security (SSU) telephone No. 021-99244645
- xvi. Conditional tenders/bids will not be acceptable.
- xvii. Authority Letter from Principal Company for product and vender authentication shall be provided with the bid.
- xviii. Police department reserves the right to increase or decrease the scope of work/number of items without assigning any reason.

#### 2. Mode of Delivery and Address

Technical & Financial proposals (2 copies each) should be submitted by 1300 hours at the address given below:

Office of AIGP/ Security (SSU), Hassan Square, Near Expo Center, Karachi Phone: (92-21) –99244645, Fax (92-21) –99243865

- (i) The technical proposals will be opened on 20.04.2015 at 13:30 hours at the same address. The responding organization shall deliver 2 (two) copies of the technical & financial proposal each copy being physically separated, bound, scaled and labeled as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" (one Original and one copy), labeled as such on their respective envelopes. The bid security of 2% of the offer in shape of Bank guarantee or Pay Order shall be enclosed in the envelope marked "FINANCIAL PROPOSAL" without the financial proposal shall not be considered and bid shall be rejected.
  - (ii) Proposals shall be dropped in the scaled tender box kept in the office of AIGP/ Security (SSU), upto 1300 hours. Samples / Brochures should however be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

#### (iii) Submission of Proposal

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The complete proposals should be submitted by 13:00 hours on 20.04.2015 at the address given in 2(ii) above.

The format of submission of proposal is attached as Annexure-A and Annexure-B. Please provide original brochures and samples of all the items proposed.

CNIC copies of Owner/Authorized person along with witness should be enclosed.

(Please provide photocopies of relevant documents).

#### (iv) Opening of Proposals

The proposals submitted against this RFP will be opened on date mentioned above at 13:30 hours in front of the Purchase Committee of Sindh Police.

### 2. Evaluations and Comparison of Technical and Financial Bids

The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Highest Evaluate Bidder for quoted item.

The Purchaser's evaluation of responsive bids will take into account technical factors, in addition to cost factors. The following weights will be used in the evaluation of bids:

Description Weights Technical Evaluation 80% Financial Evaluation 20%

### Evaluation Criteria and Comparison of Bid

For the purpose of determining the lowest evaluated bid, following facts other than price shall be taken into consideration by the Procurement Committee.

The following merit point system for weighing evaluation factors/criteria can be applied for the Technical Proposal.

Following criteria will be followed by the procuring agency to evaluate the technical proposal submitted by the participating firms / bidders.

Evaluation criteria

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S.No	Criteria	Yes	No	Status (Pass / Fail)
1	NTN Certificate	<del> </del>		
2	GST Registration Certificate	<del>  -</del>	1	
3	Sole Distributor Certificate	<del>  -</del>	<del>  -</del>	<del> </del>
4	Financial turn over (03 Years)	<del>                                     </del>	<del> </del> -	
5	Earnest Money	<del></del> -	·	
5	Compliance to specification	<del> </del>		<del>-</del> -
7	Black list firm / distributor	†	<del>-</del>	<del>-</del> -
3	Previous work orders	<del> </del>	<del></del>	<del></del>
)	Drug License	<del>                                     </del>	<del> </del>	
10	Company's Drug manufacturing license / registration with ministry of health	 	_	

If above mentioned criteria is not met by the bidders their bid will be considered fail and financial proposal of such bidders will be returned un-opened.

The Bidder should provide the following required information and placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form.

#### Information Required

#### A General

- I Name of Bidder
- 2 No of Years in business in Pakistan
- 3 No of Offices locations in Pakistan
- 4 Annual Turnover (Million Rs.)
- 5 Value of projects in hand (details may be given)
- 6 Year of Incorporation
- 7 Status of the Bidder
  - Sole Proprietor
  - Partnership Firm
  - Private Limited Company

Special Security Unit (SSU), Sindh (www.sindhpolice.gov.pk)

- Public Limited Company
- Entity registered / incorporated outside Pakistan (Give details)
- Other (Please specify)
- 8 Names of Owner / Partners / Chief Executive / Directors
- Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

### 4. Contacting the Purchaser

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

## 5. Purchaser's Right to Accept the Bid or Reject the Bid

The Purchaser reserves the right to accept or reject the bid in according with PPRA Rules-2004, and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchase's action.



#### De initions

## In this Contract, the following terms shall be interpreted as indicated:

- "Purchaser" means the Sindh Police Department, Government of the Sindh, Karachi – Pakistan
- "Contractor" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
- "Contract" means the agreement entered into between the Purchase and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.
- "Contractor Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- "Contractor Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportion able to the Software or Services in question.
- "Services" means services, such as testing and other such obligations of the Contractor covered under the Contract.
- "Works" means all items to be provided and work to be done by the Contractor under the Contract.
- "RO" means Responding Organization/ Bidder Firm.
- "RFP" means Request for Proposal.

## Sample Contract Agreement

- 1. This contract agreement is made and entered into on \_\_\_\_\_\_, 201\_\_\_, BY AND BETWEEN.
  - Inspector General of Police, Sindh Central Police Office, I.I. Chundrigar Road, Karachi, hereinafter referred as Purchaser, which expression shall unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns officers delegated to perform functions procurements for and on behalf of various units of Sindh Police department of ONE PART.

#### AND

ii)	M/s
	as supplier, which expression shall, unless repugnant to the context
	of meaning thereof, be deemed to include its successors and
	permitted assigns of the OTHER PART.

2. WHEREAS the Provincial Police Officer, Sindh is entrusted with responsibility of procurement of item / articles during current financial year 2013-2014 as per description, with specification and quantity, given below:-

S.NO.	DESCRIPTION OF ARTICLES WITH SPECIFICATION	QUANTITY/ NUMBER	Delivery
· 			

 AND WHEREAS, the Provincial Police Officer, Sindh, in accordance with The Public Procurement Rules, 2010 as adopted by Government of Sindh vide notification No. SORI(SGA&CD) 2-30/2010, dated 8th March 2010

That all articles rejected shall be taken back and removed by the M/s.

in respect on account of items/articles so rejected.

and nothing shall become due or recoverable

V

by the M/s.\_\_\_

vi)	That all articles accepted shall be paid for the AIGP/ Security (SSI	U) at the
	rate of specified below (F.O.R Destination) within financial	year

ITEM / ARTICLE	RATE PER UNIT

- vii) In case M/s. makes default, in the due performance of this agreement/contract in part or full, AIGP/ Security (SSU), Sindh shall be at liberty to impose and recover L.D. Charges not exceeding 0.25% per month thereof. The penalty shall be applicable only to the extent of items/articles supplied late.
- viii) The AIGP/ Security (SSU), Sindh shall have right to assess, demand and recover any damages suffered by Police Department due to late supply of the items/articles from the supplier.
- ix) The AIGP/ Security (SSU), Sindh shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable orafter the time of such failure to  $M/s_{-}$ \_\_\_ by the said AIGP/ Security (SSU), Sindh, whether by virtue of agreement or otherwise.
- The IGP Sindh shall not be responsible for non-performance of this x) agreement due to change in law, rules and policy of the government as notified in official gazette from time to time.
- xi) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract agreement and both parties shall be bound by it.
- 6. This contract agreement shall be construed, and the legal relations created herein will be determined in accordance with the laws of Islamic Republic of Pakistan.
- Any notice required under this contract agreement shall be in writing and shall be 7. effective when received by the addressee at its given address.

- 8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the Agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
- 9. This agreement may be amended only in writing signed by both the parties.
- 10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

AIGP/Special Security Unit (SSU)
On behalf of IGP, Sindh

Witn	iess:				
1)		 	•		
2)					

## $\underline{Annexure - B}$

## Technical Proposal Form

	Bio	dder's Pr	ofile		
Name			<u>-</u>		
Official Addr	ess		<u>-</u>		
Telephone(s)	No.		<del></del>	·	
Of icial Fax N	Vo.			<u></u>	<u> </u>
GST Registrat	tion No.		<del></del>	<del></del>	<u> </u>
Income Tax R	leg. No.				
Sr.	Specifications		Make &	Country	Supply During
No			Model	of Origin	(in Days)
1					
i	<u> </u>		<u> </u>		
· <del>-</del>					<u> </u>

Note	Please read carefully the	e whole document and	l provide all necess	arv details w	ith proof
of evide	ence.		· I	ary details w	mi broot

	·-		
BIDDER	(Sign	+	Seal)

#### ,O,

## Financial Proposal Form

	Bidder's Profile		
Name			
Official Address			
Teler hone(s) No.	· · · · · · · · · · · · · · · · · · ·	<u> </u>	
Official Fax No.		<u> </u>	
GST Registration No.			
Incorne Tax Reg. No.			
No. of years in business	<u> </u>		
Sr.   Equipment(s) Name	Overtite	Little Common of the Common of	g: 10 m
No	Quantity	Unit Cost (Rs)	Total Cost (Rs)
: 			
!	ļ		
ļ			<u> </u> 
	! i		
		İ	
Total C	Cost in Pak Rupe	es ·	<u> </u>
(in words	- -		Ţ
	<u> </u>		

Note: Earnest money will be equivalent to 2% of the total bid cost.

Only Pay Order/Bank Draft for earnest money will be acceptable in favour of AIGP/ Security (SSU), Hassan Square, Near Expo Center, Karachi.

BIDDER	(Sign +	Seal)



#### OFFICE OF THE ASSISTANT INSPECTOR GENERAL OF POLICE, SECURITY SINDH, KARACHI

Tel: 021-99243864 Fax: 021-99243865 email: ssu.sindh@gmail.com

No. AIGP/SSU/ 1736 /2015, Dated: 0.3 -04-2015



# COMMITTEE NOTIFICATION

With the approval of the competent authority, the following Committee is hereby constituted for the Tender Proceedings of Medicines for Special Security Unit (SSU) Sindh, Karachi.

1. DIGP / South Karachi

(Chairman)

Deputy Commandant / Razzakabad 2.

(Secretary)

- Superintendent of Police / Command & Control Unit, CPO (Member) 3.
- Superintendent of Police / Muhafiz 4.

(Member)

Representative of Police Hospital Karachi. 5.

(Member)

# Functions and Responsibilities of Procurement Committee (s).

As per SPPRA Rules 2010: Procurement committee(s) shall be responsible for:

- 1. Preparing bidding documents;
- 2. Carrying out technical as well as financial evaluation of the bids;
- 3. Preparing evaluation report;
- 4. Making recommendations for the award of contract to the competent authority;
- 5. Perform any other function ancillary and incidental to the above.

iaqsood Ahmed) TI, PSP AIGP / Security,

For Inspector General of Police, Sindh Karachi.

#### Copy to:

- 1. All concerned
- 2. Master file

Annual Procument Plan

(Works, Goods & Services) Financial Year 2014;2015

		<u></u>							Taming of procurencen	nomen.			_
	Description of Procurement	Quantity (where applicable)	Estimated neat cost (where Tabinated orgal analyzable)	Estimated rotal	Funds affogued	Funds affocated Source of Jouds (ADP/Non) Perposed prosurement	Proposed proguenter		_		_		
						CION	Doubled	Is Or	1st Orr   2nd Qu	P 5	<u> </u>	Remarks	
			,					1	-		-		
•	Modifines for the dispensary of SSU			3 & suffice.	3.8 million yes finds allocated	Siadh Police	Single Stage two envolop	- <del></del> -		Ξā	<del></del> .		
:		:		-			<del></del>	`	_	 }		_	

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