

35212



ENHANCED HIV/AIDS CONTROL PROGRAM  
HEALTH DEPARTMENT  
GOVERNMENT OF SINDH



No. PMEACPS/1315/16

Dated: 07/12/2017

To,

The Director (CB),  
Sindh Public Procurement Regulatory Authority,  
Karachi.

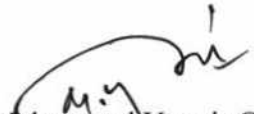
Subject: **Hoisting of Corrigendum I & II of Invitation of Bids on Web Site.**

Please find enclosed herewith Corrigendum I & II of Invitation of Bids for "Social Mobilization & Capacity Building" for hoisting on SPPRA website and assign the ID thereof accordingly.

1. Revised Notice Inviting Tender & Corrigendum
2. Notification of Procurement Committee
3. Notification of Complaint Redressal Committee
4. Revised Bidding document (hard & soft copy)
5. Annual Procurement Plan.

It is requested that the above "Corrigendum of Invitation of Bids" may kindly be hoisted on the official website of SPPRA.

An early action will highly be appreciated.

  
Dr. Muhammad Younis Chachar  
Provincial Program Manager

Copy for information to:

- The Secretary Health Department, Government of Sindh Karachi.

SPPRA INWARD DIARY

NO: 3744

DATED: 07-12-17

413

Barrack No.12, Sindh Secretariate No.4-A,  
Phone: 92-21-99213892 Fax: 99213891 www.sacp.org.pk Email: info.sacp@gmail.com

ESTB: Misc



ENHANCED HIV/AIDS CONTROL PROGRAM  
HEALTH DEPARTMENT  
GOVERNMENT OF SINDH



No. PMEACPS/361/1  
62

Dated: 09/11/2017

To,

The Director (CB),  
Sindh Public Procurement Regulatory Authority,  
Karachi.

Subject: **Hoisting of Invitation of Bids on Web Site.**

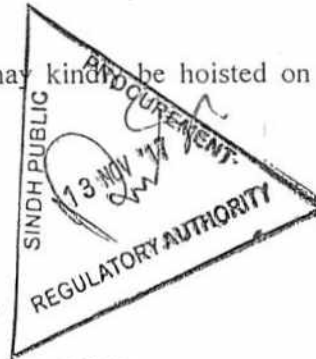
Please find enclosed herewith Invitation of Bids for "Social Mobilization & Capacity Building" for hoisting on SPPRA website and assign the ID thereof accordingly.

1. Notice Inviting Tender
2. Notification of Procurement Committee
3. Notification of Complaint Redressal Committee
4. Bidding document (hard & soft copy)
5. Annual Procurement Plan.

It is requested that the above "Invitation of Bids" may kindly be hoisted on the official website of SPPRA.

An early action will highly be appreciated.

*o/c*  
Dr. Muhammad Younis Chachar  
Provincial Program Manager



Copy for information to:

- The Secretary Health Department, Government of Sindh Karachi.

روزنامہ جنگ

THE DAILY JANG KARACHI

جنگ سرگرمی

بانی: میر خلیل الرحمن

ہفتہ 6 ربیع الاول 1439ھ 25 نومبر 2017ء نمبر 324

55-025

13 روپے

**انہما سڈ اینج آئی وی / ایڈز کنٹرول پروگرام، محکمہ صحت، حکومت سندھ**

کوآلٹنگ ڈا کے اسٹیمپڈ اینکسٹوں کی پبلی نمبر PMEACPS/838/40 مورثہ 06-11-2016 جو کہ روزنامہ ڈان، جنگ، امت میں شائع ہوا تھا اور اس میں اینکسٹوں کے بیج کرانے اور کھولے جانے کی آخری تاریخ 27-11-2017 تھی۔ بیکنش دستاویزات میں سامان کی کچھ تبدیلیوں کے باعث اس بیڈ کے لئے اینکسٹوں کی خریداری بیج کرانے اور کھولے جانے کی تاریخوں میں اضافہ کیا گیا ہے۔ نظر ثانی شدہ شیڈول درج ذیل میں دیا جا رہا ہے۔

بیڈ نمبر:	اس بیڈ اسٹیمپڈ اشاعت سے 18 دسمبر 2017 (پیر) سے پہلے 01:00 بجے تک۔
بیڈ نمبر:	18 نومبر 2017 سے پہلے 02:30 بجے۔
بیڈ نمبر:	18 نومبر 2017 سے پہلے 03:30 بجے۔

دو تمام بیکنش دستاویزات جو اب تک جاری کی گئیں انہیں منسوخ سمجھا جائے گا اور وہ بیڈ کے حامل بیکنش دہندگان جو پہلے ہی بیکنش دستاویزات خرید چکے ہیں انہیں تالیف کی جاتی ہے کہ وہ قبل از اس خریدی گئی بیکنش دستاویزات کی اصل رسید لکھا کر ترمیم شدہ بیکنش دستاویزات باقیات حاصل کریں۔

دیگر شرائط و ضوابط سائٹ پر دی گئی۔

دستخط: پروفیشنل پروگرام مینیجر  
انہما سڈ اینج آئی وی / ایڈز کنٹرول پروگرام سندھ

(INF/KRY-4906/17)

SAY NO TO CORRUPTION

25-11-2017

✓

عالمي آواز جي ترجمان، ڪراچي، حيدرآباد ۽ سکر مان هڪ ئي وقت شايع ٿيندڙ

CERTIFIED

Daily AWAMI AWAZ

روزگاري

# عالمي آواز

Daily AWAMI AWAZ Karachi

سال 28 - شمارو 326 | ڇنڇر 25 نومبر 2017 ع، 6 ربيع الاول 1439 هـ | صفحا 12 - قيمت 45 روپيا

### تصحيح جون نوٽيسون

انهانسڊ ايڇ آءِ وي / ايڊز ڪنٽرول پروگرام، هيلٿ ڊپارٽمينٽ، گورنمينٽ آف سنڌ هن ڊپارٽمينٽ جي واک جي طلعي، No.PMEACPS/838/40 بتاريخ 06\_11\_2016، شايع ٿيل روزاني ڊان، جنگ، امت، جنهن ۾ واک جمع ڪرائڻ ۽ ڪولڻ جي آخري تاريخ 2017\_11\_27 هئي، ان حوالي سان ڄاڻاڻي ٿو ته واک دستاويزن ۾ ڪجهه مواد جي تبديلي جي ڪري ٿيندڙ جي واک دستاويزن جي خريداري، جمع ڪرائڻ ۽ ڪولڻ جي تاريخ کي اڳتي وڌايو ويو آهي، جنهن جو نظر ثاني ٿيل شيڊول هيٺين ريت آهي.

ٿيندڙ جو وڪرو	هن تصحيح جي اشاعت واري تاريخ کان وٺي 18 ڊسمبر 2017 (سومر ڏينهن) بوقت 01:00 وڳي تائين
ٿيندڙ جمع ڪرايا ويندا	18 ڊسمبر 2017، بوقت 02:30 وڳي
ٿيندڙ ڪوليا ويندا	18 ڊسمبر 2017، بوقت 03:30 وڳي

اڳ جي مقرر ڪيل تاريخ تائين جاري ڪيل سمورن واک دستاويزن کي رد سمجهيو وڃي ۽ جن واک ڏيندڙ اڳ دستاويز حاصل ڪيا هئا، انهن کي گذارش ڪجي ٿي ته اهي رقم ادا ڪرڻ کانسواءِ برائي واک دستاويز خريد ڪرڻ جي اصل رسيد ڏيکاري ترميم ڪيل واک دستاويز حاصل ڪري سگهن ٿا. ٻيا سمورا شرط ۽ ضابطا ساڳيا ئي رهندا.

صحيح  
 پراونشل پروگرام مينيجر  
 انهانسڊ ايڇ آءِ وي / ايڊز ڪنٽرول پروگرام، ان سنڌ  
 هيلٿ ڊپارٽمينٽ، گورنمينٽ آف سنڌ  
 INF/KRY.NO.4906/2017

25-11-2017

ABC Certified

The Largest Circulated Sindhi Daily of Pakistan

دائري روزانه اخبار

DAILY KAWISH

روزانه

Dain Kawish Hyderabad

Sunday 03 December, 2017

جلد 28) آچر 03 دسمبر 2017 ع بمطابق 14 ربيع الاول 1439 هـ (شمارو 119) قيمت 15 روپيا

**تصحيح نوٽيس نمبر 2**

انهانسڊ HIV/AIDS ڪنٽرول پروگرام، هيٺ ڊپارٽمينٽ، گورنمينٽ آف سنڌ

بحوالو هن ڪاتي جو تصحيح نوٽيس جيڪو روزاني اخبارن (جنگ ۽ عوامي آواز) تاريخ 11-2017-25 نمبر، INF/KRY.No:4906/17 وائڻ لاءِ ڪوٺ PMEACPS/838/40 مات شايع ٿيو. وائڻ جي ڪوٺ جي اڳوڻي شايع ٿيل تاريخ غلطي سان 06-11-2016 شايع ٿي وئي آهي، جيڪا 06-11-2017 موجب ڪري پڙهي وڃي.

ٻيا سمورا شرط ۽ ضابطا بشمول خريداري، امانت ۽ وائڻ جي ڪوٺ لاءِ تاريخون ساڳيون رهنديون.

**پراونشل پروگرام مئنيجر**

انهانسڊ HIV/AIDS ڪنٽرول پروگرام ان سنڌ، هيٺ ڊپارٽمينٽ، گورنمينٽ آف سنڌ

INF/KRY.No:4951/2017

**SAY NO TO CORRUPTION**

سنڌ پر تعليم جي بهتري لاءِ علمي - پنهنجي تعليم لاءِ 8 3 9 8 تي ايس ايس ايس ڪريو

QUAID-I-AZAM MOHAMMAD ALI JINNAH

# DAWN

Thursday  
November 30, 2017  
Rabi-ul-Awwal 11, 1439

KARACHI

Rs 20.00  
32 Pages  
Vol. LXXI No. 329  
Regd. No. SS-022

[www.dawn.com](http://www.dawn.com)

## Corrigendum Notice No. 2

### Enhanced HIV/AIDS Control Program Health Departments, Government of Sindh

With reference to this Department's Corrigendum Notice published in daily newspapers (Jang & Awami Awaz dated 25.11.2017) vide No. INF-KRY 4906/17 regarding Invitation for Bids No. PMEACPS/838/40.

The date of publication of previous invitation for bid has been incorrectly mentioned as 06-11-2016; which should be read as 06-11-2017.

All other terms and conditions including dates for purchase, submission and opening of bids will remain unchanged.

**PROVINCIAL PROGRAM MANAGER**  
Enhanced HIV/AIDS Control Program in Sindh  
Health Department, Government of Sindh

INF-KRY No. 4951/17

Say No to Corruption

بہ عزمی سے تلافی کریں۔





GOVERNMENT OF SINDH  
HEALTH DEPARTMENT  
(PROCUREMENT MONITORING & INSPECTION CELL.)

**NOTIFICATION**

No. SO(PM&I)2-1/2017-18/PM.(HIV/AIDS): A procurement Committee under Rule 7 of Sindh Public Procurement Rules 2010 (Amended 2017) is hereby constituted comprising the following for procurement of testing kits, consumable, medicines / vaccines and other allied items for the year 2017-18 for HIV/AIDS control program.

1.	Provincial Program Manager, HIV/AIDS Control Program	Chairman
2.	Representative from Health Department, Sindh	Member
3.	Representative of D.C.(South) Karachi	Member

**ToRs**

The ToRs / Functions / Responsibilities of the Procurement Committee in accordance with Rule 8 of SPPRA 2010 (Amended 2017) shall be as under:

- f. Preparing bidding documents;
- g. Carrying out technical as well as financial evaluation of the bids;
- h. Preparing evaluation report as provided in Rule 45;
- i. Making recommendations for the award of contract to the competent authority;
- j. Perform any other function ancillary and incidental to the above.

**SECRETARY HEALTH**

No. o. SO(PM&I)2-1/2017-18/PM.(HIV/AIDS):

Karachi, dated 2<sup>nd</sup> August, 2017

A copy is forwarded for information & necessary action to:-

- The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi
- The Director General, Health Services Sindh, Hyderabad.
- The Chairman and all members of the Committee.
- The Provincial Program Manager, Sindh AIDS control Program with reference to his letter dt.18-07-2017.
- The P.S. to Minister, Health Sindh.
- The P.S. to Secretary Health, Sindh.

  
(NAVEED AHMED SOOMRO)  
SECTION OFFICER (PM&I)





NO.HD(P&E) 3-2 (427)/2014  
GOVERNMENT OF SINDH  
HEALTH DEPARTMENT  
(Procurement, Monitoring and Inspection Cell)

**NOTIFICATION**

No. HD(P&E)3-2/(427)/2014: In supersession to this department's notification of even number dated: 10-04-2017 and in pursuance of Rule 31 of the Sindh Public Procurement Rules, 2010, the Govt. of Sindh, Health Department, re-constituted Complaint Redressal Committee (CRC), comprising of the following officers for scrutinizing the complaints of aggrieved bidders against tender invited by Health Institutions / Hospitals / Programs / Projects in Sindh.

01	Secretary Health, Govt. of Sindh.	Chairman
02	Representative from Accountant General Sindh	Member
03	Independent expert from relevant field concerning (to be nominated by the Head of Procuring Agency)	Member
04	Deputy Secretary (PM&I)	Member/ Secretary
05	Deputy Secretary (General)	Member

**TORs**

- To scrutinize the complaints from the aggrieved bidders and decide the cases strictly in accordance with SPP Rules 2010.

*SECRETARY HEALTH*

No. HD(P&E)3-2/(427)/2014:

Karachi, dated: 31<sup>st</sup> May, 2017

**C.C to:**

1. The Director General Health Services Sindh, Hyderabad.
2. The District Health Officers (All)
3. The Medical Superintendents (All)
4. The P.S. to Chief Secretary Sindh, Karachi.
5. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
6. The Special Secretary/Adl. Secretary (Admn/Development/Public Health) Health Department.
7. The Chairman & all members of the Committee.
8. The P.S. to Secretary Health.

  
(NAVEED AHMED SOOMRO)  
SECTION OFFICER (PM&I)

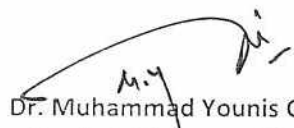
# ENHANCED HIV/AIDS CONTROL PROGRAM

HEALTH DEPARTMENT, GOVERNMENT OF SINDH

## ANNUAL PROCUREMENT PLAN

FY - 2017-18

S#	Procurement Activity	Quantity (Where applicable)	Estimated Unit Cost (Where applicable)	Estimated Total Cost (Rupees in Millions)	Funds Allocated (Rupees in Millions)	Source of Funding (ADP / Non-ADP)	Proposed Proc. Method	Timing of Procurement				Remarks
								Q-1	Q-2	Q-3	Q-4	
1	Service Delivery Packages (RFP)	7	-	107.813	107.813	ADP	Tendering	x	x			
2	Establishment of DFHCs and TFHCs (RFP)	33	-	16.800	16.800			x	x			
3	Call Centres (RFP)			2.860	2.860							
4	Branding Pvt. (RFP)			3.264	3.264							
5	Outreach Campaign (RFP)			3.360	3.360							
6	Purchase of Machinery & General Equipment	Lump sump	-	26.990	26.990			x	x			
7	Purchase of Medical & Lab. Equipment	25	-	19.940	19.940			x	x			
8	Purchase of Software	Lump sump	-	0.885	0.885			x	x			
9	Purchase of Drugs & Medicine	Lump sump	-	13.299	13.299			x	x			
10	Purchase of Furniture / Fixture	Lump sump	-	1.345	1.345			x	x			
11	Purchase of Vehicles	8	1.000	8.000	8.000				x	x		
12	Advertisement, Publicity & Printing	Lump sump	-	4.910	4.910				x	x		
13	Acquiring Office Premises on Rent	Lump sump		1.500	1.500			Tendering	x	x		

  
 Dr. Muhammad Younis Chachar  
 Provincial Program Manager



**Department of Health, Government of Sindh  
Enhanced HIV/AIDS Control Program**

**Tender**

**NATIONAL COMPETITIVE BIDDING  
(Single Stage Two Envelope Procedure)**

**STANDARD BIDDING DOCUMENTS  
(SBDs)**

**Procurement of Services for**

<b>A</b>	<b>Social Mobilization Campaign</b> Including Establishment of Call Center, Development of IEC Material, Outreach Program and Branding of campaign
<b>B</b>	<b>Capacity Building of Health Care Providers in all districts of Sindh</b>

COST OF TENDER DOCUMENTS	Rs. 2000/= Rupees Two Thousand Only (Non-Refundable)
TENDER PROCEDURE	Single Stage – Two Envelope Procedure/ SPP Rule 46(2)
TENDER SELLING DATE	From the date of publishing to December 18 <sup>th</sup> , 2017 till 01.00 pm.
TENDER SUBMISSION DATE & TIME	<b>December 18<sup>th</sup>, 2017 till 02:30 pm</b>
TENDER SUBMISSION PLACE	Office of the Provincial Program Manager, Enhanced HIV / AIDS Control Program Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi
TENDER OPENING DATE AND TIME	December 18 <sup>th</sup> , 2017 at 03.30 pm
TENDER OPENING PLACE :	Office of the Provincial Program Manager Enhanced HIV / AIDS Control Program Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi Phone: 021-99213891 – 99222007 -99213893 Fax: 021-99213892 E-mail: <a href="mailto:info.sacp@gmail.com">info.sacp@gmail.com</a>

**Note: No Tender will be accepted after closing of the Tender box, what so ever reason may be.**

*Handwritten signature*

*Handwritten signature*

## List of Contents

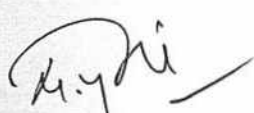
Part	Description
Part-I	Notice Inviting Tenders
Part-II	General Conditions of Contract
Part-III	Bid Data Sheet
Part-IV	Instructions to Bidders
Part-V	Special Conditions of Contract
Part-VI	Schedule of Requirement
Part-VII	Sample Forms
Part-VIII	Technical Specification

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## Acronyms

ACS	Advocacy, Communication & Social Mobilization
BDS	Bid Data Sheet
CIF	Cost, Insurance and Freight
CIP	Carriage and Insurance Paid to ( <i>place</i> )
CPM	Critical Path Method
EDI	Electronic Data Interchange
ENAA	Engineering Advancement Association of Japan
EXW	Ex-factory, ex works or ex warehouse
FCA	Free Carrier
FIDIC	Federation International des Ingénieurs Conseils (International Federation of Consulting Engineers)
FOB	Free on Board
GCC	General Conditions of Contract
IBRD	International Bank for Reconstruction and Development
ICC	International Chamber of Commerce
IDA	International Development Association
IFB	Invitation for Bids
ITB	Instructions to Bidders
SBD	Standard Bidding Document
SM	Social Mobilization
SCC	Special Conditions of Contract
TS	Technical Specifications and Drawings
UNCITRAL	United Nations Commission on International Trade Law
LC	Letter of Credit



## Part: 1

### Notice Inviting Tender

This invitation for Bids follows the general Procurement notice that appeared in newspapers and on website of Sindh Public Procurement Authority.

1. The Enhanced HIV/AIDS Control Program in Sindh now invites sealed Bids from eligible Bidders to launch Social Mobilization campaign and Capacity Building of Health Care Providers in all districts of Sindh for Prevention and Control of HHIV/AIDS in Sindh Province.
1. Bidding will be conducted through Single stage, Two envelop Procedure under SPP Rules 2010 clause 46 (2). Bidding procedures specified in this document is open to all eligible Bidders.
2. Interested eligible Bidders may obtain further information from the office of the Provincial Program Manager, in the Premises of Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi during the office hours.
3. A complete set of Bidding documents may be purchased by interested Bidders on the submission of a written application upon cash payment of a non-refundable fees of Rs. 2000/- from the Office of the Provincial Program Manager, Enhanced HIV / AIDS Control Program, Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi.  
Phone: 021-99213892 –99213893, Fax: 021-99213891, E-mail: [info.sacp@gmail.com](mailto:info.sacp@gmail.com) from the date of publication of this Invitation of Bids in three leading Newspapers.
4. Bids must be submitted/delivered at office of Enhanced HIV / AIDS Control Program, Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi till December 18<sup>th</sup>, 2017 up to 02:30 pm.
5. All Bids must be accompanied by a Bid Security 2 % of the total Bid cost in local currency or an equivalent amount in *shape* of Pay order / Bank draft on name of Program, “Enhanced HIV/AIDS Control Program.”
6. Bids will be opened on same day **December 18<sup>th</sup>, 2017 at 03:30 pm** in the presence of the Bidder’s authorized representatives who choose to attend the meeting in the office of Provincial Program Manager, Enhanced HIV/AIDS Control Program.
7. In case of announcement of Public Holiday or any unfavorable circumstances the Bid will be opened on next working day. Other terms and conditions and time for drop and opening will remain same. ‘
8. Late Bids will be rejected. The Procuring Agency may reject all or any Bid subject to the relevant provision of SPP Rules, 2010.

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## Part: 2

### Instructions to Bidders

#### Preparation of Bids

1. **Scope**
  - 1.1 The Enhanced HIV/AIDS Control Program intends to procure services of a Media firm/organization/institutions single or in consortia for its works/services like,  
A- Social Mobilization Campaign Including Establishment of Call Center, Development of IEC Material, Outreach Program and Branding of campaign as mentioned in Data Sheet.  
B- Capacity Building of Health Care Providers in all districts of Sindh
2. **Language of Bid**
  - 2.1 The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring agency shall be written in the English language.
3. **Documents Comprising the Bid**
  - 3.1 The Bid prepared by the Bidder shall comprise the following components:
    - (a) Technical Proposal with required documents.
    - (b) Financial Proposal.
    - (c) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
    - (d) Bid security furnished in accordance with ITB Clause 9.
4. **Bid Prices**
  - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid price of the services to be provided under the contract.
  - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and Services charges including installation and integration charges imposed during the period of the Contract. No separate payment shall be made for the incidental services.
  - 4.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
  - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
5. **Bid Form**
  - 5.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding documents, indicating the services to be provided, a brief description of the services and prices.
6. **Bid Currencies**
  - 6.1 Prices Shall be quoted in Pak Rupees.
7. **Documents Establishing Bidder's**
  - 7.1 the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.



- Eligibility and Qualification**
- (a) (b) that the Bidder has Technical and Financial capability necessary to perform the Services.
  - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 8. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**
- 8.1 The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) A detailed description of the essential Technical and performance characteristics of the goods and services.
  - (b) the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive; till stated otherwise in Technical Specifications or Bid Data Sheet. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
- 9. Bid Security**
- 9.1 The Bid security is required to protect the Procuring agency against the risk of Bidder's conduct, which would warrant the security's forfeiture The Bid security shall be denominated in the currency of the Bid:
- (a) at the Bidder's option, be in the form of either Pay Order / demand draft/call deposit or an unconditional Bank Guarantee from a reputable Scheduled Bank in Pakistan;
  - (b) be submitted in its original form; copies will not be accepted;
  - (c) remain valid for a period of at least **28 days** beyond the original validity period of Bids, or at least 28 days beyond any extended period of Bid validity.
- 9.2 Bid securities shall be released to the unsuccessful Bidders once the contract has been signed with the successful Bidder or the validity period has expired.
- 9.3 The successful Bidder's Bid security shall be discharged upon the Bidder signing the contract, and furnishing the performance security.
- 9.4 The Bid security may be forfeited:
- (a) if a Bidder withdraws its Bid during the period of Bid validity or
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract in accordance or
    - (ii) to furnish performance security
- 10. Period of Validity of Bids**
- 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring agency. A Bid valid for a shorter period shall be rejected by the Procuring agency as non-responsive.
- 10.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder granting the request will not be required nor permitted to modify its Bid.
- 11. Format and**
- 11.1 The Bidder shall prepare an original and the number of copies (05) of the Bid






**Signing of Bid**

indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

- 11.2 The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the Bid, except for un amended printed literature, shall be initialed by the person or persons signing the Bid with official stamp.
- 11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

**Submission of Bids**

**12. Sealing and Marking of Bids**

- 12.1 The Bidder shall seal the **Original** Bid. The envelope shall be addressed to the Procuring agency at the address given in the BDS, and carry statement (Name of the Services applied for)  
A-**"PROVISION OF SOCIAL MOBILIZATION CAMPAIGN**  
B- **"CAPACITY BUILDING OF HEALTH CARE PROVIDERS.**  
*"DO NOT OPEN BEFORE at 3.30 PM"*
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring agency shall assume no responsibility for the Bid's misplacement or premature opening.

**13. Deadline for Submission of Bids**

- 13.1 Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring agency may, at its discretion, extend this deadline for the submission of Bids by amending the Bidding documents. In such case all rights and obligations of the Procuring agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**14. Late Bids**

- 14.1 Any Bid received by the Procuring agency after the deadline for submission of Bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

**15. Modification and Withdrawal of Bids**

- 15.1 The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring agency prior to the deadline prescribed for submission of Bids.
- 15.2 No Bid may be modified after the deadline for submission of Bids.
- 15.3 No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiry of the period of Bid validity. Withdrawal of a Bid during this interval may result in forfeiture of Bid security.

## Opening and Evaluation of Bids

### 16. Opening of Bids by the Procuring agency

16.1 The Procuring agency shall open all Bids in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The Bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.

16.2 The Bidders' names, Bid modifications or withdrawals, Bid prices, discounts, and the presence or absence of requisite Bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening.

16.3 The procuring agency will prepare minutes of the Bid opening.

16.4 The Bids found having without Bid Security (**Earnest money**) will also be returned to the Bidders. However, prior to return to the Bidder, the Chairman of the purchase committee will record statement/reason on such Bids. Bids that are not opened and read out/announced at Bid opening shall not be considered further for evaluation, irrespective of the circumstances.

#### 16.5 Single stage (Two envelopes):

i) initially, only the envelope marked "Technical proposal" shall be opened;

ii) The envelope marked as "Financial proposal" shall be retained in the custody of the procuring agency.

### 17. Clarification of Bids

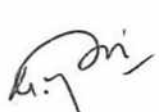
17.1 During evaluation of the Bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Bid shall be sought, offered, or permitted.

### 18. Preliminary Examination

18.1 The Procuring agency shall examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid will be rejected, and its Bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each Bid to the Bidding documents. A substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Procuring agency's



determination of a Bid's responsiveness is to be based on the contents of the Bid itself.

18.4 If a Bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

**19. Evaluation and Comparison of Bids**

19.1 The Procuring agency will evaluate and compare the Bids which have been determined to be substantially responsive as per the evaluation criteria mentioned in the data sheet.

19.2 The Procuring agency's evaluation of a Bid price will be inclusive of all taxes, stamps, duties, levies, fees and integration services charges excluding all allowance for price adjustment during the period of execution of the contract.

**20. Contacting the Procuring agency**

20.1 No Bidder shall contact the Procuring agency on any matter relating to its Bid, from the time of the Bid opening to the time the announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on Bid evaluation, Bid comparison, or contract award may result in the rejection of the Bidder's Bid.

**Award of Contract**

**21. Post-qualification**


21.1 In the absence of prequalification, the Procuring agency may determine to its satisfaction during evaluation that the Technical Bid submitted is a responsive Bid and is qualified to perform the contract satisfactorily.

21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder on basis of qualifying in the technical evaluation with 60% qualifying score and quoting the lowest financial bid. A negative determination will result in rejection of the Bidder's Bid, in which event the Procuring agency will proceed to the next lowest evaluated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**22. Award Criteria**

22.1 The Procuring agency will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive on technical grounds with qualifying score 60% and has been determined to be the lowest evaluated Bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.



- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP Rules 2010, the Procuring agency reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to contract award.
- 23.2. Pursuant to Rule 45 of SPP Rules 2010, Procuring agency shall hoist the evaluation report on Authority's website, and intimate to all the Bidders three days prior to notify the award of contract.
- 24. Notification of Award**
- 24.1 Prior to the expiration of the period of Bid validity, the Procuring agency shall notify the successful Bidder in writing, that its Bid has been accepted.
- 24.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 26, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its Bid security.
- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its Bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.
- 25.2 Within fourteen (14) days, or any other period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 26. Performance Security**
- 26.1 Within seven (07) days, or any other period specified in BDS, of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the Bidding documents, or in another form acceptable to the Procuring agency.
- 26.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new Bids.
- 27. Corrupt or Fraudulent Practices**
- 27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Service Providers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) **“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;

(i) **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

(ii) **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

(iii) **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

(iv) **“Fraudulent Practice”** means 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;

(b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; 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, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

*K. Y. Oni*

*[Handwritten signature]*

## Part: 3

### General Conditions of Contract

1. Definitions
- 1.1 In this Contract, the following terms shall be interpreted as indicated:
- (a) **“The Contract”** means the agreement entered into between the Procuring agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - (b) **“The Contract Price”** means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.
  - (c) **“The Goods”** means all of the equipment, machinery, and/or other accessories, which the Service Provider is required to supply to the Procuring agency under the Contract.
  - (d) **“The Services”** means those services ancillary to the Social Mobilization and Capacity building or any other incidental services, such as provision of technical assistance, training, and other such obligations of the Service Provider covered under the Contract.
  - (e) **“GCC”** mean the General Conditions of Contract contained in this section.
  - (f) **“SCC”** means the Special Conditions of Contract.
  - (g) **“The Procuring agency”** means The Enhanced HIV/AIDS Control Program, Health Department, Government of Sindh.
  - (h) **“The Service Provider”** means the individual or firm or organization carrying out the Services under this Contract.
  - (i) **“SPP Rules 2010”** means the Sindh Public Procurement Rules 2010 as amended from time to time.
  - (j) **“Day”** means calendar day.

## 2. Standards

The Goods and Services provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, where no applicable standard is mentioned such standards shall be the latest issued by the concerned institution.

## 3. Patent Rights

The Service Provider shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Islamic Republic of Pakistan.



**4. Performance Security**

- 4.1 Within seven (07) days, or any other duration as specified in SCC, of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.
- 4.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
- 4.3 The performance security shall be denominated in the Pak rupees and shall be an unconditional bank guarantee, pay order, call deposit as, provided in the Bidding documents or another form acceptable to the Procuring agency;
- 4.4 The performance security will be discharged by the Procuring agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

**5 Inspections and Tests**

- 5.1 The Procuring agency or its representative shall have the right to inspect and to monitor the services to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. The Procuring agency shall notify the Service Provider in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 5.2 Should any services or inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject service, the Goods, and the Service Provider shall improve and launch services again and replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 5.4 The Procuring agency's right to monitor services and inspect, test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Manufacturer.
- 5.5 Nothing in GCC Clause 5 shall in any way release the Service Provider from any warranty or other obligations under this Contract.

**6. Provision of Services**

Services shall be provided by the Service Provider in accordance with the terms specified in the Schedule of Requirements.



7. **Incidental Services** The Service Provider may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) Capacity Building of procuring agency's staff
  - (b) Furnishing of a detailed operations and maintenance manual.
  - (c) Supervision, Monitoring of services, maintenance and/or repair of the Goods, providing uninterrupted services 24/7 for a period of time agreed by the parties, provided that this service shall not relieve the Service Provider of any warranty obligations under this Contract; and
9. **Prices** Prices charged by the Service Provider for Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid,
10. **Contract Amendments** No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
11. **Terminations of Contract** Either party may terminate the contract by giving sixty (60) days Notice in advance in writing.
12. **Liquidated Damages** If the Service Provider fails to perform any or all of the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC. Once the maximum percentage specified in SCC is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 13.
13. **Termination for Default** The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:
- (a) if the Service Provider fails to perform any or all of the Services within the period(s) specified in the Contract, or within any extension thereof; or
  - (b) If the Service Provider fails to perform any other obligation(s) under the Contract.
  - (c) If the Service Provider, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
14. **Force Majeure** 14.1 Notwithstanding the provisions of GCC Clauses 12 and 13, the Service Provider shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

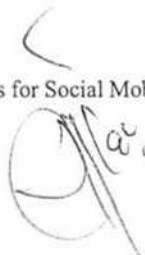




14.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

14.3 If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- |  |   |
|--|---|
| <b>15. Resolution of Disputes</b>              | Resolution of dispute shall be through Mechanism for Redressal of Grievances as provided in the rules or through Arbitration Act 1942.  |
| <b>16. Governing Language</b>                  | The Contract shall be written in English language all correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.     |
| <b>17. Applicable Law</b>                      | The Contract shall be interpreted in accordance with the SPP Rules 2010.  |
| <b>18. Taxes and Duties</b>                    | Service Provider shall be entirely responsible for all taxes, duties (including stamp duty), license fees, etc., incurred during the period of the contract.                                      |
| <b>19. Overriding effect of SPP Rules 2010</b> | In case of conflict or primacy of interpretation the provisions of SPP Rules 2010 (shall have an overriding effect notwithstanding anything to the contrary contained in these Bidding documents. |



## Part-4

### Bid Data Sheet

The following specific data for Provision of Services for Social Mobilization Campaign and Capacity building shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1	<b>Name of Procuring Agency:</b> Enhanced HIV / AIDS Control Program, Health Department, Government of Sindh Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi, Phone: 021-99213892 – 99213893, Fax: 021-99213891, E-mail: <a href="mailto:info.sacp@gmail.com">info.sacp@gmail.com</a>
ITB 1	<b>Name of Contract:</b> A - Provision of Services for Social Mobilization. B - Capacity Building of Health Care Providers in all districts of Sindh.
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>“fixed” and in “Pak Rupees”</i> inclusive all applicable taxes, stamps, duties, levies, fees, Services Charges & installation/ integration charges imposed during the period of Contract.
Preparation and Submission of Bids	
ITB 7	<b>Requirements for Eligibility of Bidders</b> <b>A Cover Page:</b> Indicating nature of work with full contact details. Mailing address, Cell, Fax and Email The letter should be duly signed by the Head of the Firm/Organization. <b>Infrastructure</b> <u>A- Social Media Campaign:</u> Must have their own physical digital setup and Technical expertise to develop Data Center, produce and execute public awareness messages and run desired social media campaign. <u>B- Capacity Building:</u> Organization must having own Training setup, resource center and capacity to execute Accredited training to health care providers. <ol style="list-style-type: none"><li>1. <b>Registration:</b> whatever applicable (Attach Certificates).</li><li>2. Registration with SRB and FBR. Mandatory.</li><li>3. Must be an accredited firm having affiliation with APNS and PBA.</li><li>4. Valid Registration with PTA for CVAS (Class Value added license Services) for SMS gateway.</li><li>5. Valid Registration with tax authorities NTN.</li><li>6. Valid registration with PMDC for providing accredited training.</li></ol> <b>Technical Experience:</b> At least 03 Years' experience in providing the same desired Services. (Attach Certificates) For at least minimum of 10 contracts of similar kind <b>Technical Staff / Quality control:</b> Must have own Technical qualified team to design and implement the program applied for. Attach list and Organogram with the Technical Bid, same can be physically verified by the Procurement Committee at any time


	<p><b>Litigation History:</b> The Bidder's should not be involved in any litigation with the Government / semi Government in Pakistan.</p> <p><b>Size of operation:</b> The Bidder has an average annual turnover RS. 50 Millions Turnover in Pak rupees (defined as total payment received by the Supplier for the contracts completed or under execution) over the last three (03) years period. (Attach original bank statement).</p>
ITB 9	<b>Amount of Bid security:</b> 2 % of Bid
ITB 10	<b>Bid validity period:</b> 90 days
ITB 11	<b>Number of copies:</b> One original (05 photo state)
ITB 13	<b>Deadline for Bid submission:</b> 18.12.2017 at 2:30 PM
ITB 16	<b>Date of opening:</b> 18.12.2017 at 3:30 PM
ITB 19.1	<p><b>Bid Evaluation:</b> "The firm which attains the 60% qualifying Score in Technical Proposal and quoted the lowest financial bid according to the criteria mentioned in the Bidding documents shall be selected."</p> <p>Qualifying score in Technical Proposal for opening of Financial Bid is 60 %.</p>




## Part-5

### Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

**1. Definitions (GCC Clause 1)**

GCC 1 (g)—The Procuring Agency is: Enhanced HIV/AIDS Control Program, Health Department, Government of Sindh

**2. Performance Security (GCC Clause 4)**

GCC 4—the amount of performance security, as a percentage of the Contract Price, shall be: 5%.

**3. Inspections and Tests (GCC Clause 5)**

Representative of Procuring Agency or his nominee may inspect the services provided, Call center setup/function and Social Media Campaign Backup Site.

**4. Provision of Services and Documents (GCC Clause 6)**

GCC 6—Service Provider shall provide the required services from the date of signing of contract for 03 years (FY 2017-20) i.e. end of the Program. The scope of services could be extended through amendment in contract on satisfactory performance, in case financial support from Development partners is obtained. They will also be required to submit the following.

- (i) Reports, Log Book, Baseline indicator, Monitoring tools, verifiable indicators etc.
- (ii) Service Provider's invoice showing services provided, Goods' description, quantity, unit Price, and total amount;

**8. Payment (GCC Clause 8)**

The mode of Payment will be Quarterly. The payment will be made on production of quarterly Progress report and invoice for the new quarter in first week of each quarter. This quarterly payment is subject to satisfactory report from Monitoring committee. The firm/organization conferred contract will be provided 10% mobilization amount after submission of inception within 15 days of signing the contract. The amount of 10% mobilization amount will be adjusted equally in quarterly payments. (Negotiable).

**9. Liquidated Damages (GCC Clause 12)**

If the Service Provider fails to perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.05 percent of the Contract Price for each day of delay until actual delivery or performance, up to a maximum deduction of 5% of the Contract Price. Once the maximum is reached, the purchaser may consider termination of the contract.

**10. Resolution of Disputes (GCC Clause 15)**

In the case of a dispute between the Procuring agency and the Service Provider, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the SPPR 2010.

**11. Applicable Law (GCC Clause 17)**

GCC 17 Contract shall be interpreted in accordance with the Sindh Public Procurement law of Sindh.



## Part-6

### Commencement of Services and Technical Specifications

The Tentative date of commencement of services will be from the 2nd week of December, 2017.

A

#### Social Mobilization Campaign

Social mobilization strategy helps in creating enabling environment for those who have HIV but either unaware of the status or not getting HIV/AIDS testing due to Stigma attached with this disease. The main objective is to achieve the desired targets of UNAIDS in Fast Track City Approach within the stipulated time.

Activities in this component should be designed in a way to reach maximum number of people, increase the number of referral and testing at HCT Centres through approaches which are community driven, targeted, devoid any fear, stigma and negative concept among PLHIV about HIV/AIDS services.

Description of Activities	Required Quantity	Strategy / Methodology	Human Resource With Qualification	Out Put	Verifiable Indicators	Amount in figure	Amount in words
<b>Item No: 01 Print &amp; Electronic Media (Social Media Campaign)</b>							
Website Development (Maintenance for Program period)	01						
Use of Social Media like Face book, Twitter, WhatsApp and Viber etc. for a: Viral Videos, b: Dynamic Ads, c: Social Media Users Data, d: Messages, e: Live Discussions,	Use of all Social Media for continuous campaign till Program period.						
Use of messaging through cellular phones.	For 03 years till Program period						
Development of Call Center / Hotline for dissemination of information on HIV/AIDS and follow up of AIDS Patients on Treatment through formation of network with Treatment centers	Year-1:Free Calls 100% Year-2:Free Calls 50%  Year-3: Free Calls 1 <sup>st</sup> Quarter: 25%, 2 <sup>nd</sup> Quarter: 15% 3 <sup>rd</sup> Quarter: 10% 4 <sup>th</sup> Quarter: charged						
Mass media messages such as talk shows, short messages, short serials tele/doc, and film on issues of High Risk groups for direct and indirect community approaches. (With Airtime) at occasion of World AIDS Day.	50						

**Item No: 02 Development of IEC Material**

Printing of Log book Diary for Rickshaw drivers	1000						
Pictorial guidelines on HIV/AIDS/STIs for community.	20000						
Audio / Video CDs (Preventive messages on HIV/AIDS)	10000						
Development of Documents Folders for Bus and Wagon drivers.	5000						

**Item No: 03 Awareness Events**

Special Awareness events like Urs, Mela, Exhibitions etc.	14						
Awareness events for Bus/ Mini Bus / Wagon drivers on a cup of tea at Karachi	3000 drivers in 300 sessions						
Health Education Events for Students. (Quiz-Poster competition)	435 Sessions 90 at Karachi and 345 in other districts.						

**Item No: 04 Branding of the Campaign**

Designing and Development of Brand name with Logo	01						
Selection of good will Brand Ambassadors For Program period.	01 Male Actor 01 Female Actor 01 Sportsman						
Awareness campaign / Social mobilization through them for Program Period.	01 Social Activist  01 member of Youth Parliament /organization						

**Item No: 05 Activities through Community Forums**

My City Hero Campaign Through District Community Activists Network for General Population. (18 Members) till Program period	To reach 50400						
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Referral activities through Community Forum from General Population (suspected High risk individuals for HIV Testing)	10080 Referral						
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**Item No: 06 Out Reach Campaign**

Branding of Rickshaws The Rickshaws will be renovated with HUD of red Colour having brand logo of "MY City" and messages on HIV/AIDS Prevention for Program life.	Total 80 10 Rickshaws in each district of Karachi and 10 each at Larkana and Hyderabad						
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Awareness activities through branded Rickshaw among Community at Karachi, Hyderabad and Larkana.	108000 People belonging to lower middle / poor class need to be sensitized about HIV/AIDS						
--	---	--	--	--	--	--	--

Follow up visits to activities AIDS Patients important for adherence to Anti-Retroviral through branded Rickshaw in close liaison with Call Center and Treatment centers.	21600 visits to AIDS Patients for Follow up and adherence.						
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**Item No: 07 Branding of Fixed Infrastructure in private sector**

Branding of GPs Clinic, Stores, Hotels and Pan Shops at Karachi. Hyderabad and Larkana with slogan of "My City" for Project period.	32 in each district of Karachi. 40 each at Larkana & Hyderabad..						
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**Item No: 08 -Quarterly Campaign of Colored Banners**

Quarterly Display of banners having messages on HIV/AIDS in each district of Karachi at prominent places  These banners will also have the branded logo of My City Karachi Campaign on HIV/AIDS.	100 in year 01, 50 in year 02 30 in year 03.						
--	--	--	--	--	--	--	--

**Name of the Bidder:** \_\_\_\_\_

**Full Address of the Bidder:** \_\_\_\_\_

**E mail Address:** \_\_\_\_\_

**Ph. Office:** \_\_\_\_\_

**Res:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

B

### Capacity Building

There is a need for updating of knowledge of Health Care Providers through Training on issues related to HIV/AIDS, PPTCT, and STIs like Diagnosis, counseling, Treatment requirement, Referral Mechanism and Harm reduction practices. These trainings will be conducted in collaboration with accredited institutes to provide credential hours to the participants.

Description of Activities	Required Quantity	Strategy / Methodology	Human Resource With Qualification	Out Put	Verifiable Indicators	Amount in figure	Amount in words
<b>Item No: 01 Capacity Building</b>							
02 Days Capacity Building workshop for Health Managers in 06 districts of Karachi	Total 120 (20 each district)						
02 Days Capacity Building workshop of Health Managers for districts other than Karachi	Total 460 (20 each district)						
Workshop For staff of institutes, belonging to the health manager trained in above mentioned 02 days' workshop	5800 staff						
Training Workshop for General Practitioners at Karachi	1440 participants in 72 sessions						
Training Workshop for General Practitioners at districts other than Karachi (100 in each district)	3220 participants in 161 Sessions						

Name of the Bidder: \_\_\_\_\_

Full Address of the Bidder: \_\_\_\_\_

E mail Address: \_\_\_\_\_

Ph. Office: \_\_\_\_\_

Res: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_






**TOTAL AMOUNT OF (A+B)**

CATEGORY	AMOUNT IN FIGURE	AMOUNT IN WORDS
Total Amount of – A	Rs. _____	
Total Amount of – B	Rs. _____	
<b>Gross Total Amount</b>	<b>Rs. _____</b>	

As required following pay order /demand draft is enclosed on account of Security Deposit:

No: \_\_\_\_\_ dated \_\_\_\_\_ Rs \_\_\_\_\_ drawn on \_\_\_\_\_

Bank \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Full Address of the Bidder: \_\_\_\_\_

E mail Address: \_\_\_\_\_

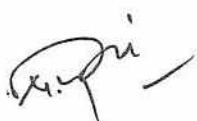
Ph. Office: \_\_\_\_\_

Res: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_



## Part: 7

### Forms

#### Letter of Acceptance

From:  
(Registered name and address of the Bidder)

To:  
The Provincial Program Manager

Enhanced HIV / AIDS Control Program, (SACP)  
Barrack No. 12,  
Sindh Secretariat,  
4-A Saddar Karachi,  
Phone: 021-99213891 – 99222007 -99213893, Fax: 021-99213892  
E-mail: [info.sacp@gmail.com](mailto:info.sacp@gmail.com)

Sir,

Having examined the Bidding document and amendment thereon I /We the undersigned, offer to provide services to the works including in conformity with the terms and conditions of the Bidding document and amendments there on, for the following Program in response to your tender call dated \_\_\_\_\_

#### Program Title:

We undertake to provide services/execute the above Program or it part assigned to us in conformity with the said Bidding documents for an estimated sum of Rs. \_\_\_\_\_ (Rupees - \_\_\_\_\_) (total Bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by the SACP or its user organization..

#### If our Bid is accepted, we undertake to;

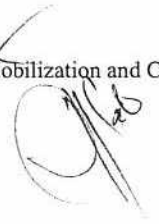
- 1) Provide services/execute the work according to the time schedule specified in the Bid document,
- 2) Obtain the Performance Guarantee of bank in accordance with Bid requirements for the due performance of the contract, and
- 3) Agree to abide by the Bid conditions, including pre-Bid meeting minutes if any, which remain binding upon us during the entire Bid validity period and Bid may be accepted any time before the expiration of that period.
- 4) I /We understand that you are not bound to accept the lowest or any Bid you may receive, nor to give any reason for the rejection of any Bid and that you will not defray any expenses incurred by us in Bidding.

Place:

**Bidder's signature**

Date:

and seal.



**Experience of Similar Services**

S. No	Assignment Description	Name of the Client	Contact Details of Client	Cost	Start Date	End Date	Remarks

*K. P. N.*

*[Handwritten signature]*

## Contract Form

THIS AGREEMENT made the ..... Day of ..... (Year) Between Department (hereinafter "the SACP") of one part and ..... (Name of Vendor) of ..... (City and country of Vendor) (Hereinafter "the Vendor") of the other part:

WHEREAS the SACP is desirous that certain solution, service and materials, as described in the Bid document and briefly outlined below, should be provided by the Vendor.

**Date of tender call:**  
**Title of the Program:**  
**Brief outline of the work:**

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Bid document referred to.

The following document shall be deemed to form and be read and construed as part of this Contract, viz...

- 1) Bid document(s)
- 2) Pre-Bid conference minutes if any,
- 3) Clarification on Bid document issued if any,
- 4) SACP Notification of award.
- 5) TORs

In case of conflict among documents mentioned above, the documents mentioned above in reverse order will prevail over other documents. In consideration of the payments to be made by the SACP to the vendor as hereinafter mentioned, the Vendor hereby covenants with the SACP to provide the goods and services (solution, service and materials) and to remedy defects therein conformity, in all respects, with the provisions of the contract.

The SACP hereby covenants to pay the Vendor in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particulars of the services which shall be supplied/provided by the Vendor are as under:

Services	Quantity	Unit price	Amount	Remarks

IN WITNESS whereof the parties hereto have caused this Agreement executed the day and year above written.

**PURCHASER**

**Bidder**

\_\_\_\_\_

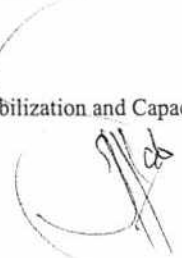
\_\_\_\_\_

Provincial Program Manager  
 Enhanced HIV/AIDS Control Program (SACP)

M/s.

Witness Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

**Performance Security Form**

(To be issued by a bank schedule in Pakistan)

To..... (Address of SACP)

WHEREAS.....(Name of Vendor) hereinafter called "the Vendor" has undertaken, in pursuance of Contract No.....dated,.....(Date), to supply/provide.....called "the Contract".

AND WHEREAS it has been stipulated by you in the said contract that the Vendor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's/ service provider's performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a Guarantee:

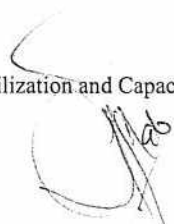
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs..... (Rupees.....) and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs .....(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of ..... (Date)

Place:

**Signature of Guarantors and seal.**

Date:



## Manufacture / Importer Authorization

The authorization may be in the nature of a letter, memorandum or certificate regularly granted by the manufacturer to its channel partners, authorized solution providers, system integrators, distributors etc., or a specific letter issued for purpose of this Bid.

Such communication should include statements / undertakings from the said manufacturer to the following effect.

- 1) The manufacturer updates the Bidder and their technical personnel with relevant technical literature, training and skill transfer workshops etc., on a regular basis.
- 2) The manufacturer provides back to back technical support to the said Bidder on a continuing basis.
- 3) The said Bidder is authorized to provide goods/services and solutions.

Note: The letter of authority should be signed by a person complement and having the power of attorney to bind the manufacturer.

Name of the Bidder:

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Full Address of the Firm:

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---

E mail Address:

---

Ph. Office:

---

Res:

---

Cell:

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Fax:

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## Annexure-A

### Technical Evaluation Criteria

#### Social Mobilization Campaign

Quality and the following evaluation factors/ criteria will be employed on technical proposals. The number of points allocated to each factor shall be specified in the Evaluation Report.

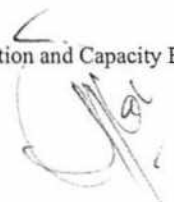
#### Method

"The firm which attains the highest combined weighted technical and financial score according to the criteria mentioned in the Bidding documents shall be selected." (Qualifying score: Technical Proposal=60%, Financial Proposal 40%)

#### Documentary Evidence desired must be attached attested

S. #	Requisite	Total Marks	Remarks	Evidence as Required	Marks Obtained
<b>Firm Overall Standing</b>					
01	1. Must be an accredited firm having affiliation with APNS and PBA. 2. Valid Registration with PTA for CVAS (Class Value added license Services) for SMS gateway.	10	Should fulfill all criteria Deficiency in any documents means Zero Score	Provide attested Copies of Registration certificates	
02	Experience in providing the same desired Services With number of contracts.	15	03 years - 10 contracts	Attach Certificates	
		10	03 years - 05 contracts		
		05	1-2 years - 05 contracts		
<b>Firm Financial Capabilities</b>					
03	Turn Over in Last 3 Years	10	50 Million/annually	Provide Audited Financial Statements of Last 3 Years (Account Maintenance & Incompactness Certificates)	
		05	Less than 50 Million/annually		
04	Income Tax Returns	10	03 years		
05	Monthly Sales Tax Returns of Last 1 Year	05	02 years		
<b>Services Capacity</b>					
06	Qualification and Experience of Proposed Core Technical team to implement the desired social media campaign.	15	02 Masters with experience in desired respective fields	Attach attested photo copies of CVs, Academic documents, Experience in similar field and undertaking to work for the project.	
		12	02 Masters without experience in desired respective fields		
		08	01 Master & 01 Bachelor with experience in desired respective fields		
		05	01 Master & 01 Bachelor without experience in desired respective fields		
07	Have own Physical infrastructure, digital setup and existing technical expertise/capacities to develop Data Center and produce/execute desired social media campaign.	15	Have Own setup	Documentary proof with pictures duly attested by First class gazette officer	
		7	Affiliated services		
<b>Technical Proposal</b>					
08	Proposed Strategy for Social Mobilization	25			
09	<b>Total Marks</b>	<b>100</b>			

Signature of Bidder (s)  
Stamp

**Technical Evaluation Criteria**  
**Capacity Building of Health Care Providers**

Quality and the following evaluation factors/ criteria will be employed on technical proposals. The number of points allocated to each factor shall be specified in the Evaluation Report.

**Method**

"The firm which attains the highest combined weighted technical and financial score according to the criteria mentioned in the Bidding documents shall be selected." (Qualifying score: Technical Proposal=60%, Financial Proposal 40%)

**Documentary Evidence desired must be attached attested**

S. #	Requisite	Total Marks	Remarks	Evidence as Required	Marks Obtained
<b>Firm Overall Standing</b>					
01	Firm / Organization status to provide accredited training.	10	Accredited firm / Organization recognized by PMDC for accredited trainings.	Provide attested Copies of Registration certificates	
		08	Has applied in consortia with firm recognized by PMDC for accredited trainings.		
02	Experience in providing the same desired Services With number of contracts.	15	03 years - 10 contracts	Attach Certificates	
		10	03 years - 05 contracts		
		05	1-2 years - 05 contracts		
<b>Firm Financial Capabilities</b>					
03	Turn Over in Last 3 Years	10	50 Million	Provide Audited Financial Statements of Last 3 Years (Account Maintenance & Incorruptness Certificates)	
		05	Less than 50 Million		
04	Income Tax Returns	10	03 years		
05	Monthly Sales Tax Returns of Last 1 Year	05	02 years		
<b>Services Capacity</b>					
06	Qualification and Experience of Proposed Core Technical team to implement the desired social media campaign.	15	01 MPH and 01 MBBS (Post Graduate) with experience in respective fields	Attach attested photo copies of CVs, Academic documents, Experience in similar field and undertaking to work for the project.	
		10	01 MPH and 01 MBBS (Post Graduate) without experience in respective fields		
		08	MPH & MBBS with experience in desired respective fields		
		05	MBBS with experience in desired respective fields		
07	Have own Physical Setup of training with capacity of at least 30 Persons, Resource Center with digital backup support.	15	Have Own setup	Documentary proof with pictures duly attested by First class gazette officer	
		7	Affiliated services		
<b>Technical Proposal</b>					
08	Proposed Strategy for Capacity Building	25			
09	<b>Total Marks</b>	<b>100</b>			

Signature of Bidder (s)  
Stamp