


## 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 Regulatory Authority.

1. The Enhanced HIV/AIDS Control Program in Sindh now invites sealed bids from eligible bidders for Social Mobilization Campaign and Capacity building of Health Care Provider's.
2. Bidding will be conducted through Single stage, two envelop Procedure under SPPRA, 2010 clause 46 (2). Bidding procedures specified in this document is open to all eligible bidders.
3. 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.
4. 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 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 newspapers.
5. Bids must be submitted/delivered at office of Enhanced HIV / AIDS Control Program Sindh, Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi till November 27, 2017 (Monday) up to 02:30 pm.
6. 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 in the name of Provincial Program Manager, "Enhanced HIV / AIDS Control Program Sindh."
7. Bids will be opened on same day November 27, 2017 (Monday) 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 Sindh.
8. In case of announcement of Public Holiday or any unfavorable circumstances the tender/bid will be opened on next working day. Other terms and conditions and time for drop and opening will remain same.
9. Late bids will be rejected. The Procuring Agency may reject all or any bid subject to the relevant provision of SPPRA , 2010. (Amended in 2017)



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



## ENHANCED HIV / AIDS CONTROL PROGRAM HEALTH DEPARTMENT, GOVERNMENT OF SINDH



No. PMEACPS/838/40

Dated: 06/11/2017

### INVITATION FOR BIDS

1. The enhanced HIV / AIDS Control Program in Sindh now invites sealed bids from eligible bidders to launch Social Mobilization Campaign and Capacity building for Prevention and Control of HIV / AIDS in Pakistan in General and in Sindh at particular.
2. Bidding will be conducted through Single stage - Two envelope procedure under SPPRA 2010 clause 46 (2) (Amended 2017).

No.	Description of Services to be procured
A	Social Mobilization Campaign including Establishment of Call Center, Development of IEC Material, out reach program and Branding of campaign
B	Capacity Building of Health Care Providers in all districts of Sindh

1. 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 at the address given below during the office hours.
2. 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 newspapers.
3. Bids must be submitted / delivered at office of Enhanced HIV / AIDS Control Program, Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi till November 27, 2017 (Monday) up to 02:30 pm.
4. 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 in the name of Provincial Program Manager, "Enhanced HIV / AIDS Control Program" Sindh.

5. All bids shall include Government Taxes (if applicable) and will be deducted from the bills according to Government Rules.
6. All Pages of Technical and Financial bids must be signed by authorized person who signed the covering letter.
7. Bids will be opened on same day November 27, 2017 (Monday) at 03:30 pm in the presence of the bidder's authorized representatives who choose to attend the meeting in the office of Program Manager, Enhanced HIV / AIDS Control Program.
8. In case of announcement of Public Holiday or any unfavorable circumstances the tender / bid will be opened on next working day. Other terms and conditions and time for drop and opening will remain same.
9. Late submitted bids will be rejected. The Procuring Agency may reject all or any bid subject to the relevant provision of SPPRA, 2010 (Amended 2017).

PROVINCIAL PROGRAM MANAGER  
Enhanced HIV / AIDS Control program, Sindh  
Health Department, Government of Sindh

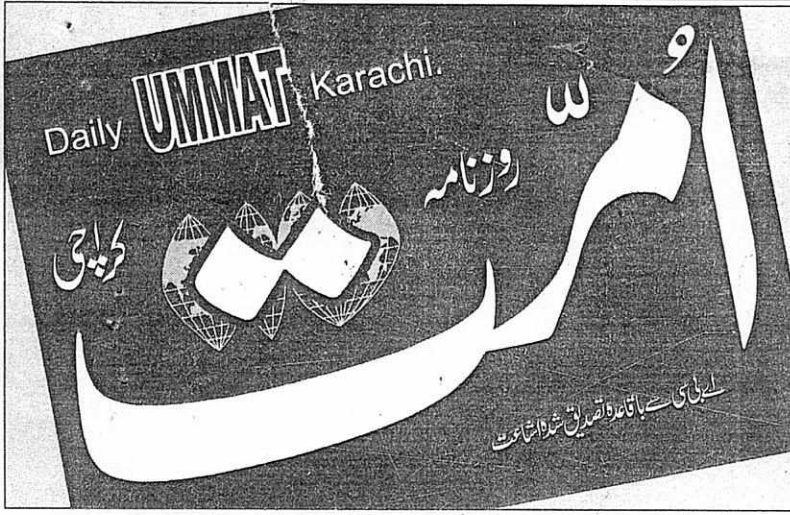
INF-KRY No. 4679/17

Say No to Corruption

ہم دہشت گردی کے خلاف متحد ہیں۔

Daily Dawn  
Date  
07.11.2017





جلد ۲۲: شمارہ - ۸۳ منگل ۱۷ صفر المظفر ۱۴۳۹ھ / نومبر ۲۰۱۷ء قیمت ۱۵ روپے



انہاسٹ AIDS/HIV کنٹرول پروگرام

ہیلتھ ڈیپارٹمنٹ

حکومت سندھ



Dated: 6-11-17

No.PME/ACPS/838/40

**بولیاں مطلوب ہیں**

(1) انہاسٹ HIV/AIDS کنٹرول پروگرام بمقام سندھ سوشل سوبیلٹیزیشن مہم اور بلڈنگ کی جگہ برائے پاکستان میں سندھ بھر کے مخصوص میں HIV/AIDS کو کنٹرول اور اس کی پریونشن کیلئے اہلیت یافتہ بولی دہندگان کی سربراہی بولیاں مطلوب ہیں۔  
(2) بڈنگ SPPRA قواعد 2010 کے کلاز (2) 46 (ترمیم شدہ 2017) کے تحت بذریعہ سنگل اسٹیج دو لافز نظام پر ہوگی۔

نمبر	سروسز کی تفصیل جو پریکٹس ہوں گی
A	سوشل سوبیلٹیزیشن مہم
B	شمال کال سینٹر کا قیام، IEC میٹریل کی ڈبلیو، آڈٹ ریج پروگرام اور مہم کی برانڈنگ
B	سندھ کے تمام ضلعوں میں ہیلتھ کیئر فری ای کی بلڈنگ کیلئے

(1) خواہشمند اہلیت یافتہ بولی دہندگان دیگر معلومات دفتر پرنٹل پروگرام مینیجر بمقام پریسز بیرک نمبر 12 سندھ سیکریٹریٹ 4-A صدر کراچی بمقام درج ذیل ایڈریس سے دفتری اوقات میں حاصل کر سکتے ہیں۔  
(2) بولی دستاویزات کا ایک مکمل سیٹ خواہشمند بولی دہندگان خوشخط درخواست کی وصولی اور ناقابل واپسی فیس -/2000 Rs کی نقد ادائیگی پر دفتر پرنٹل پروگرام مینیجر انہاسٹ AIDS/HIV کنٹرول پروگرام بیرک نمبر 12 سندھ سیکریٹریٹ 4-A صدر کراچی سے خرید سکتے ہیں۔

فون: 021-99213892-99213892 ٹیکس: 021-99213891+ای میل info.saep@gmail.com بولیوں کی مطلوب ہونے کے اشتہار کی اخبار میں اشاعت کی تاریخ سے حاصل کر سکتے ہیں۔

(3) بولیاں دفتر انہاسٹ AIDS/HIV کنٹرول پروگرام بیرک سندھ سیکریٹریٹ 4-A صدر کراچی سے 27-11-17 کی دوپہر 2:30 بجے تک جمع / موصول ہو جانی چاہئیں۔

(4) تمام بولیاں بولی کی کل لاگت کا 2% بولی کی ضمانت اکل کرنسی یا اس کے برابر رقم کی شکل پے آرڈر / بینک ڈرافٹ بحق پرنٹل پروگرام مینیجر انہاسٹ AIDS/HIV کنٹرول پروگرام سندھ منسلک ہونی چاہئے۔

(5) تمام بولیاں شامل گورنمنٹ ٹیکسز (اگر لاگو ہو) گورنمنٹ قواعد کے تحت بلز سے کٹے جائیں گے۔

(6) تمام ٹیکنیکل اور فنانس بولیوں کے تمام صفحات پر صرف وہی دستخط کرنے کا جس نے کوورنگ لیٹر پر دستخط کئے ہوں گے۔

(7) بولیوں کی کٹائی اسی روز 27-11-17 کو دوپہر 3:30 بجے بولی دہندگان کے مجاز نمائندوں کی موجودگی میں دفتر پروگرام مینیجر انہاسٹ AIDS/HIV کنٹرول پروگرام پر ہوگی۔

(8) ٹینڈر / بولی کٹائی کے روز عام تعطیل ہونے کی صورت میں کٹائی اگلے یوم کارو ہوگی۔ دیگر شرائط و ضوابط ڈراپ اور کٹائی کے وقت وہی رہیں گی۔

(9) تاہم جمع کرانے والی بولیوں کو زبردستی لایا جائے گا۔ SPPRA قواعد 2010 (ترمیم شدہ 2017) کے تحت پریکٹس کسی بھی یا تمام بولیوں کو مسترد کرنے کی اجازت ہے۔

**شرح دستخط**

پروونشیل پروگرام مینیجر  
انہاسٹ AIDS/HIV کنٹرول پروگرام  
ہیلتھ ڈیپارٹمنٹ  
حکومت سندھ

INF-KRY/4679/2017

say no to corruption

انهانسڊ HIV/AIDS ڪنٽرول پروگرام  
 هيلٿ ڊپارٽمينٽ  
 گورنمينٽ آف سنڌ  
 No.PMEACPS/838/40, Dated: 06\_11\_2017

**واڪ لاءِ ڪوٽ**

1. انهانسڊ HIV/AIDS ڪنٽرول پروگرام ان سنڌ، هاڻي عمومي طور پاڪستان ۽ خصوصي طور تي سنڌ ۾ HIV/AIDS جي پري وڃڻ ۽ ڪنٽرول لاءِ سوشل موبائلائيزيشن مهڙ ۽ ڪيپسٽي بلڊنگ جي شروع ڪرڻ لاءِ مهڙيندڙ واڪ طلب ڪري ٿو.
2. بڊنگ، ايس بي بي آري 2010 فقري (2) 46 (ترميم ٿيل 2017) تحت سنگل اسٽيج - ٽو انويٽڊ پروسيجر جي ذريعي منعقد ڪئي ويندي.

نمبر شمار	حاصل ڪئي ويندڙ سروسز جو تفصيل
A	سوشل موبائلائيزيشن مهڙ ڪال سينٽر جي قيام، IEC مٽيريل جي ڊيولپمينٽ، آٽو ريج پروگرام ۽ مهڙ جي برانڊنگ سميت
B	سنڌ جي سمورن ضلعن ۾ هيلٿ ڪيئر فراهم ڪندڙن جي ڪيپسٽي بلڊنگ

1. دلچسپي رکندڙ اهل واڪ ڏيندڙ وڌيڪ معلومات آفيس آف پراونشل پروگرام مينيجر، بيرڪ نمبر 12، سنڌ سيڪريٽريٽ، A-4، ڪراچي جي حدن ۾ واقع، هيٺ ڄاڻايل پتي تان آفيس وقت دوران وٺي سگهجي ٿي.
2. دلچسپي رکندڙ واڪ ڏيندڙ لکت ۾ درخواست سان گڏ، دستاويزن جي في 2000 ناقابل واپسي ادا ڪرڻ تي، واڪ دستاويزن جو مڪمل سيٽ، آفيس آف پراونشل پروگرام مينيجر، انهانسڊ HIV/AIDS ڪنٽرول پروگرام، بيرڪ نمبر 12، سنڌ سيڪريٽريٽ A-4، صدر ڪراچي، فون نمبر: 021-99213892، 99213893 فيڪس نمبر: 021-99213891 اي ميل: info.sacp@gmail.com هن واڪ جي ڪوٽ جي اخبارن ۾ اشاعت واري تاريخ کان پوءِ وٺي سگهڻ ٿا.
3. واڪ لازمي طور تي، 27 نومبر 2017 (سومر ڏينهن) بوقت 02:30 وڳي تائين، ايت آفيس آف انهانسڊ HIV/AIDS ڪنٽرول پروگرام بيرڪ نمبر 12، سنڌ سيڪريٽريٽ A-4، صدر ڪراچي ۾ جمع ڪرايا وڃن.
4. سمورن واڪن سان، پراونشل پروگرام مئنيجر انهانسڊ HIV/AIDS ڪنٽرول پروگرام سنڌ جي نالي تي، واڪ جي ڪل ماليت جي 2 سيڪڙو برابر رقم مقامي ڪرنسي يا ان جي برابر ماليت مطابق پي آرڊر/بينڪ ڊرافٽ جي صورت ۾ بڊ سيڪيورٽي طور شامل هئڻ گهرجي.
5. سمورن واڪن سان گڏ، سرڪاري ٽيڪس (جيڪڏهن لاڳو ٿيندا هجن) شامل هجن ۽ سرڪاري قانون مطابق انهن جي ڪٽوٽي بلن مان ڪٽي ويندي.
6. ٽيڪنيڪل ۽ فنانشل واڪن جي هر صفحي تي ڪورنگ ليٽر تي صحيح ڪندڙ بااختيار فرد جي دستخط ٿيل هئڻ گهرجي.
7. وصول ٿيل واڪ ساڳي ڏينهن يعني 27 نومبر 2017 (سومر ڏينهن) تي وقت 03:30 وڳي، آفيس آف پروگرام مئنيجر انهانسڊ HIV/AIDS ڪنٽرول پروگرام ۾ ان دوران شرڪت جي خواهشمند واڪ ڏيندڙن جي بااختيار نمائندن جي موجودگيءَ ۾ کوليا ويندا.
8. سرڪاري موڪل جي اعلان يا ڪنهن اٽوٽنڊڙ صورتحال جي نتيجي ۾ ٽينڊر ايندڙ ڪم واري ڏينهن تي کوليا ويندا. جڏهن تڏهيا شرط ۽ ضابطا ساڳيا ئي رهندا.
9. دير سان پهتل واڪ رد ٿي ويندا. ايس بي بي آري 2010 (ترميم ٿيل 2017) مطابق پروڪيورنگ ايجنسي ڪنهن به يا سمورن واڪن کي رد ڪري سگهبي ٿي.

صحيح  
 پراونشل پروگرام مينيجر  
 انهانسڊ HIV/AIDS ڪنٽرول پروگرام سنڌ  
 هيلٿ ڊپارٽمينٽ  
 گورنمينٽ آف سنڌ  
 INF/KRY.NO.4679/2017  
 ڪرپشن کان انڪار ڪريو، اسان دهشتگردي خلاف متحد آهيون



**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



No. PMEACPS/

460/67

Dated: 19/09/2017

To,

The Manager I.T,  
Sindh Public Procurement Regulatory Authority,  
Sindh, Karachi.

**SUBJECT: HOISTING OF ANNUAL PROCUREMENT PLAN FY-2017-18.**

This refer to hoisting of Annual Procurement Plan on Authority's website as provided under section 12(2) of SPP Rules 2010; please find attached the Annual Procurement Plan 2017-18 of "Enhanced HIV/AIDS Control Program, Health Department, Government of Sindh" for hoisting the same on the SPPRA website.

Encl. ANNUAL PROCUREMENT PLAN – 2017-18.



o/c

Provincial Programme Manager  
Enhanced HIV/AIDS Control Program  
Health Department, Government of Sindh  
KARACHI.

A copy is forwarded for information to the Secretary, Health Department Government of Sindh Karachi.



o/c

Provincial Programme Manager  
Enhanced HIV/AIDS Control Program  
Health Department, Government of Sindh  
KARACHI.



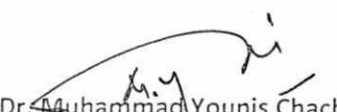
# ENHANCED HIV/AIDS CONTROL PROGRAM

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 sum	-	26.990	26.990			x	x			
7	Purchase of Medical & Lab. Equipment	25	-	19.940	19.940			x	x			
8	Purchase of Software	Lump sum	-	0.885	0.885			x	x			
9	Purchase of Drugs & Medicine	Lump sum	-	13.299	13.299			x	x			
10	Purchase of Furniture / Fixture	Lump sum	-	1.345	1.345			x	x			
11	Purchase of Vehicles	8	1.000	8.000	8.000				x	x		
12	Advertisement, Publicity & Printing	Lump sum	-	4.910	4.910					x	x	
13	Acquiring Office Premises on Rent	Lump sum		1.500	1.500				Tendering Info. Dept.	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)

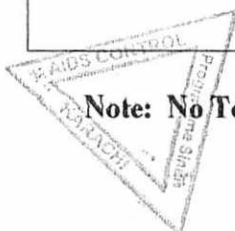
For

No	Description of Services to be procured
A	<b>Social Mobilization Campaign</b> including Establishment of Call Center, Development of IEC Material, out reach program and Branding of campaign
B	<b>Capacity Building of Health Care Providers in all districts of Sindh</b>

**Estimated Cost Rs: 89.644**

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 27 <sup>th</sup> November 2017 (Monday) till 01.00 pm.
TENDER SUBMISSION DATE & TIME	27 <sup>th</sup> November 2017 (Monday) till 02:30 pm
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	27 <sup>th</sup> November 2017 (Monday) 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: 021-99213892 -99213893 Fax: 021-99213891 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.**



*M. Y. R.*

*[Signature]*

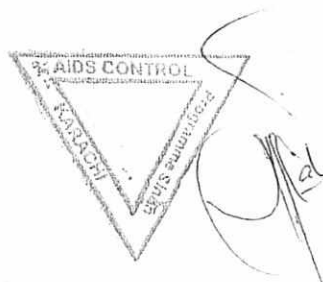
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## Acronyms

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 Regulatory Authority.

1. The Enhanced HIV/AIDS Control Program in Sindh now invites sealed bids from eligible bidders for Social Mobilization Campaign and Capacity building of Health Care Provider's.
2. Bidding will be conducted through Single stage, ~~two~~ envelope Procedure under SPPRA, 2010 clause 46 (2). Bidding procedures specified in this document is open to all eligible bidders.
3. 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.
4. 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 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 newspapers.
5. Bids must be submitted/delivered at office of Enhanced HIV / AIDS Control Program Sindh, Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi till November 27, 2017 (Monday) up to 02:30 pm.
6. 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 in the name of Provincial Program Manager, "Enhanced HIV / AIDS Control Program Sindh."
7. Bids will be opened on same day November 27, 2017 (Monday) 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 Sindh.
8. In case of announcement of Public Holiday or any unfavorable circumstances the tender/bid will be opened on next working day. Other terms and conditions and time for drop and opening will remain same.
9. Late bids will be rejected. The Procuring Agency may reject all or any bid subject to the relevant provision of SPPRA , 2010. (Amended in 2017)



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

## Part: 2

### Instructions to Bidders

#### Preparation of Bids

1. Scope  
1.1 The Enhanced HIV/AIDS Control Program Sindh intends to procure services of a Media Firm / Organization for Social Media Campaign and Capacity Building of Health Care Provider.
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) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
  - (b) 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 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 Eligibility and Qualification  
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.
  - (a) (b) that the Bidder has the financial and technical capability necessary to perform the contract;
  - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet as per SPPRA rules.



**8. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

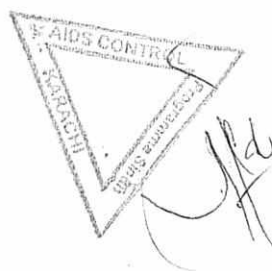
- 8.1 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristics of the goods;
  - (b) the Bidder shall note 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 Signing of Bid**

- 11.1 The Bidder shall prepare an original and the number of copies of the 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 an amended printed literature, shall be initialed by the person or persons signing the bid.
- 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 **"PROVISION OF SOCIAL MOBILIZATION CAMPAIGN AND CAPACITY BUILDING OF HEALTH CARE PROVIDERS. " DO NOT OPEN BEFORE 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**

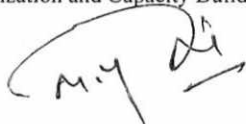
- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after 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;  
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 will be on QCBS inclusive of all taxes, stamps, duties, levies, fees and integration 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**

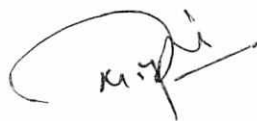
21.1 In the absence of prequalification, the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the technical bid and evaluated responsive bid is qualified to perform the contract satisfactorily.

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. 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.

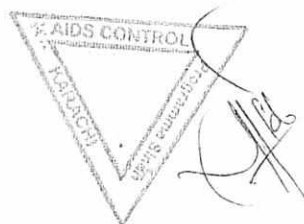
**22. Award Criteria**

22.1 The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive 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 SPPRA 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 host 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 5% 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 SPPRA 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.



## 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

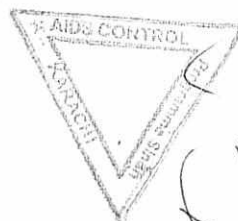
The Goods and Services provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, where no applicable standard is mentioned such standards shall be the latest issued by the concerned institution.

#### 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.

- 15. Resolution of Disputes** Resolution of dispute shall be through Mechanism for Redressal of Grievances as provided in the rules or through Arbitration Act 1942.
- 16. Governing Language** 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.
- 17. Applicable Law** The Contract shall be interpreted in accordance with the SPP/Rules 2010.
- 18. Taxes and Duties** Service Provider shall be entirely responsible for all taxes, duties (including stamp duty), license fees, etc., incurred during the period of the contract.
- 19. Overriding effect of SPP Rules 2010** 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, Barrack No. 12, Sindh Secretariat, 4-A Saddar Karachi, Phone: 021-99213891 -99213893, Fax: 021-99213892 E-mail: <a href="mailto:info.sacp@gmail.com">info.sacp@gmail.com</a>
ITB 1	<b>Name of Contract.</b> "Provision of Services for Social Mobilization & Capacity Building"
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be "fixed" and in "Pak Rupees" including all applicable taxes, stamps, duties, levies, fees and installation and integration charges imposed during the period of Contract.
Preparation and Submission of Bids	
ITB 7	<p>Requirements for Eligibility of bidders A Cover Page, 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.</p> <p><b>Infrastructure</b></p> <p><b>Socail Media Compaign:</b> 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.</p> <p><b>Capacity Development building: Organization must have own Training Setup, Resource Centre &amp; Capacity to execute accredited training to health care providers.</b></p> <p><b>Registration (Whatever applicable)</b></p> <ol style="list-style-type: none"> <li>1. Registration with SRB and FBR. (Attach certificates)</li> <li>2. Must be an accredited firm having affiliation with APNS and PBA. (Attach Certificate).</li> <li>3. Valid Registration with PTA for CVAS (Class Value added license Services) for SMS gateway.</li> <li>4. Valid Registration with tax authorities NTN, FBR, SRB etc. is required (attach copies of relevant certificate)</li> <li>5. Valid Registration of providing Accredited Training with PMDC.</li> </ol> <p><b>Technical Experience:</b> At least 03 Years' experience in providing the same desired Services. (Attach Certificate) For at least minimum of 10 contracts of similar kind</p> <p><b>Technical Staff / Quality control.</b> Must have own technical qualified team to design and implement desired preventive public health program. Attach list and Organogram with the technical bid, same can be physically verified by the Procurement committee at any time</p> <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. 50.00 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> 27.11.2017 at 2:30 PM
ITB 16	<b>Date of opening.</b> 27.11.2017 at 3:30 PM
ITB 19.1	<p><b>Bid Evaluation: Quality and Cost Based Selection Method</b></p> <p>Clause 3(b) of 72 Sindh SPPRA Rules 2010 "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%) See Annexure-A</p>

*ny di*



## 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 % of the total contract.

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

Representative of Procuring Agency or his nominee may inspect the services provided and Call center 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 on satisfactory performance and would also extend the scope of services through amendment in contract, 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)**

Quarterly payment at the start of the each quarter with 10% mobilization amount at start of the contract after submission of inception report in first quarter.

The amount of 10% mobilization amount will be adjusted equally in each quarter payment.  
Negotiable

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

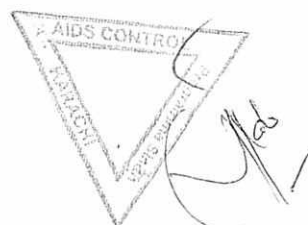
If the Service Provider fails to perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.05 percent of the Contract Price for 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

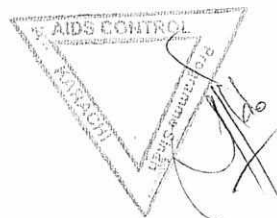
Social mobilization strategy helps in creating enabling environment for those who have HIV but either unaware of the status or not getting HIV/AIDS testing due to Stigma attached with this disease. The main objective is to achieve the desired targets of UNAIDS in Fast Track City Approach within the stipulated 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 project period)	For 03 years						
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,	For 03 years						
Use of messaging through cellular phones.	For 03 years						
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						
<b>Item No: 02 Development of IEC Material</b>							



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						
<b>Item No: 03 Awareness Events</b>							
Special Awareness events like Urs, Mela, Exhibitions etc	15						
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.						
<b>Item No: 04 Branding of the Campaign</b>							
Designing and Development of Brand with Logo with Slogan	01						
Selection of good will Brand Ambassadors	01 Male Actor 01 Female Actor 01 Sportsman 01 Social Activist 01 member of Youth Parliament /organization						
<b>Item No: 05 Activities through Community Forums</b>							
My City Hero Campaign Through District Community Activists Network for General Population. (18 Members)	To reach 50400						
Referral activities through Community Forum for General Population (suspected							



High risk individuals for HIV Testing)	10080 Referral						
<b>Item No: 06 Out Reach Campaign</b>							
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.	10 Rickshaws from each district at Karachi and 10 each at Larkana and Hyderabad						
Awareness activities through branded Rickshaw among Community at Karachi, Hyderabad and Larkana.	1,08,000 people belonging to lower middle / poor class 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.	21,600 visits to AIDS Patients for Follow up						
<b>Item No: 07 Branding of Fixed Infrastructure in private sector</b>							
GPs Clinic, Stores, Hotels and Pan Shops at Karachi. Hyderabad and Larkana will be banded with slogan, "My City"	08 each at Karachi while 10 each at Larkana & Hyderabad						
<b>Item No: 08 -Quarterly Campaign of Colored Banners</b>							
Quarterly Display of banners having messages on HIV/AIDS will be displayed in each district of Karachi at prominent places  These banners will also have the branded log of My City Karachi Campaign on HIV/AIDS.	(08 each at Karachi while 10 each at Hyderabad and Larkana)  100 in year 01, 50 in year 2 and 30 in year 3.						

**Name of the Bidder**

\_\_\_\_\_

**Full Address of the Bidder**

\_\_\_\_\_

**E mail Address:**

\_\_\_\_\_

**Ph. Office:**

\_\_\_\_\_

**Res:**

\_\_\_\_\_

**Cell:**

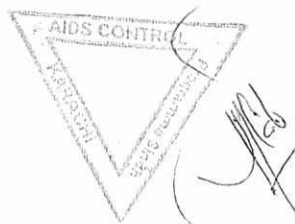
\_\_\_\_\_

**Fax:**

\_\_\_\_\_

**Signature of Bidder:**

\_\_\_\_\_



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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 at Karachi	Total 120 (20 each district)						
02 Days Capacity Building workshop of Health Managers in each district other than Karachi	Total 460 (20 each district)						
Workshop For staff of institutes, belonging to the health manager trained in 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 : \_\_\_\_\_



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

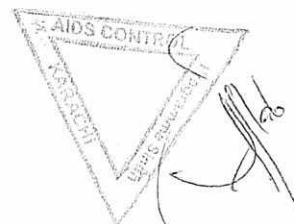
Ph. Office: \_\_\_\_\_

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

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

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

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



## Part: 7

### Forms

### Letter of Acceptance

From:  
(Registered name and address of the bidder)

To:

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

Sir,

Having examined the bidding document and amendment thereon 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 project in response to your tender call dated \_\_\_\_\_

#### Project Title:

We undertake to provide services/execute the above project 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;

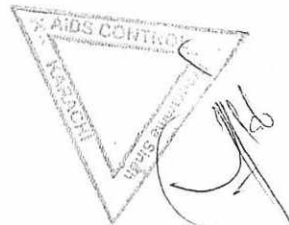
- 1) Provide services/execute the work according to the time schedule specified in the bid document,
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and
- 3) Agree to abide by the bid conditions, including pre-bid meeting minutes 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) 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.

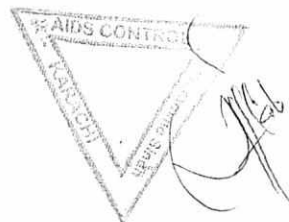


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**Experience of Similar Services**

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



**Contract Form**

THIS AGREEMENT made the ..... Day of ..... (Year) Between the Commercial Tax 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 project:**  
**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) TOR's.

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:

Solutions, service or material	Quantity	Unit price	Amount	Remarks

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

**PURCHASER**

\_\_\_\_\_

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



**Bidder/Contractor**

\_\_\_\_\_

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.

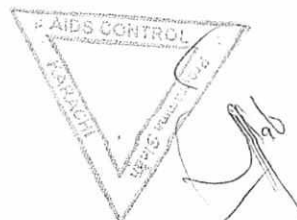
This guarantee is valid until the .....day of ..... (Date)

Place:

Signature of Guarantors and seal.

Date:

*Handwritten signature*



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

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

E mail Address: \_\_\_\_\_  
Ph. Office: \_\_\_\_\_  
Res: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_



## Annexure-A

### Technical Evaluation Criteria

#### Social Mobilization Campaign & 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: Quality and Cost Based Selection Method** (Clause 3(b) of 72 Sindh SPPRA Rules 2010)

“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. Registration with SRB and FBR. 2. Must be an accredited firm having affiliation with APNS and PPA. 3. Valid Registration with PTA for CVAS (Class Value added license Services) for SMS gateway. 4. Valid Registration with tax authorities NTN, FBR, SRB etc. is required	10	Mandatory  Should fulfill all criteria. Deficiency in any documents means Zero Score	Provide attested Copies of Registration certificates	
02	At least 03 Years' experience in providing the same desired Services. Minimum of 10 contracts of similar kind	15	03 years 10 contracts	Attach Certificates	
		10	02 years 10 contracts		
		05	01 years 10 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 & Incorruptness Certificates)	
		05	25 Million/annually		
04	Income Tax Returns for Last 3 Years	10	Mandatory		
05	Monthly Sales Tax Returns of Last 1 Year	05	Mandatory		
<b>Services Capacity</b>					
06	Must have own Technical qualified team to design and implement desired preventive public health program. Attach list and Organogram with the Technical bid, same can be physically verified by the Procurement committee at any time	10	Existing and proposed for Project applied for	Provide Complete details and address of the Setup along with telephone Numbers.	
07	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.	15	Complete	Documentary proof with pictures duly attested by First class gazette officer	
		5	Less		
<b>Technical Proposal</b>					
08	Proposed Strategy for Social Mobilization	25			
09	<b>Total Marks</b>	<b>100</b>			

Signature of Bidder (s)  
Stamp

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