



Government of Pakistan
Ministry of National Health Services, Regulations & Coordination

PROPOSALS FOR PRE-QUALIFICATION

From
Hospital Waste Management Companies/Firms

For

**OPERATIONALISATION AND MAINTENANCE SERVICES OF INCINERATOR
INSTALLED AT COMMUNITY HEALTH CENTER (CHC) KIRPA ISLAMABAD**

Federal Directorate of Immunization (FDI)
Islamabad

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1.PROPOSALS FOR PRE-QUALIFICATION

NOTICE FOR PRE-QUALIFICATION OF COMPANIES/FIRMS FOR OPERATIONALIZATION AND MAINTENANCE SERVICES FOR INCINERATOR

The Federal Directorate of Immunization (FDI), under the Ministry of National Health Services, Regulations and Coordination, invites reputable companies/firms registered with Income Tax and Sales Tax Departments and on Active Payers List (APL) of FBR to submit sealed Proposals for prequalification the operationalization and maintenance of an eco-friendly incinerator located in Islamabad. Companies/firms must demonstrate strong technical, financial, and managerial capabilities.

1. **Incinerator Specifications:** The incinerator has a daily capacity of incinerating 1000 kg of hospital waste using LPG/Natural gas. It features a double chamber system that reaches temperatures of 1200 degrees Celsius and includes a high-quality wet scrubber to control hazardous gases. It is equipped with both manual and automatic waste loading systems.
2. **Waste Collection Requirements:** Interested firms will be responsible for collection and transportation of up to 800 kg/day hospital waste from health facilities in Islamabad, preferably Government hospitals/Labs, on the negotiated terms and rate of collection will be finalized after bidding. Estimated maximum 200 kg/day EPI waste will be provided by DHO office for incineration without cost. Accordingly maximum feasible capacity of 1000 kg/day incinerator would be utilized.
3. **Scope of Services:** The scope of services is detailed in the pre-qualification document available online. Eligibility criteria and pre-qualification details are available on the FDI website (www.epi.gov.pk) and (www.eprocure.gov.pk).
4. **Shortlisting/ Pre-qualification:** Applicant firms will be shortlisted based on their profiles, meeting the criteria set by the FDI. Shortlisted firms will undergo further evaluation through a prequalification process. Prequalified firms must submit proposals in accordance with FDI requirements as per Rule 15 (1) of Public Procurement Rules, 2004, which will be evaluated as per the criteria defined in the eligibility/prequalification (RFP) documents.
5. **Submission Guidelines:** The proposal for prequalification form is available on the FDI website (www.epi.gov.pk). Interested firms must submit their proposals both electronically and manually. The original proposal, along with all required documents, should be submitted to the office of the undersigned. Additionally, firms must register on E-Pak Acquisition & Disposal System (E-PADS) and submit their proposals on the designated PPRA website (www.eprocure.gov.pk). Proposals for prequalification must be submitted on 26-07-2024 at 11.00 hours and will be opened on the same day at 11:30 Hours sharp in presence of all bidders in the office of the undersigned.
6. **Electronic Prequalification documents, containing detailed requirements, terms and conditions are also available for the registered bidders on EPADS at (www.eprocure.gov.pk).**
7. The competent authority reserves the right to reject all proposals at any time prior to acceptance of a proposal as per Rule 33 (Rejection of Bids) of PPRA Rules 2004.

Deputy Director (Procurement)

Federal Directorate of Immunization (FDI)

Ministry of National Health Services Regulations & Coordination

PM's National Health Complex, Park Road Chak Shahzad, Islamabad

Phone No. 051-9255101

2. AIMS AND OBJECTIVES OF OUTSOURCING

The specific aim is to dispose the waste through environment friendly incinerator for the safeguard of public health and environment in coordination with joint venture (FDI, DHO office and contracting firms). The objectives of the project are to collect the hospital waste including EPI waste and dispose the waste through environment friendly methods.

3. BACKGROUND

Hospital waste is regarded as a hazardous and infectious waste. The mismanagement of the bio-medical waste poses grave risk to people and the environment. Healthcare workers, patients, waste handlers, waste pickers and the general public are all exposed to health risks from infectious waste. Therefore, environment friendly disposal of the waste is a legal requirement for the safeguard of public health and environment. For this purpose, FDI has installed an environment friendly incinerator for safe disposal of EPI waste, a total of 150-200 kg EPI waste (syringes and safety boxes) is being generated in a day at Islamabad from 56 healthcare facilities. However, the machine has capacity to dispose 1000 kg/day. The other 800kg waste will also be disposed through this incinerator which will be collected from other health facilities on demand. Keeping in view to utilize full capacity of the incinerator FDI has decided to outsource the incinerator for sustainable management of the waste of DHO office.

4. SCOPE OF THE OUTSOURCING

This project will focus on healthcare facilities, including hospitals, clinics, laboratories, and other healthcare settings, within the target area. The scope encompasses all stages of waste management, from collection to final disposal. It will involve collaboration with key stakeholders, including healthcare facility administrators, waste management authorities, environmental agencies, and local communities.

5. METHOD FOR OUTSOURCING INCINERATOR

The outsourcing of machine would be facilitated by the joint consortium of Federal Directorate of Immunization, District Health Officer and Contracting Firm. The Federal Directorate of Immunization will provide support to the DHO in carrying out their waste management responsibilities. This support may include technical expertise, guidance, and coordination to ensure that waste disposal aligns with healthcare and immunization standards. The daily monitoring and oversight would be the responsibility of DHO Islamabad while as the contracting firm will be performing according to agreed deliverables.

5.1 Capacity of Machine

The installed incinerator is environment friendly with double chamber, good quality blowers and with WET SCRUBBER. The machine can incinerate 1000 kg waste on each day. This machine would be outsourced to contracting firm on the terms and conditions prescribed in bidding document. The outsourcing of this machine has been proposed on the following steps keeping in view the following steps.

5.2 EPI Waste Generation and Disposal

As discussed above the EPI waste generation from Islamabad healthcare facility is about 200kg /day. The contracting firm will receive waste from EPI centers at incinerator site (community health center) KIRPA. For disposal of the EPI waste which is about 200kg/day would be disposed by the contracting firm with no disposal cost. For this the contractor will enter into an agreement with FDI for the free disposal EPI waste of DHO office.

5.3 Waste Collection and disposal other than EPI waste

As the machine can incinerate 1000 kg/day. Excluding EPI waste (which is 200 kg/day) and 800kg waste would be collected by the contracting firm and disposed through the incinerator at CHC Village KIRPA. The contracting firm will collect the hospital infectious waste from any health facility preferably from Government health facilities of Islamabad. The Healthcare facilities will pay for the waste disposal services based on the weight of the waste generated, typically measured in kilograms. This cost structure would be based on a per-kilogram rate. For this purpose, the contracting firm will analyze marketplace disposal cost and prepare a proposal incorporating technical as well as financial requirement. FDI would analyze the propose cost per kg of the waste. Moreover, the contracting firm will manage HR, Goods and Consumables for continuous provision of operational services including repair and maintenance of main equipment and accessories. However, FDI/UNICEF would support implementing the training programs, small repairs waste storage room, disinfecting solution and will provide color coded waste bins with waste bags at the community health center KIRPA Islamabad.

6. The Major Deliverable

- The contracting firm will employee qualified personnel with respect to the provision of O&M Services. He has to ensure that the employed personnel have requisite qualifications and experience commensurate to their position.
- The technical staff should also be qualified as detailed in Job description.
- The key staff shall be interviewed by the Committee Comprising on Project Manager / Representative of the contractor, headed by FDI/District Health Officer/ESMP unit
- In routine, the incinerator will not provide services on Sunday as well as gazzeted holidays, however if the incinerator remains close other than these days, service provider complete the working hours by alternate arrangement. (Maximum two days a month are allowed for repair/service/ maintenance of the incinerator) otherwise a downtime shall be calculated as per formula contained in this document under Penalties.
- The contracting firm shall provide the new spare parts for repair and maintenance especially the critical parts. The Uptime of the Incinerator shall be 95%, take over the Incinerator in different steps as advised by the FDI/ DHO office Islamabad and have to abide by the Infection Control Protocols (latest) while performing their services and shall be monitored by the FDI and DHO office. Moreover, the contracting firm shall have to supply the following articles including HR, maintenance, disposables/ consumables, cleaning, PPEs etc. as detailed in financial Information (FINs) of each Phase described in bidding document and shall have to arrange other items like paper, registers, printing, travelling, boarding lodging etc. at their own and shall be included in the management cost.
- The contracting firm will manage Natural Gas/LPG from its meter to incinerator site.
- In case of any problem from electricity main line the District Health Office will provide assistance in this regard. However, the cost will be managed by the firm.

- The contracting firm will be bound to return back all the accessories, building and Incinerator and any other physical asset procured under this contract in functional condition at the end of services contract.
- The firm shall be responsible for conducting stack emission reports to submit to Pak-EPA on regular basis as required.
- The firm would also train the waste management committee at health facility for safe collection and disposal of the waste.
- The firm would submit the monthly waste generation and disposal reports to FDI and DHO office on regular basis.
- The firm will also report the incidents through incident reporting system.

Last date for submission of proposals

The last date for submission of proposals will be _____ of July 2024.

Terms of reference:

1. Instruction to Bidders as per Rule 23 of PPRA, 2004

The technical proposal for pre-qualification is to be submitted in the manner prescribed below in the office of Deputy Director (Procurement), FDI:

The technical bid should contain the following:

- a) Applicant's proposal for pre-qualification as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) Qualification of personnel – format-4
- e) Additional information as per Format-5.
- f) Affidavit or self-declaration as per Format-6.

2. Minimum Qualification Criteria

The bidder must be waste management agency/firms or consultancy firm registered under relevant certified environmental protection departments.

The Bidder must have experience in field of waste management in Pakistan according to hospital waste management rules, 2005.

The bidder must have adequate and qualified manpower.

3. Evaluation

The evaluation would consist of the following stages:-

Evaluation of Technical Bid with 60% weightage.

Evaluation of Financial Bid will be done on the most advantageous cost based method.

4. EVALUATION OF TECHNICAL BID AS PER RULE 23 OF PPRA, 2004

TECHNICAL EVALUATION CRITERIA			
SR. NO	CRITERIA SCORE	TOTAL SCORE	OBTAINED SCORE
1	FINANCIAL STRENGTH OF THE FIRM Annual Turn Over of Firm for any of the last two Financial Years (To be verified from the FBR Annual Income Tax Returns or Audited Financial Reports)	Max: 10	
	A 10-12 Million or above	10	
	B 8-10 million	07	
	C 5-8 million	05	
2	RELEVANT EXPERIENCE & PAST PERFORMANCE Prior Experience of Operation & Maintenance of at least 02 Incinerators simultaneously for Healthcare Infectious & Hazardous Waste: (To be verified from the Contract / Work Order issuance & execution of the project) (Note. For the calculation of period up to 14 days will be rounded up to previous month and 15 days and above will be rounded up to next month)	Max: 20	
	A 12 Months or above.	20	
	B 06 to 12 Months	15	
	C 03 to 06 months	10	
3	PAST PERFORMANCE Past Performance for working of hospital waste management from existing Clients. (verifiable proper signed Performance Reports of the Clients, Signed Contracts, Work Completion Certificates, or Collection/Disposal Logs)	Max: 20	
	A Above 15 clients	20	
	B 10-15 clients	15	
	C 05-09 clients	10	
4	ENGINEERING & MANAGERIAL CAPABILITIES Prior Experience of engineering & managing the following number of workforces / HR (To be verified by the list of employees along with the Appointment letter and salary slips) and CNICs	Max: 15	
	A 10 or more	15	
	B 8-10 employees	10	
	C 5-8 employees	05	
	Note: Firm scoring at least 50% marks shall be declared responsive.		

5. Evaluation of financial bid:

Score for financial bids will be allotted based on a relative grading system. A maximum score of 100 will be allotted to the bidder with lowest bid. Financial bids of qualified and responsive bidders shall be evaluated only.

6. Amendment in Proposal for Prequalification

At any time prior to the deadline for submission of proposal for prequalification, FDI may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the prequalification document by the issuance of Addendum/ Amendment and posting it on the Official Website.

The amendments will be posted on the Official Website along with the revised prequalification containing the amendments and will be binding on all Applicants.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the last date of submission.

7. Contract Agreement

The Institution to which the work would be allotted shall execute an “Agreement of Performance” as per a prescribed format on a stamp paper of value not less than Rs. 500/-

8. Termination of the assignment.

In the event the selected bidder fails to carry out the assignment as per the terms in this document or the work order within the stipulated period or any extension thereof, without any valid reasons acceptable to the Chairman of the committee and the committee may terminate the assignment after giving seven days’ notice. The committee may give the company / firm a chance to put forth the reasons for delay/non- performance before deciding on the matter.

9. General Terms and Conditions:

The bidder should not anywhere in the prequalification quote or mention the rates/charges. This would lead to disqualification. The rates should be quoted only in the format for financial bid.

The committee reserves the right to cancel this prequalification any time during the period of assignment and is not liable to furnish any reasons or give any notice/intimation in advance.

10. Formats for Submission

FORMAT – 1: - APPLICANT’S PROPOSALS FOR PREQUALIFICATION

To,
Director General,
Federal Directorate of Immunization (FDI)
Islamabad.

Sub: OPERATIONALISATION AND MAINTENANCE SERVICES OF INCINERATOR INSTALLED AT COMMUNITY HEALTH CENTER (CHC) KIRPA ISLAMABAD

Dear Sir,

In response to the Invitation proposals for prequalification published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

Organizational Contact Details as per Format-2.
Experience of the organization as per Format-3.
Qualification of personnel – format-4
Additional information as per Format-5.
Affidavit or self declaration – format 6
Declaration for power of attorney

Sincerely Yours,

Signature of the applicant [Fullname of applicant] Stamp. Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

S. No.	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization (certificate of registration to be enclosed)	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone No	
6.	Address of offices in Pakistan	
7.	Contact Person with telephone no. & e-mail ID	

Enclose: -

Undertaking in respect of 4 above.

Signature of the applicant Full name of the applicant Stamp & Date

FORMAT – 3

Experience of organization			
Overview of the past experience of the Organization in all aspects related to the			
S. No.	Items	Number of Assignments	Mention the name of Client-Organization (Enclosed completion certificates)
1	Experience in projects relating to data collection and field survey etc.		
2	Experience in Projects related to waste management.		
3	Experience in any Government projects / Public sector.		

Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Enclo:

1. Details of assignments and completion certificates

Signature of the & Date

FORMAT – 4

Qualification of personnel

Total number of manpower available for the assignment

.....

List of key personnel (at least 3)

S. No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Enclo:

1. certificates

Signature of the applicantFull name of the applicant Stamp & Date

FORMAT – 5

Additional Information		
1. List all enclosures related to the previous sections.		
S. No.	Description	No. of Pages
2. Additional information to support the eligibility (Not more than 2 pages).		

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT -6

Declaration

We hereby confirm that we are interested in competing for providing Services to undertake the task related to operationalization and maintenance services of incinerator installed at Community Health Center (CHC) Kirpa Islamabad.

We declare that our company / firm has not been banned/de-listed/debarred/ blacklisted by any Authority/Agency in Pakistan.

We also agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;

We will inform the Authority immediately if there is any change in the above circumstances at any stage during the implementation of the project;

We fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other assignments/projects funded by the Authority.

In response to your call for proposals for prequalification, We hereby declare that I/We, am/are not in any of the situations that debars me/us from participation in the prequalification.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization