

# Bidding Solicitation Document

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## MANAGEMENT AND OPERATIONS OF COVID-19 INFECTIOUS WASTE IN HEALTHCARE FACILITIES IN KHYBER PAKHTUNKHWA

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**Health Department**  
**GOVERNMENT OF KHYBER PAKHTUNKHWA**

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## A. DEFINITIONS:

- (a) **Applications** means the Technical & Financial bids.
- (b) **Bid(s)** means documents required to be submitted in response to an invitation to bid (ITB).
- (c) **Bidder(s)** means any entity or person that may provide or provides the Services to the Procuring Entity under the Contract.
- (d) **Procuring Entity (PE)** means Health Department, Government of Khyber Pakhtunkhwa through Directorate General of Health Services, Government of Khyber Pakhtunkhwa, Warsak Road Peshawar
- (e) **Confirmation** means confirmation in writing.
- (f) **Contract** means the contract proposed to be entered between the Procuring Entity and the Bidder, including all attachments, appendices, and all document incorporated by reference therein.
- (g) **Contract Price** means the price payable to the Service Provider under the contract for the full and proper performance of its contractual obligations.
- (h) **Day** means one working day.
- (i) **Fraudulent and Corrupt Practices** will have the same bearing and meaning as are defined in the relevant laws.
- (j) **Government** means the Government of the Khyber Pakhtunkhwa (GoKP) and all its associated departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations.
- (k) **In writing** means communicated in written form e.g. by registered postal mail / email, delivered with proof of receipt.
- (l) **Joint Venture (JV)** means an association with or without a legal personality distinct from that of its members, of more than one Bidders where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Entity for the performance of the Contract.
- (m) **Person** means individual, association of persons, firm, company, corporation, institution and organization, etc. having legal capacity.
- (n) **Procurement Methods** means any one of the procurement modes/ methods as mentioned in this bidding document.
- (o) **Proposal** means the Technical Proposal and the Financial Proposal for the provision of the products and services submitted by a Bidder in response to this Bidding Document.
- (p) **Province** means the Province of Khyber Pakhtunkhwa, Pakistan
- (q) **Purchase Committee (PC)**, constituted by the Health Department, Khyber Pakhtunkhwa for the purpose of COVID-19 related procurement.
- (r) **Quality Cost Based Selection (LCS)** means the evaluation methodology employed with the intention to select the best evaluated responsive bid for services to be provided by the

participating Bidders in compliance to this RFP.

- (s) **Request for Proposals (RFP)** means this Bids Solicitation Document, the provisions of which shall govern the procurement and its processes for the purchase of intended services.
- (t) **Single Stage Two Envelope Process** means the process of receiving bids for this procurement as mentioned in this bidding document.
- (u) **Service(s)** means the work to be performed and services to be provided by the Service Provider/s pursuant to the Contract.
- (v) **Service Provider/s** means the successful bidder/s with whom the Procuring Entity would sign a Contract for the provision of services under this RFP.
- (w) **Work** means all the actions and activities undertaken by the Service Provider/s to carry out the contractual obligations for the provision of services under this RFP.

**The Procuring Entity, i.e., the Health Department, Government of the Khyber Pakhtunkhwa, (hereinafter referred to as “the Department”) acting through the Purchase Committee for COVID-19 Director General Health Services, Khyber Pakhtunkhwa, as notified by the Government of Khyber Pakhtunkhwa invites Technical and Financial Proposals from firms / organizations / entities working and having facilities and experience in the field of hospital / infectious / medical waste management (hereinafter referred to as “the Bidders”) to provide services for the management of such waste generated as a result of COVID-19 pandemic related prevention, control and response activities undertaken by / for the health care facilities in the province.**

## **I. INTRODUCTION**

The purpose of this Request for Proposals (RFP) entitled “MANAGEMENT AND OPERATIONS OF COVID-19 RELATED INFECTIOUS WASTE IN HOSPITALS” is to secure the services of one or more qualified bidder(s) who will perform end to end waste management services for the health department, Khyber Pakhtunkhwa starting from but not limited to segregation, storage, transportation, incineration and final disposal in environment friendly manner. The service providers are expected to cater to the needs of the province of KP during the emergency phase (imposed due to COVID-19) as extended or to be extended by the government from time to time.

**The validity of the contract is subject to the emergency period** initially valid till 12-08-2020, i.e., expiration of validity of Emergency as notified by the Govt. of Khyber Pakhtunkhwa. However, subject to the evolving situation of COVID-19 in/for the province coupled with the performance and / or work quality of Service Provider/s, the PE at its sole discretion, may or may not extend for any other length of duration, the service contract agreement with none or any number of the Service Provider/s as the PE may deem fit.

Bidders must ensure that they submit all the required documents indicated in this RFP without fail. Bids received without the requisite documents mentioned in this RFP are liable to be rejected at the initial stage.

## **II. CONTEXT**

In response to this unprecedented challenge, the Government of Khyber Pakhtunkhwa (GoKP) has taken a number of steps to ameliorate the potential impact of the COVID-19 pandemic through various interventions related to preparedness, prevention, control and response to the global health problem. It has been involved in setting up facilities for immediate identification and treatment of corona patients. In this regard GoKP took various steps, one of them was arrangements of quarantine facilities have been set up to identify any patients with virus in incubation period; isolation centers for positive corona patients and High Dependency Units for the treatment of serious patients.

*The contract will be initially valid till 12-08-2020, i.e., expiration of validity of COVID-19*

*Emergency as notified by the Govt. of Khyber Pakhtunkhwa. However, subject to the evolving situation of COVID-19 in or for the province coupled with the performance and / or work quality of Service Provider/s, the PE at its sole discretion, may or may not extend for any other length of duration, the service contract agreement with none or any number of the Service Provider/s as the PE may deem fit.*

The current situation calls for attention to the safe waste disposal from these facilities so as to minimize the spread of infection not only from human-human but also from waste to individuals. The waste generated from the health care activities for the COVID-19 patients is not only highly infectious per se but may also be a potential source of spreading the infection to other non-COVID-19 related sections and parts of the health facilities. Moreover, due to active community circulation of virus and asymptomatic carriers, vis-à-vis, the limited testing capacity of the health care system, there is every possibility that other patients may also be positive for COVID-19. Further to the foregoing, it has also been noted that health care providers from hospital units other than those dealing with COVID-19 are also getting infected from Corona Virus in the province.

Therefore, it is imperative that all medical waste from the COVID-19 related health facilities may be treated as highly infectious and be disposed of on lines similar to the COVID-19 waste after proper segregation as per standard protocols for the purpose. This will also benefit in controlling the spreads of other contagious diseases, e.g., Hepatitis, etc.

### **III. ELIGIBLE BIDDERS**

An applicant should be a legal firm/Organization/entity/JV and should not be disqualified/blacklisted by any of the private/public sector organization in Pakistan.

Eligible bidders include all those private and / or public sector companies / entities / bodies, etc. run solely, as partnership and/or through national and international organizations/entities and having the facilities and experience of hospital / medical / infectious waste management on an end to end basis. The bidder must possess waste management system protocols, mechanism, technical human resource, incineration facilities, transport, storage, Online Waste Management Software and online report sharing mechanism as well as sufficient waste management capacity to timely and efficiently fulfill the needs of the PE. The applicant must submit its proposal as per TORs

### **IV. TYPE OF BIDDING**

**Single Stage - Two Envelope bidding procedure following the Highest Ranking Fair bidding procedure to select the Best Evaluated Responsive Bid (amongst the technically qualified bidders)** shall be followed. The said procedure is as follows:

- a) Bidding shall be conducted through Single Stage –Two Envelopes Bidding Procedure comprising a single sealed package containing two sealed envelopes in the outer sealed package.

- b) Each of the inside sealed envelope shall separately contain Technical and Financial bids to be clearly marked in bold & legible letters as Technical Proposal and Financial Proposal respectively.
- c) The bidders are bound to provide complete information of the bidder along with its postal as well as valid email address and phone number/s on each of the respective envelopes.
- d) At First Stage “Technical Proposal” shall be opened and the sealed envelope marked as “Financial Proposal” shall be retained in the custody of the Procurement Committee;
- e) The Procurement Committee itself or by any other committee or expert/s as the case may be will evaluate the technical proposal in the manner prescribed after technical bid opening, without reference to the Financial Bid and shall reject any proposal which does not conform to the specified requirements;
- f) During the technical evaluation no amendments in the technical proposal shall be permitted except required for clarification of bid;
- g) After the evaluation and approval of the technical proposals, The Procurement Committee will open the financial proposals of the technically accepted bids in the presence of authorized representative of the bidders who wish to remain the occasion of Financial Bids opening.
- h) The bidder shall quote their service fee as percentage of amount disbursed. Hence financial bids shall mention only this percentage and bid comparison shall be with this percentage service charges;
- i) The financial bids found in contravention to the percent format as mentioned in this RFP shall not be considered and be dealt with as disqualified from this bidding competition. . The technical evaluation report will collectively be shared with the respective bidders through email for the purpose of transparency and fairness in competition.

## **V. BIDDING DETAILS (INSTRUCTIONS TO BIDDERS)**

It will be the responsibility of the Bidder(s) that all factors / parameters mentioned in this RFP have been fully perused, understood, considered and investigated if deemed appropriate by the Bidder/s while submitting the Bid and that no claim/s whatsoever including those of financial adjustments to the contract awarded under this bidding competition shall be entertained by the Procuring Entity, i.e., Health Department, Government of Khyber Pakhtunkhwa. No implication/s and / or claim/s arising thereof from the non-observance and / or non-compliance of above mentioned precondition shall be permitted on account of any failure / shortcoming on the part of any Bidder/s.

The Bidder(s) shall be deemed to have satisfied itself fully before entering into the bidding competition as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid, etc. to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications in this document are intended to be strictly enforced. No escalation of cost will be permitted throughout the remaining period of completion of the contract.

The Bidder(s) shall be fully and completely responsible for the smooth, efficient and effective delivery of all the deliverables to / for the Procuring Entity.

Type of contract: The type of contract for this RFP shall be open framework agreement and the PE at its sole discretion may enter into service contract agreement with more than one contract partner.

## **VI. SCOPE OF WORK (PROJECT SPECIFICATIONS)**

The PE intends to outsource the end to end waste management services in following facilities.

- DHQ Hospitals of Khyber Pakhtunkhwa & Newly Merged Districts
- Other hospital/s and /or health facilities for the treatment and / or isolation of COVID-19 patients.
- The Scope of Work may be changed by the PE as the need & / or demand of the situation purely and exclusively on the discretion of the PE.
- The Bidders are bound to mention in there technical proposal the amount of waste to be stored in the premises of Hospital, HDU, isolation and the same shall be reflected in their financial proposal as well e.g.

The waste to be taken from Hospital, HDU, isolation per day trip \_\_\_\_\_quoted price

The waste to be taken from Hospital, HDU, isolation per 3 day trip \_\_\_\_\_quoted price

The waste to be taken from Hospital, HDU, isolation per 7 day trip \_\_\_\_\_quoted price etc. as the case may be

The Department seeks to award contracts through this RFP process to a technically qualified responsive bidder which can offer End to End hospital waste management solution of Facilities dealing with COVID-19 Patients. The firm will be responsible for end-to-end handling of waste starting from collection of waste from the facility up to its final disposal by performing the following functions as per protocols approved by the Environmental Protection Agency of the province

- Collection of segregated waste and further handling till final disposal in an environment friendly manner as per protocols and hospital / infectious waste management guidelines
- Training of the staff of health facilities in segregation of waste
- Storage of above waste at appropriate place, in an appropriate manner and for an appropriate duration, whenever and wherever required
- Transportation of above waste to end destination in an appropriate manner
- Incineration and final disposal of above waste
- Verification, barcoding and preferably online monitoring of waste incineration through software system
- Reporting to the PE



**i. Organizational Background and Experience**

- Bidders must have a minimum of two years' experience in Hospital/Health facility Waste Management, provide services in line with the system requirements and recommended SOPs By Environment Protection Agency.
- The bidder shall submit a detailed list of availability of trained HR (experts) required for the purpose', internal quality control and management system of the firm, number and type of vehicles to be used, Number and type of waste storage facilities, Number and types of incineration facility.

**ii. Detailed Project Specifications**

As described earlier, the purpose of this RFP is to secure the services of one or more qualified bidder(s) who will carry out End to End waste management of COVID-19 related facilities in districts of Khyber Pakhtunkhwa where the PE acquires so.

The vendor will be paid the cost/kg of waste incinerated

The list of COVID-19 facilities will be provided in annexures of Contract agreement however the number of facilities to be included in Annexure will be at sole discretion of PE, at present and the scale of operations may go up or down depending on the need:

The following aspects of the waste management process will have to be ensured:

- 1) **Waste segregation:** In each of the health facilities, the successful bidder shall train and facilitate health staff in segregation of above waste into color-coded bins to ensure that no cross contamination occurs from the waste.
- 2) **Waste collection:** Inside the facilities, the successful bidder shall be responsible to collect the segregated waste and seal the same in colour coded bags of required density and material with bar-coded sticker.
- 3) **Waste storage:** It shall be the responsibility of successful bidder to arrange storage of waste at facility level in a suitable manner if the waste is not to be immediately transported. The PE will arrange a separate premises through Hospital, HDU and isolation facility head.
- 4) **Waste handling and containment:** The successful bidder shall be bound to comply with the Protocols for handling waste within and outside health facilities, so that there are no chances of spreading the waste and / or infections.
- 5) **Waste transportation:** The successful bidder shall be bound to dispatch the waste to the incinerator destination in specifically designed temperature controlled vehicles.

**Responsibility sharing:**

**The Department:**

- Timely collection and sealing of collected bags with double packing (using 2 bags for packing), when required.
- The PE will arrange a separate premises through Hospital, HDU and isolation facility head.
- Placing bags at designated places within isolations, HDUs, quarantine facilities
- Maintaining manual register for record keeping at each isolation, HDUs, quarantine facilities for waste generation, weighing and collection,

#### **The Successful Bidder:**

- **The Successful bidder shall be responsible for End to End Waste Management at his own risk and cost;**
- Provision of Waste Collection bins for collection of waste, where not provided already by the Department.
- Provision of (WHO approved quality) Personal Protective Equipment including uniform, helmet, caps, puncture proof gloves, masks and any other equipment necessary as well as Disinfectants for the collection of staff of isolations, HDUs, quarantine facilities as well as for waste handlers hired by the Bidder.
- Provision of yellow bags (non-chlorinated low and high density polyethylene for waste collection) at all isolations, HDUs, quarantine facilities. The price shall be separately quoted if the department wants so at its discretion may consider the price or otherwise.
- Collection from each isolation, HDU, quarantine facility in a closed cabin vehicle
- Arrangement of appropriate vehicles for transport and their disinfection after each trip.
- Creation of a software/dashboard for tracking of waste disposal
- Arrange digital printing and barcode weighing scales.
- Tagging of collected bags and uploading information onto software.
- Storage in yellow/cold rooms for interim time before incineration.
- Disinfection of yellow/cold rooms
- Incineration of infectious waste and shredding and disinfection of glass waste as per guidelines issued by EPA-KP, Hospital Waste Management Rules, 2005.
- Post incineration Management including (but not limited to) waste water treatment and ash disposal.
- The Successful bidder shall be bound to train Health department staff at health care facilities to segregate waste properly into color-coded bins.
- Authorized representative of Health department may visit the incineration site or health facilities to ensure adequate, timely and safe disposal of waste.
- The Contractor shall be responsible for establishing refrigeration (if so required) facility at the incineration site and shall also be bound to take other measures for efficient and effective End to End Waste Management.
- Any other commodity which will be required for the whole assignment as per Standard Operating Procedures (SOPs).

#### **iii. HR Requirements**

The bidder shall ensure that the project and each of its components is adequately staffed with experienced, knowledgeable personnel who can meet the responsibilities outlined in this RFP.

#### Mandatory staff

The successful bidder should have well qualified Project Manager, Site Manager, IT and Field Monitoring Staff, Field Supervisors and others for the smooth and effective implementation of initiative.

The Department must be notified in writing, reasonably in advance, if a new or other Project Manager will be hired. The notice must include an explanation for the change and the name and credentials of the individual proposed to assume the position. Any changes or additions in facility's organizational structure, once operations have begun must also be reported to the Department, for prior approval, reasonably in advance.

The selected bidder must submit a staff training plan outlining how its own as well as health department staff shall be trained. The bidder must make available sufficient numbers of staff to assure contracted performance standards are met.

#### **iv. Database:**

The bidder will manage and report a standardized database to collect and to report accurate information of all tasks mentioned above. This will include:

All data must be kept confidential. Data collected must also be aggregated, as directed by the PE. Database requirements include, but are not limited to, the following:

- a) Submit summary data reports at required intervals to the PE (either daily, weekly, monthly, or other intervals, depending on PE discretion as & when required), on a PE provided format. Summary reports must be accompanied by a Microsoft Excel or other delimited flat file containing individual records for the data that are aggregated in the summary reports.
- b) Securely store and transmit data that includes confidential information.
- c) Produce ad hoc reports as requested by the PE.
- d) It shall be the responsibility of the Successful bidder to designate focal person/s to the PE to update and continuously maintain the database up to date.

#### **v. Deliverables:**

- 1) The Successful Bidder shall deliver the complete report in writing to the PE monthly &/or Fortnightly &/or Weekly as & when decided by the PE accordingly that includes but not limited to the travel, Log Book, tracking, Services Book etc.
- 2) The Successful Bidder shall be bound to provide detail of waste along with its associated information as per online real time access to data & recording
- 4) Any other information that the bidder finds appropriate with respect to the project.

The bidder shall also propose a methodology of integrating the data and maintain an updated database with instant exchange of information with the department.

## **VII. PROPOSAL REQUIREMENTS**

### **A. GENERAL SUBMISSION REQUIREMENTS**

The technical and financial proposal must be submitted in response to this RFP. The requirements established by this RFP for proposal content and format will be used to evaluate proposals. The bidder's compliance to the format prescribed herein, as well as the bidder's response to each specific requirement and question stated in the RFP, will be considered during the evaluation process. Proposals should provide a concise but complete description of the bidder's ability to meet the requirements of the RFP. A Technical and financial Proposal must be submitted in compliance to this RFP. The requirements established by this RFP for proposal content and format will be used to evaluate proposals. The bidder's compliance to the format prescribed herein, as well as the bidder's response to each specific requirement and question stated in the RFP, will be considered during the evaluation process. Proposals should provide a concise but complete description of the bidder's ability to meet the requirements of the RFP.

1. Bidding shall be conducted through Single Stage –Two Envelopes Bidding Procedure comprising a single sealed package containing two sealed envelopes in the outer sealed package.
2. Each of the inside sealed envelope shall separately contain Technical and Financial bids to be clearly marked in bold & legible letters as Technical Proposal and Financial Proposal respectively.
3. The bidders are bound to provide complete information of the bidder along with its postal as well as valid email address and phone number/s on each of the respective envelopes.

All evidence and documentation requested under this RFP must be provided at the time the proposal is submitted. The Bid submission time is 2:00 PM on 13-05-2020 (Wednesday) & the Technical Bid shall be opened on same date at 2:30 PM.

### **B. TECHNICAL PROPOSAL**

Responses to all proposal requirements must be addressed in the Technical Proposal. The Technical Proposal consists of a narrative description of how the bidder will manage all aspects of Hospital Waste Management in COVID-19 facilities as mentioned in section VII-Scope of work (Project Specifications). Bidders may provide additional information or recommendations relevant for consideration in the determination of award of the contract(s).

Technical proposals must be organized into the following sections:

Transmittal Letter

Section 1: Executive Summary

Section 2: Organizational Background and Experience

Section 3: HR requirements

Section 4: Proposed Approach

### **Transmittal Letter**

The bidder's Technical Proposal must contain a transmittal letter signed in ink by an official authorized to bind the bidder to the provisions contained therein. The letter should include:

- a) A statement designating the name of the organization that will contract with the Department.
- b) The name, title, address, phone number and e-mail address of the representative whom Department staff may contact during the review process.
- c) A declaration of the ability, willingness and assurance of readiness to provide the services defined in the RFP, and an agreement to the proposed contract language as defined in the RFP and all its appendices.
- d) An affirmation that the proposal and all provisions of the offer are to remain in effect for 3 months commencing the due date of the proposal.
- e) A statement attesting to the accuracy and truthfulness of all information contained in the proposal.

### **Section 1: Executive Summary**

The Executive Summary should provide an overview of the bidder's Technical Proposal and summarize the bidder's understanding of the performance requirements outlined in the RFP. Bidders should address the general scope of services and the manner in which they would be provided. It must not include any information concerning the cost of the proposal.

### **Section 2: Organizational Background and Experience**

- a) Bidders should describe the background, experience, and structure that qualify the bidder, to undertake the functions and activities required in the RFP.
- b) Bidders are required to have a minimum of two years' experience in Hospital Waste Management.
- c) Bidders should include a description of current contracts and responsibilities including a description of experience and/or current projects, number and type of employees and sizes and description of customer base, number and types of logistical arrangements etc.
- d) Bidders must provide a list of hospitals that the bidder has managed within the last five years or as the case may be.

### **Section 3: HR Requirements**

- a) The firm should put in place adequately qualified and educated staff to adequately run the project.
- b) Demonstrate that the operations will be administered and managed by qualified management staff.
- c) Provide the proposed training strategy to train new staff and maintain continuing education, or refresher training, for existing staff.

- d) Submit information that demonstrates the bidder's ability to dedicate the necessary resources required to provide the requested services.

#### **Section 4: Proposed Approach**

Provide a completed work plan outlining the implementation of this project. In all sections below, the bidder must address in detail how they will address all the program requirements included in Section VII (iii), Detailed Project Specifications.

Describe bidder's proposed Technical Equipment and database management.

- a) Accessibility and Staffing

- I. Describe how the bidder will ramp-up operation whenever the need arises.
- II. Describe staff training and how the bidder will make sure there is no compromise on the quality of waste management.

- b) Results Database: Maintenance and Data Reporting

- I. Describe the bidder's ability to design and maintain a standardized database to record data and information as mentioned earlier and export the raw data into a delimited flat file, spreadsheet software, such as Microsoft Excel. Attest that the bidder will collect all required information.
- II. Describe the bidder's ability to produce reports at required intervals.
- III. Describe the bidder's ability to collate and update data and information from various sources within the health department of KP.

- c) Management Reports

- I. Describe the bidder's capability to submit detailed management reports, as well as summary reports.
- II. Describe the quality control measures in place to assure accuracy and timeliness of all reports.

- d) Quality Assurance and Improvement

- I. Describe how the bidder will assess performance and quality of bags and PPEs provided to the staff.

### **C. FINANCIAL PROPOSAL**

Financial proposals shall be submitted in the following format:

Transmittal Letter

Section 1: Bid Form (Annexure A)

Section 2: Cost Proposal Worksheet (Annexure B)

**Transmittal Letter**

The transmittal letter must be signed in ink by an official authorized to bind the bidder to the provisions contained therein. The letter should include:

- a) An affirmation that the offer is to remain in effect for the duration of emergency commencing the due date of the proposal.
- b) A statement indicating that the bidder will provide the services at the prices contained in the cost proposal.
- c) A statement indicating that the bidder prepared its Cost Proposal without collusion or other communication with any other prospective bidder.

### **Section 1: Bid Form**

**Annexure A** contains the Bid Form that must be submitted in response to this RFP.

### **Section 2: Cost Worksheet**

The PE seeks to award contracts for as described in this RFP.

## **VIII. METHOD OF AWARD**

The PE will conduct a comprehensive and impartial evaluation of all proposals submitted through the procurement committee of health department for COVID-19.

At the discretion of the PE, all or any bid may be rejected with a cogent reason. The technical and financial proposals will be evaluated separately. The results of the technical and financial evaluations will be weighted and combined for purposes of awarding contracts. Evaluation of the bids will include, but not be limited to the following considerations:

- meeting the RFP requirements;
- an assessment of the bidder's experience and qualifications;
- the technical merit of the proposal;
- the clarity of the proposal; and
- the total cost.

### **i. Mandatory Requirements**

All proposals shall qualify the following requirements, as these are mandatory. Any firm who do not qualify any of the following shall be disqualified at the initial screening:

- a) timely submission;
- b) separate financial and technical proposals;
- c) the bidder fulfills all the technical requirements for Hospital Waste Management of COVID-19 as has been explained in Section IV above
- d) Legal and valid Registration of firm/Join Venture (JV)
- e) A Certificate that the provision of services will be conducted in conformity with the system requirements and Terms of References (TORs) by following the professional approach under supervision of nominated Key Expert(s).
- f) Valid NTN

- g) Valid GST Registration
- h) The vendor must be a public/private limited company registered in Pakistan under SECP and should have been in operation for at least 2 years;
- i) Income tax return for the last two years.
- j) has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory).

**ii. Technical Proposal Score (100 points)**

The evaluation team will evaluate and score each proposal that meets the initial pass/fail requirements by assessing each bidder's ability to provide the services based on the scoring system below. Information from the Financial Proposal will not be available to the technical evaluation team during their evaluation.

**Minimum qualifying marks are 60 Marks (Out of the following 100 marks).**

The Technical & Financial Breakup adopted for this RFP is 70% for Technical Proposal & 30% for Financial Proposal.

The Technical scoring criteria shall be as follows:

**a) Experience (no. of end to end waste disposable contracts) = 10 Marks**

First two contracts worth not lesser than Rs. Five Hundred Thousands only will have 5 marks. After that each additional similar value contract will carry One marks each upto a total not exceeding 10 marks. Only contracts signed with public sector organizations or multi nationals will be considered.

**b) Existing Waste Management Coverage outlet points in district = 15 marks**

Marks will be awarded to on a relative basis of distribution of outlets in various districts of the province.

Example for the calculation of marks to various bidders:

Bidder 1 Coverage in District A= 20 Outlets

Bidder 2 Coverage in District A = 15 Outlets

Bidder 3 Coverage in District A = 10 Outlets

Formula =  $\frac{\text{Coverage of Bidder 1 in District A}}{\text{Highest coverage in District A by a Bidder}} \times 15$

Marks for Bidder 1 (For One District A) =  $\frac{20}{20} \times 15 = 15$

For Bidder 2 (For One District A) =  $\frac{15}{20} \times 15 = 11.25$

For Bidder 3 (For One District A) =  $\frac{10}{20} \times 15 = 7.5$

Marks will be allocated on each covered district basis and the Cumulative aggregate



of all for a particular bidder will be taken e.g.

Marks of each Bidder =

$$\frac{\text{Aggregate marks of all District}}{\text{Total No of Districts in the Province}}$$

**c) Availability of qualified Human Resource = 10 marks.**

Marks will be awarded to each bidder on relative basis in comparison to other participating bidders.

**d) Experience (no. of vehicles available) = 10 Marks**

Fleet of at least 10 waste collection/disposal vehicles available for transport of waste collected will get 5 marks. Each additional fleet of 5 vehicles will carry 1 additional mark.

**e) Annual Turnover = 10 marks.**

An annual turnover of 100 M will carry 5 marks. Each additional 50 M turnover will carry 1 mark each, up to a maximum of 10 marks.

**f) Standardization & documentation of waste management processes and procedures = 10 Marks.**

Valid relevant/Concerned Certifications for Waste Management System accreditation acquired.

**g) Hospital waste management software/information system = 5 marks.**

Required features include:

- a. Automated Waste management information system with Proof
- b. Barcode labeling system
- c. Management Reporting
- d. Integrated System
- e. Real-time Access of Procuring Agency

**h) Internal quality control and management system = 10 marks (excellent = 10 marks, good = 5 marks, fair = 2 marks)**

Necessary quality control mechanisms, equipment and protocols needed for waste management in COVID-19 facilities will be judged on a relative scale.

**i) Technical approach = 15 marks (excellent = 15 marks, good = 10 marks, fair = 05 marks), Poor approach = zero and shall lead to disqualification of bidder from the competition)**

**j) Innovation in technical Approach and methodology = 05 Marks**

**iii. Financial Proposal Score (30 points)**

The bidder's financial score will be determined based on the following formula:

$(a/b)^c$  where:

a = total cost of lowest cost proposal,

b = total cost of proposal being scored, and

c = total cost points available (30).

For evaluation of costing proposal, the rate per kg of waste incinerated will be considered (which

may vary as the situation evolves).

**iv. Total Combined Score**

To arrive at the Total Combined Score, the Department will combine the bidder's Technical and Financial Scores. The maximum score any bidder can receive is 100 points.

**v. Final Selection and Contract Award**

At the conclusion of the evaluation of the technical and financial proposals, the Department will identify the bidder(s) that best meet the Department's needs as reflected in the scoring/evaluation.

**vi. Basis of Award**

The basis of award is QCBS (Quality Cost Based Selection) amongst technically qualified bidders.

**vii. Number of contract/s awards:**

Contracts will be awarded on the basis of least cost amongst the technically qualified bidders. The department reserves the right of entering into more than one contracts.

**viii. Term of the Agreement:**

The term of the agreement shall be 3 months or the period of health emergency as promulgated in KP, whichever is higher.

**ix. Notification of Award**

After evaluation and selection of the vendor, all bidders will be notified in writing of the selection or non-selection of their proposals. The name of the successful bidder(s) may be disclosed.

**IX. JOINT VENTURE / CONSORTIUM**

Joint venture / Consortium is eligible for this tender, as long as the joint venture is compliant with the following conditions:

- a) The bidders may form a joint venture of maximum two partners. An Agreement Deed to that effect, legally executed and signed by all the partners shall be submitted with the bid.
- b) One partner of formulated joint venture will be designated the lead partner and would enter into legal contract with the department and would be liable to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners. A power of attorney to that effect, legally executed, signed by all the partners shall be submitted with the bid.
- c) There must be at least one locally registered company (Partner) of good repute, with relevant experience and proven track record, in the joint venture.
- d) In JV there can be a foreign bidder but, in such eventuality, the local firm/bidder shall be the lead partner and contractual obligations will accordingly be set if such a JV enters upon into a contract.
- e) All the partners shall be jointly and severally liable for the execution of the Contract in

accordance with the terms and conditions of the Contract. The Bid, and in case of successfully qualifying both technical and financial evaluation, the Contract Deed, to that effect, shall be signed by the lead partner.

- f) Partners other than the lead would also be bound by the terms and conditions of the contract.

## **X. BID VALIDITY**

The Bid shall have a minimum validity period of **30 days** from the last date for submission of the Bid. The department may solicit the bidder's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing.

## **XI. PERFORMANCE SECURITY**

- a. The successful Tenderer(s)/The Bidder(s) shall furnish Performance Security as under:
- i. within 2 days positively of the receipt of the Acceptance Letter from the Purchaser;
  - ii. in the form of a Bank Guarantee/DD/CDR/SDR, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;
  - iii. for a sum equivalent to 10% of the contract value;
  - iv. denominated in Pak Rupees;
  - v. have a minimum validity period until the date of expiry of contract period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.
- b. The Performance Security shall be payable to the Department, on occurrence of any / all of the following conditions:
- i. If the Bidder commits a default under the Contract;
  - ii. If the Bidder fails to fulfill the obligations under the Contract;
  - iii. If the Bidder violates any of the terms and conditions of the Contract.
- c. The Bidder shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the bidder within thirty working days after the expiry of its validity on written request from the Bidder.
- d. In case the Bidder fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Bidder.

## **XII. Grievance Redressal Mechanism will be ensured by the Government of Khyber**

Pakhtunkhwa.

**ANNEXURE-A**

**Technical Proposal Submission Form**

[Location, Date]

To \_(Name and address of Client / department)\_

Dear Sir:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the Documents: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope".

{If the Third Party is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the documents.
- (c) We have no conflict of interest.
- (d) Neither we, nor our JV/associate partners or any of the proposed experts prepared the TOR for this assignment.
- (e) We undertake to negotiate the Contract as per Emergency exemption from KPRA Rules. We accept that the substitution of Key Experts may lead to the termination of Contract negotiations.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (g) We undertake to observe the laws against fraud and corruption, including bribery, in force in the country.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the schedule.

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Third Party (JV's name):

In the capacity of:

Address:

Contact information (phone and email):

{for a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

**ANNEXURE-B**

**Financial Proposal Submission Form (Part of Financial Bid Envelope)**

[Location, Date]

To \_(Name and address of Client / Purchaser)\_

Dear Sir:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s)} {Insert amount(s) in words and figures} which is lump sum for the whole assignment, including all direct and indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail:

{For a joint venture, either all members shall sign or only the lead member/Third Party, in which case the power of attorney to sign on behalf of all members shall be attached.}.

**ANNEXURE-C**

**(Table: 1)**  
**Price Schedule**  
(For Services)

Name of Bidder \_\_\_\_\_

Tender No. and the name of the package .....

Sr.No.	Description	Cost per month including all the taxes & duties in PKR
1	Lump sum cost per Kg of waste to be incinerated	
	<b>Total Amount (PKR)</b>	

**Note:** Please specify the amount of taxes included in the cost.

Sign and Stamp of Bidder \_\_\_\_\_