MEDICAL TEACHING INSTITUTION
AYUB TEACHING HOSPITAL

REQUEST FOR PROPOSAL

FOR

OUTSOURCING OF HOSPITAL INFECTIOUS

WASTE MANAGEMENT SERVICES

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SECTION 1: INVITATION

Request for Proposal ("RFP")

MTI- Ayub Teaching Hospital in Khyber Pakhtunkhwa is mandated to promote and enable the development of innovative health care delivery models for waste management including Municipal & infectious waste excluding sharps to achieve policy objectives of government of Khyber Pakhtunkhwa to improve coverage through various means for health care deliver services and matters connected herein with and ancillary thereto.

As part of the reform services, one o f the initiatives is to ensure the healthy infection free environment by safe collection. Transportation and disposal of infectious free hospital Waste in Ayub Teaching hospital. The selected entity will have to execute services for safe collection, transportation and incineration of Hospital infectious Waste According to Hospital Waste Management Rules 2005 set forth by Environmental Protection Agency, Govt. of Khyber Pakhtunkhwa. This will not only help MTI Ayub Teaching Hospital to manage its waste but will also the help full to comply with the provincial regulatory authorities & and will also be financially effective.

The MTI Ayub Teaching Hospital (ATH) invites sealed Bids from the Out Sourcing Firms/Organization, registered with relevant authority and/governing body, to provide Outsourcing Services of Hospital above mentioned Waste Management Services.

The Firm/ Organization will be selected under the Selection Method Quality and Cost Based (QCBS) and Single Stage Two Envelope Bidding procedure in accordance with Khyber Pakhtunkhwa Public Procurement Authority ("KPPRA") Rules.

The RFP includes the to following documents:

Section I	Invitation
Section 2	Instruction to Consultants (including Data Sheet)
Section 3	Technical & Financial Criteria
Section 4	Terms of References

Bids shall comprise of single package, clearly indicating "Outsourcing Of Hospital Waste Management Services" containing two separate envelopes of Technical and

Financial Proposals, marked as "Technical Proposal" and "Financial Proposal" in
Bold legible letters, respectively. The bid shall be valid for a period of 180 days from the date of opening of Technical
Proposal.
The proposals prepared in accordance with instructions in the RFP must submit E-bid before closing date & time as mentioned in the advertisement.

SECTION 2: INSTRUCTIONS TO BIDDERS

Instructions to Bidders

Definitions:

A) Procuring Entity (PE)" means the department with which the selected Contractor signs the Contract for the Services.
B) "Contract" means an agreement enforceable by law and includes General and Special Conditions of the contract.
C) "Data Sheet" means such Part of the Instructions to Contractor that is used to reflect Pacific assignment conditions.
D) "Day" means calendar day including holiday.
E) "Govemment" means the Govemment of Khyber Pakhtunkhwa.
F) "lnstructions to Bidders" (Section 2 ofthe RFP) means the document which provides Bidders with all information needed to prepare their Proposals.
G) "LOI" (Section 1 of the RFP) means the Letter of Invitation to be sent by the procuring Entity to the Contractor.
H) "Proposal" means the Technical Proposal and the Financial Proposal.
I) "RFP" means the Request For Proposal prepared by the procuring Entity for the Selection of Contractor.
J) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be Performed, respective responsibilities of the procuring Entity and the Contractor, and exacted results and deliverables of the assignment.

2. Introduction

2.1. The Procuring Entity will select Outsourcing firm/organization, in accordance with the method of selection quality AND COST BASED SELECTION method and procedures described in this RFP in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014.

2.2. The eligible Firm./ Organization are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Firm/ Contractor Organization.

2.3 Firm/ Organization should familiarize themselves with rules conditions and take them into account while preparing their Proposals. Firm/ organization may liaise with procuring Entity's representative for gaining better insight into the assignment.

2.4 Firms/ Organizations shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Entity reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Firms/ organizations.

2.5 Procuring Entity may provide facilities and inputs as specified in Data Sheet.

3. General Instructions.

3.1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
3.2. An affidavit is mandatory; in the Technical Bid that bid security is placed in the financial bid. Duly attested by notary public.
3.3. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
3.4. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
3.5. The bid should be complete in all respect and must be signed by the bidder.
3.6. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
3.7. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
3.8. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:

A. Received without earnest money/ Bid Security.
b. it is received after the date and time fixed for its receipt
c. The tender document and the bid are unsigned;
d. The offer is ambiguous;
e. The offer is conditional i.e. advance payment, or currency fluctuations etc.
f. The offer is from blacklisted firm in any Federal/ Provincial Govt Dep't:

4. Proposal Validity

4.1. The Date Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB I and 120 days in case of Interactional competitive Bidding (lCB). During this Period, the Firms/ Organizations shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Entity will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Entity may request the Firms/ Organizations to extend the validity period of their proposals. Firms/ Organizations who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity Of the Proposal.

5. Clarification and Amendments in RFP Document

5.1. Firms/ organizations may request for a clarification of contents of the bidding document in writing in pre-bid meeting, and procuring Entity shall respond to such queries in writing within three calendar days, provided they are received at three calendar days prior to the date of opening of proposal. The procuring Entity shall communicate
Such response to all Parties who have obtained RFP document without identifying the source of inquiry. Should the PE deem it necessary to amend the RFP as a result of clarification, it shall do so.

5.2. The Procuring Entity may amend the RFP five days before the closing date by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Firm organizations and will be binding on them. Firms/ Organizations shall acknowledge receipt of all amendments. To give Firm/ Organizations reasonable time in which to take an amendment into account in their Proposals the Procuring Entity may, if the amendment is substantial, extend the deadline for the submission of Proposals.

6. Language

The Proposal as well as all related correspondence exchanged by the Firms/ Organizations and the Procuring Entity shall be written in English However it is desirable that the firm's Personnel have a
working knowledge of the national and regional languages of Islamic Republic of Pakistan.

7. Taxes

7.1. The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

8. Submission, Receipt and Opening of Proposals

8.1. Proposal shall contain no interlineations or overwriting Submission letters for both Technical and Financial Proposals. All Pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Firms/organization.
8.2. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
8.3. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked 'Financial Proposal" followed by name of the assignment. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
8.4. The Proposals must be sent to the address indicated in the Data Sheet and received by the PE no later than the time and the date indicated in the Data Sheet. or any extension to this date. Any proposal received by the PE after the deadline for submission shall be returned unopened. In order to avoid

any delay arising from the postal or PE's internal dispatch workings, Firms/Organizations should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

9. Proposal Evaluation:

9.1. From the time the Proposals are opened to the time the Contract is awarded, the Firms/ contractor Organizations should not contact the PE on any matter related to its Technical and./or Financial Proposal. Any effort by Firms/ Organizations to influence the PE in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

10. Evaluation of Technical Proposals:

10.1. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and Point system specified. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated.

11. Evaluation of Financial Proposals:

11.1. Financial Proposals shall be opened publicly in the presence of the Firms/ Organizations representatives who choose to attend.

11.2. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a Partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

11.3. In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (S0 of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P =

The weight given to the Financial Proposal; T + P : I) indicated in the Data Sheet: S = St x T% + Sfx P%. The firm achieving the highest combined technical and financial score will be invited for negotiations.

SECTION 3:

Mandatory & Technical Evaluation Performa

Waste (Infectious & Normal)

Sr. No	EVALUATION PARAMETERS
01	The firm should be a legal entity having registered NTN & GST.
02	Firm registered with KPRA.
03	Original Receipt of Tender.
04	Bid Security attached with technical proposal.
05	Bid Validity complied as mentioned.
06	Delivery/ Service Period Confirmation.
07	Compliant as per Advertised specifications of Services.
08	Firm income Tax Returns for two years.
09	Bank statement of two years
10	The firm has experience for dealing with the infectious waste.
11	Undertaking on notarized judicial stamp paper of Rs: 100/- that firm accepts all terms &Conditions set forth in bidding documents.
12	The firm must be having an incineration facility in Pakistan with an operational NOC by the Environmental Protection Agency of Khyber Pakhtunkhwa.
	REMARKS

The technical proposals received in response to advertisement published for the hiring of consultancy services shall be evaluated on the basis of following criteria:

Sr. No	DESCRIPTION	POINT/ SCORE
01	Firms capability of handling the project	45
02	Relevant Experience & Past Performance	30
03	Approach and Methodology	15
04	Qualification and experience of Technical Staff	10
	Total	100

The firms scoring 60 marks against the below criteria will qualify for the assignment and their financial bids will be opened for financial evaluation. The financial bids of those firms who didn't technically qualified will be returned un-opened.

The detail screening sheet against the above parameters is hereunder;

Evaluation Criteria		Max. Marks
01	Firm Capability of handling the waste management service	45
1-A	Year Of existence (5 Marks) Year of incorporation(1 mark per year) Max=5 Registration/ incorporation certificate to be attached Workup cities : 5 Marks 1 city = 2 marks More than 3 cities = 5 Marks Proof to be attached. Human Resource Capacity (10 Marks) No of Staff, Up to 20= 3 marks 21-30= 5 marks. More than 30-40=10 marks. Contractor / order to be attached. Mostly Infectious waste Collection & Incineration capacity(10) 1200 kg or more=10 marks 1000kg =07 marks 800 kg=5 marks Financial Strength (15 Marks) Up to 10 million= 10 marks More than 15 million= 15 marks	
2	Relevant Experience & Past Performance	30
	Prior Experience of Healthcare infectious Waste Management Services (Collection / incineration) by Service Provider for the last two years, simultaneously in: (To be verified from the Contract / Work Order issuance & execution of the project, satisfactory certificate issued by the Procuring	

	Agency / End User Over 05 Hospitals= 30 3 Hospitals=20 2 Hospitals=10	
3	Approach and Methodology . Overall approach, methodology and work plan= 15marks . Presentation of the proposal exhibiting understanding of the Hospital Infectious Waste Management=15 marks	15
4	Qualification and experience of Technical Staff 1 Engineers with BSC Environmental Engineering Qualification= 10 5 technician with relevant Qualification=6 15helper with Qualification=4	10

TECHNICAL AND FINANCIAL EVALUATION CRITERIA

Technical and financial proposals evaluation criteria are hereunder. The project award criteria will be highest total based score on the following weight age ratio.

70% Technical Score
30% Financial Score

(Technical Marks obtained x 70)/100.
(Financial Bid Offer x 30)/highest Financial

Abdul Nasir
Facility Manager

Altaf Ur Rehman
Director Finance

Sardar Pervaiz
Litigation Officer

WC[R] Asghar Khan Wazeer
Sr. Manager Material

SECTION 4:

TERMS OF REFERENCE:

Terms of Reference:

1. The service provider will ensure training and capacity building of hospital staff on hospital waste

management as continuous process. Training shall be provided by the Experts having experience and credentials on hospital waste management (Free of cost).

2. The service provider shall be responsible for deploying a Manager on its own payroll in Ayub Teaching Hospital who will be responsible for day-to-day activities of infectious waste management services in hospital. The manager will be reporting to Facility Manger & Boiler Engineer.

The Manager must be educated and aware of the EPA rules.

3. Service provider shall be responsible to operate, run and manage the project according to the best

management practices, procuring agency shall assess and measure the performance of services through the deliverables defined in the contract.

4. The service provider shall be responsible for the weighing of waste bags (Yellow) at the time of

collection from sources of ATH..

5. The service provider shall be responsible for pasting the labels on waste bags at the time of collection from ward level bins. The label shall contain the following information.

a. Hospital Name
b. Weight in KGs
c. Time of Collection
d. Date of Collection
e. Location

6. In addition to the digital traceability and tractability system of hospital infectious waste, manual data

recording shall also be maintained at yellow room. The manual data recording system shall be Comprising of different registers which will be mainly carrying following information/data.

a. Hospital Name
b. Weight in KGs
c. Time of Collection
d. Date of Collection
e. Name & sign of Vehicle Helper & Collector.
f. Verified by Manager

7. The service provider shall be responsible for the transportation of Waste from healthcare facility to the incineration site through purpose built trailers Vehicles to ensure safe and secure transportation of infectious waste from hospital to incineration site.

8. Both the service provider and procuring agency shall identify their focal persons for all kind of correspondence regarding the operations of infectious waste management services. All the communication between the service provider and procuring agency shall be made in accordance with the mutually decided mechanism, which will become part of the contract.

9. The firm Must have their own incinerator facility in KPK.

10. The damping site of the selected contractor will be his sole responsibility at his own risk and cost along with legal obligations.

11. **The bidder shall submit a waste collection mechanism in accordance with the technical criteria and quote a monthly lump-sum rate for the collection of waste, instead of quoting rates on a per-kilogram basis.**