

# Bidding Solicitation Document

---

## PROCUREMENT OF SERVICES OF PRIVATE LABORATORIES FOR COVID-19 TESTING

---



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

## Table of Contents

I. INTRODUCTION .....	3
II. BACKGROUND .....	3
III. CONTEXT .....	4
IV. ELIGIBLE BIDDERS.....	4
V. TYPE OF BIDDING.....	4
VI. BIDDING DETAILS (INSTRUCTIONS TO BIDDERS) .....	5
VII. SCOPE OF WORK (PROJECT SPECIFICATIONS).....	5
i. Organizational Background and Experience.....	6
ii. Staff Qualifications .....	7
iii. Detailed Project Specifications .....	7
VIII. PROPOSAL REQUIREMENTS .....	11
IX. METHOD OF AWARD .....	15
i. Mandatory Requirements.....	15
ii. Technical Proposal Score (100 points) .....	16
iii. Financial Proposal Score (20 points) .....	18
iv. Total Combined Score .....	20
v. Final Selection and Contract Award .....	20
vi. Basis of Award.....	21
vii. Number of contract/s awards: .....	21
viii. Type of contract award: .....	21
ix. Term of the Agreement: .....	21
x. Notification of Award .....	21
X. JOINT VENTURE / CONSORTIUM .....	21
XI. BID VALIDITY.....	22
XII. PERFORMANCE SECURITY.....	22
ANNEXURE-A .....	23
ANNEXURE-B.....	24
ANNEXURE-C.....	26

**The Procuring Entity (PE), i.e., Health Department, Government of the Khyber Pakhtunkhwa, (hereinafter referred to as “the Department”) through the Director General Health Services, Khyber Pakhtunkhwa invites Technical and Financial Proposals from interested parties (hereinafter referred to as “the Bidders”) for Real Time PCR for COVID-19 testing services.**

## **I. INTRODUCTION**

The purpose of this Request for Proposals (RFP) entitled “SERVICES OF PRIVATE LABORATORIES FOR COVID-19 TESTING” is to secure the services of one or more qualified bidder(s) who will perform Real Time PCR COVID-19 testing for the Health Department, Khyber Pakhtunkhwa for the prevention, control and / or response to COVID-19 pandemic in the province of Khyber Pakhtunkhwa. The service providers are expected to cater to the needs of the province of KP during the emergency phase for the duration to be specified in the contract agreement with the successful bidder(s). The service providers **may opt** to bid for any or all of the three models elaborated in this document.

The validity of contract agreement with the successful bidder(s) is proposed to be linked with any technological advancements, which may possibly take place in the field of COVID-19 testing. It means that in case there is significant shift in technology in terms of either cheaper testing or introduction of altogether new equipment/technology, the department may or may not avail the services of private laboratories procured under instant RFP, keeping in view the value for money and public interest.

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. BACKGROUND**

The situation of COVID-19 pandemic is continuously changing on a global level with each passing day. With the changing situation, the responses of the governments around the world have also taken drastically varying shapes with many countries announcing complete lock downs of the countries.

Corona cases have also started appearing in Pakistan and continue to rise on a daily basis. In KP alone the number of confirmed cases has also gone up high. This necessitates an adequate response from the government to minimize the impact of the virus on the socio economic and health landscape of the province. Khyber Pakhtunkhwa is at the early stage, but based on the experiences of countries around the world it can be assumed that KP may also witness a drastic rise in corona

cases and exponential growth of positive cases over the next few weeks.

### **III. 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 virus. One of such initiatives which can have an immediate positive impact on corona related situation is to involve the private sector for Real time PCR COVID-19 testing. It is envisaged that the current situation related to COVID-19 has put an extra ordinary burden on the public laboratories in the Khyber Pakhtunkhwa, which restrict the capability to identify suspected patients quickly. It is expected that as the number of cases rise, the requirement to test patients may rise proportionally. While the public sector will continue to deliver to its maximum capacity, the quantum of the potential threat warrants the involvement of as many private laboratory services as feasible.

### **IV. ELIGIBLE BIDDERS**

Eligible bidders for this RFP include all those private laboratories run solely, or as joint venture with or through national and international organizations/entities. The bidder must be having quality certifications/accreditations, Real time PCR COVID-19 testing capacity, technical human resource, online report sharing mechanism and other additional parameters, if any, as well as waste management system protocols, mechanism and capacity.

### **V. TYPE OF BIDDING**

Single Stage - Two Envelope bidding procedure shall be followed. The said procedure is as following:

- (i) the bid shall be a single sealed packet/envelope containing two separate sealed envelopes in it, comprising separately the financial and the technical proposals; and
- (ii) each sealed envelope shall be marked as “Financial Proposal” and “Technical Proposal” respectively, as the case may be; and
- (iii) in the first step, the sealed “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the Health Department; and
- (iv) Health Department shall evaluate the technical proposal in the manner prescribed below in **section IX of this document**, without referring to the quoted price in the sealed Financial Bid, and may reject any proposal which does not conform to the specified technical requirements; and
- (v) during the technical evaluation process, negotiations may be carried out which may include but not limited to offering an opportunity to bidders for clarification or explanation on technical proposal as and when needed by the evaluation team and / or procurement committee, the proposed technical approach and methodology, work plan, organization and staffing, logistics and reporting, etc.; and
- (vi) after the evaluation and approval of the technical proposals, the financial proposals of

the technically accepted bids will be opened;

- (vii) the financial bid/s of the bidder/s who are technically disqualified/nonresponsive shall be returned un-opened to the respective bidder/s.

## **VI. 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. In case there is a new technology for testing COVID-19 available in the market and if the Procurement Entity deems fit, the services of the private labs may not be availed anymore and the contract agreement may be unilaterally terminated by the Procuring Entity.

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

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

## Bidders can opt for any of the three models mentioned below:



### **Model A: Per Test plan**

- In Model A, private labs will provide a cost estimate for UTMs & Testing
- It will be at the discretion of the government to either purchase both UTMs & Testing options or just utilize the testing facility
- Human resource, sample collection & transportation shall be the Government's responsibility
- For bid evaluation, combined rate of UTM and testing will be considered



### **Model B: 3,000 Tests Per Month plan**

- In Model B, private labs will provide a cost estimate for UTMs & Testing
- The Government will guarantee a minimum of 3,000 tests/month for a period Upto 1<sup>st</sup> June 2020
- It will be at the discretion of the government to either purchase both UTMs & Testing options or just utilize the testing facility
- Human resource, sample collection & transportation shall be the Government's responsibility
- For bid evaluation, combined rate of UTM and testing will be considered



### **Model C: End-to-End Testing Complete Package**

- In Model C, private labs will provide a cost estimate for UTMs, Sample collection at home/collection center, Transportation and Testing
- Human resource, sample collection & transportation shall be the Private Laboratory's responsibility
- A guaranteed load of 3000 tests/month will be provided for a period Upto 1<sup>st</sup> June 2020
- For bid evaluation, the total cost per test will be considered
- This model is for urban areas/cities e.g. Peshawar, Kohat, Mardan, Nowshera, Charsadda etc.

The Department intends to award contract/s through this bidding process to qualified responsive bidder/s who can offer the provision of laboratory testing services of COVID-19 cases through any one or combination of the above three models.

The Bidders are encouraged to apply for **All Three Models** but would not be disqualified if they apply for any one or two of the models. However, the procuring agency within its sole discretion may opt for one or more models simultaneously and multiple bidders may be engaged at different prices / rates of payment for each model.

### **i. Organizational Background and Experience**

Bidders must have a minimum of six months experience in conducting laboratory tests and must be following the recommended SOPs by World Health Organization for quality, testing and technical efficiency. It is preferred that the bidder also have experience operating regional or country wide laboratories. Bidders must have the organizational structure, facilities and technology in place to ramp-up testing facilities to fully operational status within 8 days after being notified by the Department. Bidders must provide a list of laboratories, collection centers and other outlets, preferably regional or countrywide, that the bidder has managed within the last five years. A quality assessment checklist is attached in Annexure C and must be filled and submitted by the bidder.

## **ii. Staff Qualifications**

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. The bidder shall provide the Department with an organizational chart outlining the structure of the testing facility, including Human resource staff for collection of samples (if applying for Model C) including management and all key staff, and identified lines of authority. The bidder must identify a Program Manager/Testing Facility In-charge who will serve as the main field contact point with the Department.

The Department must be informed / notified in writing, reasonably in advance, if a new or other Project Manager is to be hired by the successful bidder / firm. 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 testing facility's organizational structure, once the testing has begun must also be reported to the Department with details submitted to the Department, for prior approval, reasonably in advance.

If deemed appropriate, the Department may ask for changes in staff based on performance and quality and request a replacement of equal or stronger qualifications. The successful bidder must have a confidentiality policy and provide an explanation of staff training in confidentiality.

The bidder is responsible for hiring, managing and maintaining a staff of qualified, trained laboratory technicians and sample collecting staff, capable of testing the number of samples required and maintaining a database to be shared with the department on a daily basis. The management team and number of technicians and sample collecting personnel must be enough to provide timely responses to all suspects highlighted by the department and update the database, as well as responses to administrative concerns and inquiries posed by the Department. In case of Model C, the laboratory will also be liable to maintain enough capacity of transportation to collect samples and further send them to the testing facility in a timely manner.

The selected bidder must submit a staff training plan outlining how staff had been trained on an on-going basis to treat COVID-19 samples. The bidder must make available sufficient numbers of staff to assure contracted performance standards are met.

## **iii. Detailed Project Specifications**

As described in the Introduction and Background sections, the purpose of this RFP is to secure the services of one or more qualified bidder(s) who will conduct COVID-19 RT-PCR tests for the Government of Khyber Pakhtunkhwa. Details of the proposed models are as follows:

A patient/suspect highlighted by Rapid Response Team (RRT) or a Government health facility or authorized personnel of the government so notified by the Director General

Health Service, Khyber Pakhtunkhwa, may be required to submit samples for COVID-19 test. In case of Model A and B, the Government shall be responsible for collecting and transporting the samples to the selected lab facility of the successful bidder. If the bidder applies for Model C, the successful bidder will be responsible of collecting samples from home or assigned location and the human resource required to collect samples including their PPEs, samples carriage and cold chain equipment, other accessories and quality assurance of each step involved in the processes required, shall also be the responsibility of successful bidder.

As is evident above, the successful bidder shall be responsible for:

**A. MODEL – A and / or B**

1. Developing a proactive communication network with the department.
2. Providing UTMs at the bidding cost, in case the Government opts to purchase the UTMs from the bidder.
3. It shall be at the discretion of the Government to either opt for in-house procurement of UTMs or to purchase UTMs from the bidder at the bidding cost.
4. Daily provision of detailed information regarding samples collected and tested.
5. Maintaining and logging patients' information of the samples received.
6. Carrying out testing of samples as per the guidelines issued by procuring entity.
7. The time taken to report test results shall normally be within 24 hours. However, in special situations and subject to reasons and valid justification, the time shall not be later than 48 hours. The time count shall start from the time a sample is delivered to the mutually agreed sample collection point by the representative or officer authorized by the Director General Health Services, Khyber Pakhtunkhwa to collect and transport the sample.
8. Updating and sharing a daily tracker of samples received with dates and results lead time
9. Once the results are in place, the laboratory program manager/focal person shall be required to prepare a daily datasheet of results, pending samples and a cumulative weekly sheet of all tests conducted in last 7 days

**B. MODEL – C**

1. Developing a proactive communication network with the department.
2. Daily exchange of information of details regarding samples collected and tested.
3. Maintaining and logging patients' information of the samples received.
4. Carrying out testing of samples as per the guidelines issued by procuring entity.
5. Updating and sharing a daily tracker of samples received with dates and results lead time
6. The laboratory shall also be required to maintain a streamlined channel of transportation for collection of samples.
7. The Department or its designated person will share a detailed list of samples to be collected on a daily basis or as per agreed frequency either through call center or any officer designated or mechanism designed for the purpose.
8. The task of taking a sample at home or collection center of a government referred patient shall be the responsibility of the successful bidder.
9. The bidder shall ensure smooth procurement and availability of quality assured testing kits



approved by the PE for the tests.

10. The successful bidder shall be responsible to provide the sample handling personnel with all necessary gear and protective equipment (PPEs), samples carriage and cold chain equipment, other accessories and quality assurance of each step involved in the processes required.
11. The quality assured transportation of samples to the testing facility under standard conditions, whether in Khyber Pakhtunkhwa or out station, shall also be the sole responsibility of successful bidder.
12. The time taken to report test results shall normally be within 24 hours. However, in special situations and subject to reasons and valid justification, the time shall not be later than 48 hours. The time count shall start from the time a message is conveyed by the representative or officer authorized by the Director General Health Services, Khyber Pakhtunkhwa to collect a sample.
13. Apart from daily reporting, the successful bidder shall be liable to share a daily datasheet of results, pending samples and a cumulative weekly sheet of all tests conducted in the preceding seven days.

Keeping the emergency nature of the COVID-19 situation in view, the department may go ahead with adopting new technologies being constantly introduced in the field of testing COVID-19.

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

The bidder must provide the following services and meet the following standards:

### **1. Accessibility and Staffing**

- a) The bidder must have the capability to maintain and ramp up the testing capacity.
- b) The bidder must have sufficient staff to adjust the number of staff at the testing facility to accommodate for the variations in the number of samples designated by Government on a daily basis.
- c) The bidder must have the capacity to provide sufficient UTMs for the numbers of designated samples, in case the Government opts to purchase the UTMs from the laboratory.
- d) The bidder shall be required to hire staff which has strong technical background and the capacity to conduct daily load of samples. Also, the maintenance of a results and sample database shall also be the bidder's responsibility.

### **2. Response Times**

- a) The bidder for all models A, B, C shall be required to submit a lead time to start providing services as per contract agreement once it is signed.
- b) The bidder has to adhere to the above lead time for services delivery, and must ramp up capacity to cater to the needs of the department.

c) In case of a bidder opting for Model C only, the terms and conditions mentioned in clause a) and b) above shall apply.

### **3. Database:**

For Model A and B, the successful bidder will manage and utilize a standardized database for receiving and to report accurate information of all tasks mentioned above as mentioned in the contract agreement.

For Model C, the successful bidder shall manage and maintain a standardized database which shall include the parameters of the case line list and other parameters as approved by the Director General Health Services, Khyber Pakhtunkhwa. This may include, but not limited to, the following:

- I. Pool of samples received including demographics and essential information regarding the suspect or confirmed case of COVID-19, e.g. Patient ID, referring hospital, district etc.
- II. Results reported on a daily basis, with lead time.
- III. Cumulative results shall be reported on a weekly basis.

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

- a) Submit summary data reports at required intervals to the Department (either daily, weekly, monthly, or other intervals, depending on Department directed need), in a Department 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 Department.
- d) It shall be the responsibility of the designated focal person to update and continuously maintain the database up to date.

### **4. Quality Assurance and Improvement**

The bidder shall have a written internal quality assurance (QA) plan for the monitoring and improving laboratory facilities to cater to the needs of the Department. Each bidder shall submit a complete checklist of the current Quality Assessment (Annexure C).

- 1- Once the bidder's RFP has been selected, the bidder shall be required to adhere to the Quality Assessment requirements highlighted in the checklist.
- 2- Experts from the Department shall be visiting the testing facility on an ongoing basis to monitor and assess the Quality SOPs being followed by the bidder.
- 3- This quality assessment shall also include the availability of proper gear and training of the laboratory technicians conducting tests.
- 4- In case of Model C only, the bidder shall also be required to follow a stringent Quality Assessment for collection of samples, transportation of samples and protection of the staff collecting samples.
- 5- For all Models A, B and C, 0.1% of samples tested will be sent to CAP certified laboratory,

at the cost of the testing lab, for cross validation. (Variations within scientifically permissible limits will be acceptable).

- 6- In case the cross validation results are out of scientifically permissible limits, appropriate monetary penalties/deduction from payments will be applied and the contract may be terminated.

#### **5. Technical Specification of the Solution:**

For model A, B and C, technical specifications will be provided after approval of competent forms. However, an indicative technical specification of the solution is provided at Annexure C.

### **VIII. PROPOSAL REQUIREMENTS**

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

A 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.

The Technical and Financial Proposals must be submitted in separate sealed envelopes/packages and placed in a third package. The two sections should be marked as follows: "Technical Proposal Partnership with Private Labs for COVID-19 Testing" and "Financial Proposal- Partnership with Private Labs for COVID-19 Testing". Each section should be identified with the name of the bidder and RFP # -----.

All evidence and documentation requested under this RFP must be provided at the time the proposal is submitted. Interested bidders shall provide the proposal in soft form by emailing the proposals to the designated email address. The proposals shall be submitted from the official email address of the specific bidder.

Proposals may also be submitted directly to the procurement section of the health department by 2 o'clock on 17-04-2020 or at [pcdghs@gmail.com](mailto:pcdghs@gmail.com)

#### **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 the testing facility and collection of samples 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: Staff Qualifications

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 valid till 1<sup>st</sup> June 2020 commencing the due date of the proposal submission.
- 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 three years' experience in conducting medical tests and maintaining credibility in running the bidder's testing facility.
- c) Bidders should include a description of current contracts and responsibilities including a description of experience and/or current testing facility, number and type of employees and sizes and description of customer base.
- d) Bidders will also clearly identify the Model (A, B or C), one or many, they have chosen to bid for as mentioned in Section VII.
- e) Bidders must provide a list of testing laboratory or laboratories that the bidder has managed within the last five years.

### **Section 3: Staff Qualifications**

- a) Laboratory Technicians should be adequately qualified and educated to handle the nature tests required for testing of COVID-19.
- b) Demonstrate that the testing facility 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. Describe the confidentiality policy and include an explanation of staff training in confidentiality.
- 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, UTMs, Mode of transportation (in case of Model C) and database management.

- a) Accessibility and Staffing
  - I. Describe how the bidder will ramp-up testing facility operation whenever the need arises.
  - II. Describe staff training and how the bidder will make sure there is no compromise on the quality of tests conducted.
- 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 on each test.
  - 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 on each test, 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 gear and equipment provided to the testing facility, lab technicians and sample collecting

- staff.
- II. In case of Model C, the laboratory/bidder shall also be required to submit the mechanism of consistently maintaining a thorough supply chain with sufficient procurement of PPE, trained staff for sample collection and transportation of samples.
  - III. The bidder will also share a plan of how the quality of testing machinery and UTMs shall be assessed on a continuous basis.

## **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)

Section 3: Evidence of Financial Capacity/Stability

### **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 valid till 1<sup>st</sup> June 2020 commencing the due date of the proposal submission.
- 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 Department seeks to award contracts for cost per sample of testing facility, UTMs, human resource to conduct tests, collect samples (Model C) and effective transportation of samples (Model C). The Cost Proposal Worksheet (Annexure B) must be completed. All costs must be inclusive of all activities necessary for the Model chosen (A,B or C) as described in this RFP.

### **Section 3: Evidence of Financial Capacity/Stability**

Bidders must be able to provide evidence of their financial ability to perform the terms and conditions of the contract. Each bidder must include independently audited financial statements (not annual reports) for the last three years of operations. If a bidder is not required to have audits performed, a statement to that effect must be included with the cost proposal.

## **IX. METHOD OF AWARD**

The Department will conduct a comprehensive and impartial evaluation of all proposals submitted through the procurement committee of health department. The evaluation committee will be comprised of members of the Department qualified to evaluate the components of this procurement.

At the discretion of the Department of Health, 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 testing 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 conducting a COVID-19 test as has been explained in Section IV above
- d) The vendor must be a public/private limited company registered in Pakistan under SECP and should have been in operation for at least 3 years;
- e) The vendor or its wholly owned subsidiary providing testing services or the parent company of whom the vendor is a wholly owned subsidiary, providing testing services, must be registered with an authorized agency, as applicable.
- f) Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments (successful bidders may be asked to register themselves with KPRA for Sales tax on services before any payments are made in their favor) and having sound financial strengths can participate;
- g) 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).
- h) has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.

**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 65 Marks (Out of the following 100 marks).**

The Technical scoring criteria shall be as follows:

**a) Experience (no of patients tested) = 15 Marks**

A minimum of 0.3 million persons tested during last one year will be marked as 10 marks. For each additional 100,000 persons tested, 1 mark each shall be awarded up to a maximum of 15 marks.

**b) Availability of qualified Human Resource = 15 marks.**

Marks will be awarded on relative basis.

**c) Annual Turnover (Pathology related services) = 10 marks.**

An annual turnover (pathology related services) of 100 M will carry 5 marks. Each additional 50 M turnover will carry one mark each, up to a maximum of 10 marks.

**d) Standardization & documentation of lab processes and procedures = 10 Marks.**

Serial No.	Criteria	Marks
1	Test wise Sample collection, Identification, Storage and Transportation method	2
2	<b>Contamination:</b> Protocols for management of infectious waste, biological waste, cultures, shocks, pathological wastes and sharps.	2
3	Test wise documentation of test performance methodology	2
4	<b>Certification</b> (CAP, ISO, MSDS etc.)	2
5	<b>Accuracy &amp; TPV:</b> Any Third party validation of service provider performed during the past three years and results thereof.	2

**e) Lab management information system = 5 marks.**

Required features include:

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



**f) Equipment usage protocols = 5 marks.**

Documentary protocols and evidence should be provided for the following:

- a. Equipment calibration
- b. Equipment usage
- c. No. of equipment

**g) Quality Checklist = 10 marks**

Necessary equipment and protocols needed for Real time PCR COVID-19 testing against the criteria mentioned in the quality checklist.

**h) Availability of sample collection network in Khyber Pakhtunkhwa = 10 marks**

- Coverage of 100 to 80% of districts in the province including Merged Districts (erstwhile FATA) = 10 Marks (at least one sample collection center in the district owned and managed by the Bidder)
- Coverage of 79 to 60% of districts in the province including Merged Districts (erstwhile FATA) = 07 Marks (at least one sample collection center in the district owned and managed by the Bidder)
- Coverage of 59 to 40% of districts in the province including Merged Districts (erstwhile FATA) = 04 Marks (at least one sample collection center in the district owned and managed by the Bidder)
- Coverage of 39 to 20% of districts in the province including Merged Districts (erstwhile FATA) = 01 Mark (at least one sample collection center in the district owned and managed by the Bidder)
- Coverage of lesser than 20% of districts in the province including Merged Districts (erstwhile FATA) = Zero Marks (at least one sample collection center in the district owned and managed by the Bidder)

**i) Testing Result Reporting Time = 10 marks**

For Model A & B Reporting time as elaborated in the relevant section of this RFP document will get 10 marks. Deduction of 2 marks for quoting each additional 24 hours delay. However, this time under any circumstances shall not be more than 48 hours.

For Model C, Reporting time (from request of sample collection) of 48 hours will get 10 marks, a deduction of 2 marks for each additional 24 hour. However, this time under any circumstances shall not be more than 96 hours.

**Technical approach = 10 marks** (excellent = 10 marks, good = 7 marks, fair = 5 marks)  
(To be determined by the Procuring Agency)

**Sample Technical Score Calculation:**

Given below is a table with a sample technical score calculation for a hypothetical lab. It should

be noted that these scores are hypothetical and not indicative of any potential score/value.

Sample Technical Score	
Unit	Total Marks
Experience ( no of tests performed)	10
Availability of qualified Human Resource	10
Annual Turnover (Pathology related services)	10
Standardization & documentation of lab processes	20
Lab management information system	10
Equipment usage protocols	10
Quality Checklist	10
Testing Result Reporting Time	10
Technical approach	10
Total	100

**iii. Financial Proposal Score (20 points)**

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

$(a/b) \times c$  where:

a = total cost of lowest cost proposal,

b = total cost of proposal being scored, and

c = total cost points available (20).

For evaluation of costing proposal, the rate per test of a service provider will be considered (which may vary as the situation evolves).

**Example of Financial Proposal Score Sample:**

Financial Proposal score calculation as a sample for all three models is listed below. It should be noted that these scores are hypothetical and not indicative of any potential score/value.

<b>Model A</b>		
<b>Financial Proposal Score</b>		
<b>Item</b>	<b>Unit</b>	<b>Cost</b>
Cost of UTM + Test	1	1100
a = total cost of lowest cost proposal	1000	
b = total cost of proposal being scored	1100	
c = total cost points available	20	
Total Score = (a/b)*c	18.1818	

<b>Model B (Guaranteed 3,000 Tests)</b>		
<b>Financial Proposal Score</b>		
<b>Item</b>	<b>Unit</b>	<b>Cost</b>
Cost of UTM + Test	1	1100
a = total cost of lowest cost proposal	1000	
b = total cost of proposal being scored	1100	
c = total cost points available	20	
Total Score = (a/b)*c	18.181818	

<b>Model C (End-To-End Solution)</b>		
<b>Item</b>	<b>Unit</b>	<b>Cost</b>
Cost of Complete Package	1	1100
a = total cost of lowest cost proposal	1000	
b = total cost of proposal being scored	1100	
c = total cost points available	20	
Total Score = (a/b)*c		18.1818

**iv. Total Combined Score**

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

**Total Combined Score Calculation Sample:**

To demonstrate the total score calculation a hypothetical comparison of technical and financial score of 5 labs has been done in the table below.

Total Score Repeat Separately for Each Models' Bidders						
Lab Name	Technical Score	Financial Score	Weighted Technical Score = (Technical Score/100)*80	Weighted Financial Score = Financial Score	Total Score =Weight Technical Score +Weighted Financial Score	Rank
Lab 1	88	19	70.4	19	89.4	1
Lab 2	65	18	52	18	70	5
Lab 3	90	14	72	14	86	2
Lab 4	77	20	61.6	20	81.6	4
Lab 5	80	19	64	19	83	3

Technical Score Weightage 80%

Financial Score Weightage 20%

It should be noted that these scores are hypothetical and not indicative of any potential score/value.

**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:**

There are three Models in this RFP, each bidder is allowed to bid for each model separately or can apply for more than one by combining any two or three Models. Contract can be one or more and will be based on each model separately.

**viii. Type of contract award:**

There shall be an open framework agreement and if at any time the procuring entity requires more bidders on board due to massive outbreak and reciprocated rapid response, a mini competition shall be held to get more competitive rates and more testing firms on board.

**ix. Term of the Agreement:**

The term of the agreement shall be up to 1<sup>st</sup> June 2020 initially with the extension of the same if the situation of COVID-19 emergency so warrants and the Government of Khyber Pakhtunkhwa extends the declaration of emergency under the relevant law.

**x. 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.

**X. 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.

## **XI. 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.

## **XII. 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, 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.

- XIII. 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 \_(insert title of assignment)\_ in accordance with your Request for Proposal/Tender Document No. dated \_(insert date)\_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of \_\_\_ related to the assignment.

We also confirm that the Government of Pakistan / Khyber Pakhtunkhwa has not declared us, or a

ny, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

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

Yours sincerely,

Authorized Signature (Original) (In full and initials)

Name and Designation of Signatory

Name of Firm

Address

**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           (Insert title of assignment)           in accordance with your Request for Proposal No.           (insert date)          . Our attached Financial Proposal is for the sum of           (insert amount in words and figures)          . This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in            of the Proposal.

<b>COVID-19 Testing (Model – A)</b>				
<b>Sr #</b>	<b>Description</b>	<b>Cost of UTM</b>	<b>Cost of test</b>	<b>Total</b>
1	Single test			

1. Cost of single UTM
2. Cost of testing in lab
3. Total cost = 1+2

<b>COVID-19 Testing (Model – B)</b>				
<b>Sr #</b>	<b>Description</b>	<b>Cost of UTM</b>	<b>Cost of test</b>	<b>Total</b>
1	Single test			

Guaranteed load of 3000 tests / month for 2.5 months

1. Cost of single UTM
2. Cost of testing in lab
3. Total cost = 1+2



### COVID-19 Testing (Model – C)

Sr #	Description	Total cost per test from taking a sample in UTM by the bidder's HR to testing and sharing results
1	End-to-end testing cost per single test	

The total cost per test will include cost of UTM, sample collection from home or collection center, HR, protection measures, transportation, real time PCR testing and reporting.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant. Date:

## ANNEXURE-C

### PRELIMINARY INDICATIVE - QUALITY CHECKLIST

ITEMS	Tick Mark (If Available)
1. Biosafety Cabinet Class II A2 OR Biosafety Cabinet Class II B2 with UPS and Batteries	
2. PCR Machine with UPS and Batteries	
3. Autoclave (2 in number)	
4. Centrifuge for 1.5ml and 2ml Eppendorf tubes.	
5. Vortex Mixer	
6. PPEs	
i. Head Cover	
ii. Mask N95	
iii. Surgical Masks	
iv. Goggles	
v. Face shield	
vi. Tyvek Suit or Disposable Gown	
vii. Parachute Autoclavable Full Body Gown	
viii. Gloves	
ix. Shoe Cover	
7. Pipettes Full Set (P1000, P200, P100, P10)	
8. Pipette Tips PCR Grade with Filter (10ul, 200ul and 1000ul)	
9. PCR Plates/Strips (PCR Tubes with Caps)	
10. Minifuge for PCR Tubes	
12. RNA Extraction Kit	
13. PCR Amplification Kit	
14. Eppendorf Tubes (1.5ml)	
15. Racks for 15ml Falcon Tubes or Universal Tubes (15ml to 25 ml)	
16. Racks for Eppendorf	
17. Cryobox for sample storage	
18. Freezer -80 C	
19. Freezer -20 C	
20. Fridge	
21. Dust Bins (small and big)	
22. Biohazard Bins	
23. Biohazard Bags	
24. Plastic Bags	
25. Autoclavical Bags	
26. Absolute Ethanol and 70% Ethanol and Bleach	
27. Distil Water	
28. RNase Zap	
29. Spray Bottles	
30. HVAC system	
31. Spill Kit	
32. First Aid Kit	
33. Permanent Marker	