



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 05/14-15

Invitation to Pre-Qualification

The Securities and Exchange Commission of Pakistan invites applications from registered Hospitals/Laboratories with Government of Pakistan, having Sales Tax No. and NTN No. (if applicable) for following services:

Medical Checkup of SECP Employees

SECP offices are located at Islamabad/Karachi/Lahore/Peshawar/Quetta/Multan/Faisalabad and Sukkur.

The relevant details plus terms and conditions may be obtained in person or through the SECP website: www.secp.gov.pk/Procurement.asp

The interested medical laboratories are required to be of international standard, equipped with latest lab tests machinery/technology and highly trained technical staff. The interested lab must have facility to conduct medial lab tests at all the premises mentioned above.

Applications must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The applications must be received on **October 20, 2014** by 1500 Hrs.

M. Ubaidullah Khalid – Assistant Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 107

Terms and Conditions for Applicants

1. **Pre-Qualification Identification Number: 05 / 14-15.**
2. Applications are invited for “**Medical Checkup of SECP Employees**”.
3. The Securities and Exchange Commission of Pakistan invites applications from registered Hospitals/Laboratories with Government of Pakistan, having Sales Tax No. and NTN No. (if applicable) for following services:
 - a. Annual Medical Checkup of SECP Employees
 - b. Medical check-up of newly recruited employees

SECP offices are located at Islamabad/Karachi/Lahore/Peshawar/Quetta/Multan/Faisalabad and Sukkur.

4. Relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website:
www.secp.gov.pk/procurement.asp
5. It is of utmost importance that application should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the application will be ignored.
6. The language of the application is English and alternative applications shall not be considered.
7. Amendments or alterations/cutting etc., in the application must be attested in full by the person who has signed the application
8. The interested Hospitals/Laboratories must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 year.
9. The proof of firm/company's existence as a legal entity and an affidavit that the Hospitals/Laboratories is not blacklisted by any organization must be presented with the application.
10. Services provided must be paid in respect of all applied duties and taxes.
11. The strength of employees may increase/decrease according to SECP requirement.
12. The applicants do not have the option of submitting their applications electronically. Telegraphic and conditional applications will not be accepted. Unsealed applications may not be entertained.

13. Sealed applications may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.

14. Clarification if any, on the technical requirement may be obtained from:

- ubaidullah.khalid@secp.gov.pk

15. The place of application destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

16. The envelopes shall bear the following additional identification marks:

Application for:	Medical Checkup of SECP Employees
Firm Name:	XYZ Firm

Attention:	Assistant Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad
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17. The deadline for the submission of applications is:

Date: October 20, 2014

Time: 1500 Hrs

18. The applications received after the due date and time may not be entertained.

19. Laboratories / Hospitals will be pre-qualified for three years.

20. The interested labs must have the facility to conduct mentioned laboratory tests at Islamabad/Karachi/Lahore/Peshawar/Quetta/Faisalabad/Multan and Sukker.

21. Payment to the firm will be subject to the deduction of income tax & sales tax at the rate prescribed by the Government from time to time. A certificate for the tax amount deducted will be provided to the supplier.

22. Applicants shall be bond to complete the task on mutually agreed dates and time at each station.

23. Two attested sets of laboratory tests with reports shall be provided by the laboratory along with the bill/invoice.

24. Hospitals / Laboratories participating in the pre-qualification process may be required to make a presentation on their organization profile, experience and methodology to the procurement committee.
25. Successful Hospitals/Laboratories will have to sign a legal agreement with the Commission initially for the period of three years and extendable to any period mutually agreed. All the services shall be in accordance with the agreement signed between the parties i.e. SECP and the Hospital/Laboratory. Sample agreement is attached herewith as **Annex “B”**

Note: Attached agreement is a sample agreement and SECP reserves the right to amend/modify/add any clause in the agreement.

Note:

- **The attachment details are as under**

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|---|--------------------------|
| 1. Terms of Reference | Annex “A” |
| 2. Sample agreement is attached herewith as | Annex “B” (Separate Doc) |
| 3. Evaluation criteria | Annex “C” |

- **If the above terms and conditions are acceptable then applications must be submitted well in time and according to the requirements.**

Terms of Reference - Medical Checkup of SECP Employees

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Commission is desirous to have services of Hospitals, Laboratories etc. on its panel to assist the Commission in conducting Annual Medical Checkup of its employees. The Commission Head Office is at Islamabad, whereas, the registration offices are at Islamabad, Lahore, Peshawar, Multan, Faisalabad, Sukkur, Karachi and Quetta.

The purpose of selecting the panel of hospitals/laboratories is to ensure health of its employees. Interested Hospitals are invited to furnish information for providing the subject services to the Commission.

Hospitals and Laboratories shall also represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the Commission. However, despite having selected Hospital/Laboratory for providing required services for **Medical Checkup of SECP Employees**, it will not bar the SECP from using the sources other than the selected hospitals/laboratories.

The Hospitals/Laboratories shall provide their profiles reflecting following information:

A. General Information:

- 1) Name of the organization with addresses, phone & fax numbers, details of head office location, main branch offices in the country, on their letter head.
- 2) Legal status i.e. partnership/ public or private limited company/ consortium with the name and addresses of proprietor/ partner(s)/ director(s).
- 3) Affiliation with International agency/ institution (if any).
- 4) Audited financial statements for the last three years.
- 5) Sales tax Registration & National Tax Number and copies of certificates. (If applicable)
- 6) Information regarding major acclaimed previous/ current client with proof about quality of satisfactory services provided
- 7) History of litigations (if any)

- 8) Any Additional information that will support in justifying the Hospital/Laboratory meeting the set criteria(if any)

B. Specific Information (for evaluation of expressions of interest)

- 1) Past relevant experience of providing **Services for Annual Medical Checkup of SECP Employees** services to:
 - Large, reputable and professional organization of similar nature including autonomous bodies, public sector, financial institutions, corporate sector etc.,
 - Clients added in the list within last 03 years
 - Clients removed from the client list within last 5 years.
- 2) Name and brief detail of the specialized equipment related to medical tests required by SECP, in hand and in use of the hospital / laboratory.
- 3) CVs/Resumes of qualified professional.
- 4) Financial Standing supported by a reference letter from the bank.

C. Detail of Medical Test: The Annual Medical Check-up shall include but not limited to following tests given in table below:

MEDICAL TESTS (ABOVE-40)	MEDICAL TESTS (BELOW-40)
Particulars	Particulars
Blood CP + ESR	Peripheral Film/ESR
Urine RE	Urine RE
RFT (Urea, Creatinine + Uric Acid)	Serum Creatnine
LFT	Uric Acid
Lipid Profile	Vitamin –D-3
PSA (for Males)	Blood Sugar
Ultra Sound (Abdomen Pelvis) (for Female)	Cholesterol/STG
Blood Glucose	S. ALT
Vitamin-D-3	-
ECHO Cardiograph	-

and for new potential employees, the following Lab tests and physical examination (as and when required basis) shall be required:

For Below 40	For Above 40
Test	Test
Blood CP/ESR	Blood CP/ESR
Urine RE	Urine RE
BSF	BSF
Serum Creatinine	RFT
Chest X Ray	CXR P/A View
Uric acid	Hepatitis B & C by Elisa/Architect
Chest X Ray P/A view	ECG
Hepatitis B & C by Elisa/Architect	Uric Acid
S. Alt	Lipid Profile

Total number of employees is 566 as per detail given below:

FM ↓ 40	FM ↑ 40	M ↓ 40	M ↑ 40	Total
50	17	196	303	566

Evaluation Criteria

Annex “C”

S. No.	Evaluation Grounds	Marks
a	Experience in the field, in number of year, since inception of business operations. (1 Mark per Year, Max marks for 10 years plus experience)	10
b	Relevant experience in conducting medical tests for organizations/firms	5
c	ISO Certifications (Max. marks for ISO Certifications)	5
d	Business Volume (Max. marks for max. business volume/ rest on pro-rata basis)	5
e	No. of clients. Clientele of the firm (1 mark for each of the UN agencies, Embassies, International NGOs, Government Autonomous Bodies, Financial Institutions/ banks subject to maximum of 2 marks for each of the mentioned categories)	10
f	Geographical Coverage (2 marks each for Offices/Services at Karachi, Lahore, Islamabad and 1 mark each for office at Faisalabad, Multan, Peshawar, Quetta and Sukkur)	11
g	Credit period provided (<u>Credit period</u> - Max marks 4 for 1 month credit period and rest pro-rata, Minimum credit period shall not be less than 15 days.	4
h	Provision of 24/7/365 days services 5 Marks – Sampling 24 Hrs, 5 Marks – 12 Hrs availability of Consultants (Radiologist, Cardiologist, Pathologist, Sinologist)	10
i	Other related services (5 Marks – for Specialized test facility e.g. Hormones, PCR, CT Scan, MRI,ETI)	5
j	Staff Strength (Max. marks for max. strength/ rest on pro-rata basis)	10
k	Quality of Lab Equipment	15
l	Surprise Visit at Lab	10
	Total	100

Note: SECP reserves the right to prequalify minimum top two applicants