

Drug Regulatory Authority of Pakistan

Ministry of National Health Services, Regulation & Coordination

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REQUEST FOR EXPRESSION OF INTEREST (EOI)

[For Hiring Individual Consultant]

Drug Regulatory Authority of Pakistan (DRAP), established under DRAP Act, 2012 to provide for effective coordination and enforcement of The Drugs Act 1976 (XXXI of 1976) and to bring harmony in inter-provincial trade and commerce of therapeutic goods, invites Expression Of Interest (EOI) from the individual consultants, who are on Active Taxpayers List of the Federal Board of Revenue for provision of consultancy for the procurement of IT equipment as per PP Rules, 2004 including data centre/server room equipment, computer and allied equipment. Consultant will access the actual need of the system and will also provide the services of installation and configuration as per standard practices for co-location or at local premises of Drug Regulatory Authority of Pakistan. Method of selection will be Least Cost.

2. The proposals prepared in accordance with the instructions in the EOI documents should reach the office of undersigned by **January 31, 2020 at 10:30 AM**. The proposals will be opened on the same day at **11:00 AM**. The documents can be downloaded free of cost from DRAP& PPRA websites www.dra.gov.pk & www.ppra.org.pk.

(ASMAT ULLAH)

Assistant Director (Admn-II)

Ph. 051-9107307



Government of Pakistan
Drug Regulatory Authority of Pakistan
Ministry of National Health Services, Regulations & Coordination

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EOI DOCUMENTS

FOR HIRING INDIVIDUAL CONSULTANT FOR DRAP

1. INVITATION TO BID

Drug Regulatory Authority of Pakistan, hereinafter referred to as DRAP, is an autonomous body of the Federal Government established under the DRAP Act, 2012 to provide for effective coordination and enforcement of Drugs Act, 1976 and to bring harmony in interprovincial trade and commerce of drugs and therapeutic goods. The Authority is constantly striving to bring improvement in its regulatory framework and IT infrastructure to align it with the international best practices.

The Authority invites sealed bids from qualified persons meeting the eligibility criteria for provision of consultancy services for the procurement process which includes the preparation of tender and technical documents/specifications as per PP Rules and establishment of state of art data center and IT infrastructure for DRAP.

Single stage two envelope procedure under the PPRA rules shall be used for submission of bids. The selection will be made on the basis of least cost selection method under Regulation 3(C) of Procurement of Consultancy Services Regulations, 2010. The tender proposals complete in all respect should reach the office of the undersigned before the closing date as mentioned in tender notice. Tenders will be opened on the same day 30 minutes after closing time at DRAP Office Islamabad.

2. INSTRUCTIOS TO BIDDERS

The procurement shall be carried out using single stage two envelope procedure under the PPRA Rules, 2004 and Consultancy Regulations, 2010. The tender proposal shall be prepared and delivered in the following manner:

2.1. Financial Proposal

The financial proposal indicating the quoted price/fee in figures as well as in words on prescribed form (Annex-I) along with essential details must be enclosed in an envelope and the following information shall be clearly marked on the envelope:-

1. Financial Proposal
2. Tender No. 11-6/2019-Admin-II
3. Consultant Name

2.2. Technical Proposal

The technical details without mentioning the financial aspects along with requisite documents as per para-2.8 & 04 must be enclosed in an envelope. Following information will be clearly marked on the envelope:-

1. Technical Proposal
2. Tender No. 11-06/2019-Admin-II
3. Consultant Name

2.3. Both the envelopes i.e. Financial Proposal and Technical Proposal must be enclosed in another properly sealed envelope that must be marked as “tender proposal for consultancy services” and be addressed to this office only.

2.4. Technical Proposal i.e. without prices will be opened on the day of tender opening and will be evaluated. Financial Proposal of only those bidders will be opened, whose Technical Proposal is accepted by Technical Committee. Financial proposals of the bidders whose Technical Proposal is rejected, will be returned un-opened.

2.5. Date and Time for Receipt of proposals

The tender proposals must reach to the following office by the date as mentioned in the EOI notice:

Assistant Director (Admin-II)
Drug Regulatory Authority of Pakistan,
7-Mauve Area, First Floor, T.F. Complex,
G-9/4, Islamabad.

2.6. Prices and Taxes

The price/fee against the services must be quoted in Pakistani rupees including all taxes. Government taxes as per prescribed rates shall be applicable.

2.7. Language of Bidding Document

The tender proposal must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

2.8. Mandatory Documents to be provided by the Bidder with Technical Bids:

Following documents (MANDATORY) must be provided / attached with Technical Proposal:-

- i. Copy of tax registration. Income Tax No. to be mentioned on the Proposal and proof of ATL.
- ii. An affidavit on judicial stamp paper to the effect that the bidder has never been blacklisted by any Government organization.
- iii. Qualification/ experience certificates in support of the technical qualification of the bidder.
- iv. Undertaking that the information provided are correct and nothing is concealed.

2.9. Disqualification

Proposals are liable to be rejected if:-

- a. Proposals are found conditional or incomplete in any respect.
- b. Received after the closing date and time.
- c. There is any deviation from the Instructions to Bidders.
- d. Multiple rates are quoted.
- e. Proposals (Financial / Technical) containing unauthenticated amendments / corrections / overwriting.
- f. Proposal made through Fax / E-mail / Cable / Telex.
- g. If the Proposal is found to be based on cartel action in connivance with other bidders.
- h. If the bidder was found to have any conflict of interest as per PPRA rules.

2.10. Rights Reserved

DRAP reserves full rights to accept or reject any or all Proposals including the lowest, as per PPRA Rules.

3. SCOPE OF WORK FOR CONSULTANT:

IT consultant shall be responsible to access the actual requirement of hardware/software and preparation of technical specification of IT hardware and software to establish the server room/IT infrastructure for DRAP and thereafter evaluation of IT bid. The

consultant shall provide the services of installation and configuration of equipment as per standard practices for co-location or at local premises of Drug Regulatory Authority of Pakistan. Consultant will closely coordinate with MIS division to finalize the tender process for establishment of data centre as per PP Rules, 2004.

4. EXPERTISE REQUIRED/ ELIGIBILITY OF CONSULTANT

In order to qualify for financial bid, the consultant should fulfill the following criteria and the conditions mentioned at para-2.8:

Education: Minimum Master Degree in IT/Telecom Field along with certification related to Data Center designing or IT infrastructure designing or technology integration or software architecture. (Attested copies of all academic documents/certificates must be attached with technical proposals)

Experience: Minimum 05 years working experience at T-I level in T-III data center, along with two years' experience in solution architecture, integration and designing. Candidate must have completed at least 03 to 05 procurement projects as per PPRA Rules with successful deployment. (Attested copies of experience certificates and related projects completed by the bidder must be attached)

5. HIRING AND ASSIGNMENT SCHEDULE

The consultant after award of contract shall provide services immediately till completion of procurement and establishment and installation of the equipment.

6. EVALUATION OF TECHNICAL BIDS

The technical bids shall be evaluated as per criteria mentioned as para-04 under heading of expertise required/ eligibility of consultant. The mandatory documents as per Para-2.8 must be attached with technical bid. The financial proposal of only technically qualified bidders shall be opened.

7. LETTER OF AWARD AND CONTRACT

The lowest evaluated qualified bid will be accepted on least cost basis and letter of award will be issued to the successful bidder. The successful bidder shall be required to sign a contract with the procuring agency within 03 days of issuance of letter of award and shall commence services immediately.

8. PENALTIES

The Authority with the approval of Chief Executive Officer shall award the following penalties to defaulting bidders as follows:

- i. If any bidder found to have submitted false documents in support of his qualification, his bid will be treated as cancelled, legal action against the bidder shall be initiated under the PPRA Rules.
- ii. If the approved bidder/ consultant fails to deliver the output as per requirement of the Authority, the procuring agency may stop payment and take legal action as per PP rules.

9. PAYMENTS FOR SERVICES

Payment to the appointed Consultant will be made after completion of the procurement and establishment of server room/IT infrastructure at DRAP subject to verification of corresponding progress made toward accomplishment of the deliverables by MIS division.

10. CLARIFICATION OF THE TENDER DOCUMENT

The prospective bidders may solicit clarification of the EOI Documents or other queries related to the project at asmat.ullah@dra.gov.pk, within 10 days of issuance of EOI in writing. The clarification and its replies will be shared with all prospective bidders through their official emails. Late and irrelevant queries will not be entertained.

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FINANCIAL PROPOSAL

Name of Bidder: _____

Total Fee/Price Quoted (Including all taxes)	Rs. _____ (In Words: _____ _____)
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Signature of Bidder with date: _____

CNIC No. _____