

PROVISION OF SAFETY & SECURITY

AT

NATIONAL INSTITUTE OF CHILD HEALTH (NICH)

REQUEST FOR STATEMENT OF QUALIFICATIONS

BY

HEALTH DEPARTMENT, GOVERNMENT OF SINDH

[INSERT DATE]

1. GENERAL

- (a) Health Department, Government of Sindh (the “GoS”) is desirous of procuring services of a firm in Pakistan for provision of security and safety at NICH. This subject undertaking heron referred to as “The project” constitutes the following:

- i) A CCTV system;
 - ii) Patient tracking systems;
 - iii) Outsourcing of private security guards;
 - iv) Surveillance staff for CCTV system; and
 - v) A fire fighting system.
- (b) Interested firms are required to submit a Statement of Qualification (“**SOQ**”) in the form and manner set out herein, to the GoS by [?], 2012 (the “**Due Date**”).
- (c) Information provided in the SOQs will be used by the GoS exclusively to evaluate the suitability of the firm. Only such firms as are pre-qualified by the GoS after such an evaluation may be issued Request for Proposal (defined in Section 6 below) for the purposes of participating in the subsequent bidding for the provision of aforementioned Services.
- (d) Notwithstanding anything contained in this Request for Statement of Qualifications (“**RSOQ**”), receipt of the SOQ from the firms is not to be and should not be considered as a commitment by the GOS to engage any firm.

2. PRE-QUALIFICATION

2.1 Pre-Qualification Criteria

In order to be pre-qualified by the GOS, the firm must fulfill the following eligibility requirements:

- a) The firm should have been in the business of Surveillance/Monitoring of facilities of similar size of premises preferably in health sector such as hospitals, but may include amongst others Educational Institutes and Large enterprises in Public or Private sector for a period of 3 years and more. The vendor on a non-judicial stamp paper should give a declaration to the effect from such organization where it has been providing services.
- b) The security guards hired for the purpose must belong to reputable security services if that security service is not the manager/operator for this project
- c) The Bidder (Each member of the consortium, in case there are more than one consortium member) has to give an affidavit on a Non -judicial paper that they are not black listed by any government agency nor any case or enquiry is pending against them which disqualifies them to engage in such business.
- d) Average annual turnover of **PKR 2 Million**

2.3 Discretion of the GOS

Notwithstanding anything contained herein, the GOS may at its discretion reject any or all SOQs, temporarily halt the process or annul the same at any time/stage assigning any reason but without incurring any liability whatsoever.

3. MANDATORY CONTENTS OF SOQ

Each SOQ shall include the following sections:

- ✍ **Firm/Consortia Detailed Profile**
- ✍ **Capability and Experience**
- ✍ Methodology
- ✍ Conflict of Interest

3.1 *Firm/Consortia detailed Profile*

This should include details of all the participants in the Consortium, any agents/contractors subcontractors/financiers et al. There should also be a description of corporate profile, financial standing, legal foreground amongst others.

3.2 *Capability and Experience*

This section of the SOQ shall include the following information of the firm:

- (a) Years of experience
- (b) Technical capability
- (c) Projects handled previously and Projects in hand.

3.3 *Methodology*

This Section of the SOQ shall set forth a brief write up of the methodology to be employed by the firm to provide the requisite services. It shall also include the envisaged assistance required from GOS.

3.4 *Conflict of Interest*

This Conflict of Interest section shall include information regarding any conflict of interest that a firm has in participating in the project, any firm that presents a deemed major conflict of interest to participate in the project may not be considered eligible to participate in the project.

4. SUBMISSIONS OF SOQS

4.1 *Timing, Number of Copies and Filing Requirements*

A firm must submit original [three] copies of its SOQs not later than 14:00 hrs Pakistan Standard Time on or prior to the Due Date to the GOS at the following address:

**[Special Secretary
Health Department,
6th Floor Sindh Secretariat No: 1,
Shaara-e- Kamal Ataturk, Karachi
]**

Each SOQ shall be in English. Faxed SOQs will not be accepted. SOQs bearing a postmark or courier dispatch receipt up to 14:00 hrs Pakistan Standard Time on the Due Date will be accepted upon the package's arrival.

4.2 *Sealing and Marking of SOQs*

In order to avoid the possibility of loss of the contents of an SOQ due to a rupture of the outer envelope containing an SOQ, each SOQ should be enclosed in a sealed envelope which itself should be encased in another envelope. Both the inner and outer envelope(s) must be marked with the full address as shown above.

4.3 *Material Change*

Each firm must report any material change in the information provided by it in its SOQ up to the Due Date.

4.4 *Certification*

The Responsible person[s] must sign the SOQ, on behalf of the firm, to indicate consent evidencing their intent to provide the Services if an agreement is reached with the GoS under the issued RFP and the subsequent agreement.

The Responsible Person submitting the SOQ on behalf of the interested firm submitting its particulars shall certify the SOQ in the following form:

“I, the undersigned certify on behalf of [name of the firm] that to the best of my knowledge and belief, and upon diligent inquiry, all the information submitted in this Statement of Qualifications is true and accurate. I further confirm and understand that amongst other reasons any misrepresentation or concealment of facts will render [name of firm] disqualified for qualification.

In certification of the statements above, I hereby sign this document on the ____ day of ____ 2012.

[Typewritten name, signature and position of the Responsible Partner.]”

5. REVIEW AND EVALUATION OF SOQS

5.1 *Review and Evaluation*

The submitted particulars entailing experience, expertise and other capabilities of the firm to provide the Services will be reviewed and evaluated by the GOS, which in view of the

aforementioned criteria shall determine whether the firm has the expertise and the capability to provide the required Services.

5.2 *Supplementary Information*

Where the GoS deems it convenient or necessary, it may request supplementary information or documentation from a firm for determining qualification of such firm.

5.3 *Intimation of qualification*

Intimation of qualification will be given in writing and delivered to qualified firm by facsimile, mail and/or courier at their specified address.

5.4 *Return of SOQ*

The GOS shall be under no obligation to return any SOQ submitted by a firm or to reimburse a firm for the cost of preparing an SOQ or any other costs incidental thereto.

6. BIDDING

All qualified firms will be sent Request for Proposal(“**RFP**”). If a qualified firm bids for providing the Services, it shall be deemed to have no objection to the terms of the RFP.

7. SPECIAL PROVISIONS

7.1 *Discharge and Exemption*

Each firm that submits an SOQ exempts and discharges the GoS and its personnel completely and unconditionally from any responsibility or liability for the decisions that may be made with respect to its qualification to participate in the bidding process for providing the required Services.

7.2 *Confidentiality During Pre-Qualification*

By submitting its SOQ, each firm agrees to maintain the confidentiality of all information supplied to it in connection with the pre-qualification process and agrees to keep its own application confidential, whether or not it is among those qualified by the GoS.

ANNEXURE A
SCOPE OF WORK

[GOS TO PLEASE INSERT]