

BIDDING DOCUMENT

FOR

**HIRING OF SERVICES OF WORKSHOPS FOR REPAIR AND
MAINTENANCE WORK OF OFFICIAL VEHICLES**



PUNJAB HEALTHCARE COMMISSION

185- Ahmed Block, New Garden, Lahore.
TEL: 042-99333161-8, FAX: 042-99333169,
Email: Procurement@Phc.Org.Pk



PUNJAB HEALTHCARE COMMISSION

Request for Proposals/Tender Notice

Hiring of Services of Workshops for Repair and Maintenance Work of Official Vehicles

The Punjab Healthcare Commission (PHC) is an independent regulatory authority, established under the PHC Act, 2010. The Commission invites sealed bids/proposals for Hiring of Services of Workshops for Repair and Maintenance work of its Toyota and Suzuki Official Vehicles in Lahore, Multan and Rawalpindi, from eligible firms/workshops authorized by the companies/manufacturers.

Tender No.	Description	Submission	Opening
No.1/2020-Workshops	As mentioned in the Bidding Document/Data Sheet available at PHC/PPRA Websites	Till 5 th Aug 2020 3:00 PM	5 th Aug 2020 3:30 PM

Bidding Document/Data form Sheet is readily available at Websites of PPRA & PHC which may be downloaded or obtained from the PHC Head Office/Regional Offices (Free of cost), on any working day during office hours up to 05-08-2020.

All Proposals must reach at below mentioned address within the prescribed schedule. All interested parties who qualify on the eligibility criteria, will be considered for an opportunity to provide the services. Authorized firms/workshops from Toyota and Suzuki will be preferred. Interested parties are requested to submit their bids and other information. The proposals should be sent with the firm's covering letter.

4. No proposal shall be accepted after due date and time.
5. Incomplete, conditional bids shall not be considered.
6. The RFP/tender notice is available on the below mentioned websites of PPRA and Punjab Healthcare Commission, www.ppra.punjab.gov.pk. and www.phc.org.pk.

Procurement Cell

185- Ahmed Block, New Garden Town,, Lahore - 54000
Tel: +92-42-99333161-8, Fax: +92-42-99333169, Email:
procurement@phc.org.pk

INVITATION FOR PROPOSALS/BIDS

1. The Punjab Healthcare Commission (hereinafter referred to as “Commission” or “PHC or Client”) has been established under PHC Act 2010.
2. The Commission Invites Sealed Bids /proposals from well-reputed experienced, eligible Workshops having experience, capacity and expertise in provision of required services.
3. Bid documents/Data Sheet can be obtained from the offices of Punjab Healthcare Commission (Free of cost) and can be downloaded from websites of PHC and PPRA.
4. Procurement shall be governed by the Punjab Procurement Rules, 2014.
5. Proposals must be delivered to the address given below up to **03:00 pm on 05 Aug 2020** which shall be opened on same day at 03:30 pm in the presence of the representative of the firms who may wish to attend.
6. Proposals must be submitted along with detail qualification according to the prescribed TORs available in the Bidding Document.
7. The PHC will not be responsible for any cost or expenses incurred by bidders in connection with the preparation or delivery of Proposals.
8. The bidder is expected to examine the Bidding Document, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding Document would result in the rejection of the proposal.
9. The interested bidders should have the capacity in terms of financial & technical ability, NTN and Sales Tax number, qualifications and relevant experience of the staff / team to render the services as given in the bidding documents.
10. All Taxes will be deducted as per Government Rules.

CHIEF EXECUTIVE OFFICER

Punjab Healthcare Commission

185- Ahmed Block, New Garden, Lahore.

Phone No. 042-99333161-8, Email: procurement@phc.org.pk

1. Background

The Punjab Healthcare Commission (PHC) (hereinafter referred “The Commission” or “PHC”) is an autonomous health regulatory body, established under the PHC Act 2010. The PHC aims to improve the quality, safety and efficiency of healthcare service delivery for all Public and Private Healthcare Establishments (HCEs) including Allopaths, Homeopaths and Tibbs in the province of Punjab. As PHC aims to improve the quality, safety and efficiency of healthcare service delivery for all Public and Private Healthcare Establishments (HCEs) in the province of Punjab this task is accomplishing by visiting Healthcare Establishments (HCEs) all over the Punjab. PHC teams/individuals are visiting remote areas of the province for fulfilling the objectives like inspections, monitoring, licensing, legal affairs etc. on official vehicles. The PHC fleet of vehicles require time to time repair and maintenance from the workshops. To fulfil this requirement, the PHC needs to register/select such workshops at Lahore, Multan and Rawalpindi where the offices of the PHC are situated.

2. Details required from vendors:

2.1 Details/Documents:

1. Company/Firm/workshop Profile
2. Copy of the Income Tax and Sales Tax registration.
3. List of clients

TORs

1. Authorization of Service provider from Toyota & Suzuki should be preferred
2. The Service provider shall have specialist, skilled staff for repair & maintenance and capacity for body and fender works/ welding, denting & painting of all vehicles
3. The Service provider shall provide genuine parts for all categories of PHC vehicles. The old & replaced parts shall return to the PHC after its replacement
4. The Service provider shall provide maintenance services in line with the maintenance intervals prescribed by the manufacturer
5. The service provider must submit indent form identifying the work to be performed.
6. The Service provider shall provide services only upon receipt of work order on request from PHC. It is desirable that vendors be able to supply the greatest number of all services.
7. The Service provider shall invoice the work done parts and labor etc with all taxes for all services
8. The service provider shall provide all necessary supplies, personnel, equipment, tools, materials, supervision, and other items or services required to perform the management and operation of motor vehicle maintenance functions as defined in this scope of work.
9. All supplies and materials shall be of a type and quality that conform the specifications and standards to brand of vehicle (Toyota & Suzuki) – Ideally Original Toyota parts. All supplies, materials, and equipment to be used in the performance of work described herein are subject to be checked.
10. The service provider shall not use any unsuitable and harmful material, chemicals or compounds with reference to the repairs of vehicles being serviced.
11. The service provider must give attention and top priority in maintenance requests. The service provider will provide Professional services
 - in Welding, Exhaust include Catalytic Converter, Alignment, Equipment &
 - Up to date diagnostic scanning equipment
 - Tire pressure equipment with reprogrammable capability
 - Tire equipment to properly remove, replace, alignment and balance of tires
 - Brake lathe machine capable of turning rotors and drums
 - The ability to look up technical service bulletin recalls
 - Coolant flush machines
 - Breaks fluid replacement system
 - Transmission flush machines
 - The ability to work directly with the vehicle manufactures
 - Full service equipment and overhaul equipment as well

12. The Service provider shall provide intermediate maintenance, preventive maintenance and scheduled inspections/tests; Repair/replace unserviceable parts, assemblies, subassemblies and components; refinish, fabricate parts, and make modifications; repair accessories and auxiliary equipment, and body structural repair.
13. The Vehicle maintenance normal hours of operation shall be continuous preferably from 8:00 AM to 5:00 PM daily but in the emergent case the service provider will attend the repair & maintenance work any time
14. The Service provider shall provide warranties for all services performed The service provider shall be responsible for installation or transfer of vehicle accessories and special equipment as approved by PHC. The service provider shall be responsible for repairs and parts after installation which should fall under warranty.
15. The service provider shall provide, issue, and add all replenishment fluids/ lubricants to include; Engine oils, transmission, brake and hydraulic fluids, gear lubricants, and coolants that meet the standards set forth by the manufacturer of PHC vehicles Toyota & Suzuki.
16. 100% synthetic/multi grade engine oil will be used as per company's specifications, required according to the mileage of particular vehicle. The service provider will return all replaced parts after repair, including engine oil, jar cane and filters to the PHC for maintaining scrap record.
17. The service provider shall provide repair service onsite to take the vehicle to the workshop which cannot be moved.
18. The service provider shall provide repair and replacement of vehicle and equipment tires in accordance with Toyota/Suzuki manuals. Disposal of unserviceable tires shall be the property of PHC to be disposal off/auction in accordance with departmental approved procedures.
19. The service provider shall maintain strict control of all accountable documents. This includes data in soft form or logs and registers required by PHC. These documents will be made available to PHC upon request. Each vehicle should have individual file and history records of all types of services performed of all vehicles in contract
20. The service provider shall provide repair and replacement of vehicle and equipment tires in accordance with Toyota/Suzuki manuals. Disposal of unserviceable tires shall be the property of PHC in accordance with approved procedures to be disposal off/auction
21. The service provider shall maintain strict control of all accountable documents. This includes data in soft form or logs and registers required by PHC. These documents will be made available to PHC upon request. Each vehicle should have individual file and history records of all types of services performed of all vehicles in contract

22. The Service provider will depute a vehicle maintenance manager for providing technical and administrative advice to vehicle/equipment. He will guide the management shall ensure for the development and execution of a comprehensive vehicle maintenance program about future needs, preparing and defining budgets for the operation, program of repair maintenance, operational problems and taking corrective action, determining and resolving the technical matters, problems involved in the repair and maintenance of vehicles
23. The Service provider shall provide motor vehicle and equipment repair parts equal to or exceeding the quality of replacement parts supplied by the original equipment manufacturer
24. The supplier shall provide a copy of the manufacturer's maintenance schedule for all types of Toyota / Suzuki products used by PHC as part of the submission document

Administration;-

Upon contract award, PHC will meet with the service provider to review procedures for monitoring contract performance. In general, the service provider shall anticipate that PHC will schedule onsite visits with shop management to review service performance. Contract renewal meetings shall be held prior to the end of the contract period expiration.

Signature of the participating Firm: _____

Stamp: _____

Company/Firm Detail

Firm Name: _____

Office Address _____

Phone Numbers _____

Email Address: _____

Website: _____

Authorization Letter No. _____

Registration Nos (NTN/PRA/Excise etc.)

Name & Cell Number of Manager/contact person: _____

Signature of the participating Firm: _____

Stamp: _____