

A) Technical Proposal / Evaluation Criteria For the Hotels having 20 or more Rooms (CAT- 1)

Hotel Name: _____

Address: _____

Office Address _____

Registration Nos (If Available)(NTN/PRA/Excise etc. _____

Cell Number of Manager/contacting person: _____

Email Address: _____

Hotel Resv. Email: _____

Hotel Website: _____

No of Rooms existed in the hotel: _____

Required Services			Hotel Remarks/ "Yes or No"
Essential Services	Meal	Meal Facility must be available	
	Wifi / Internet	Internet/Wi-Fi facility in rooms, 24 hours basis.	
	Compulsory accommodation	Once PHC contacts the hotel for providing accommodation etc to its staff, the hotel must provide it.	
	Stay other than Hotel	Unless decided by Punjab Healthcare Commission the PHC official will not be accommodated at any other place.	
	Parking Facility	Parking facility will be ensured for the PHC official vehicles.	
	Complimentary meal	Free Breakfast	

	Required Services		Hotel Remarks/ "Yes or No"
	Single occupancy	Allocation of room shall be on single occupancy ; however, adjustment can be made in case of approval from the PHC management at the time of booking.	
	Accommodation for driver	Room provided for Drivers shall be fully facilitated with attached bath, Air-conditioning /heating system Television etc.	
	Alternate Power Arrangement Generator/UPS/Solar etc.		
	Environmental hygiene, floor covering, bedding, common facilities in toilets as well as personal hygiene of staff		
Room Rates must including of all kinds of applicable taxes.			
Operational Facilities	65 Marks	20	Number of Rooms available i.e. for more than 20 Rooms (20 Marks) for 10 to 19 Rooms (10 Marks) for less than 10 Rooms (5 Marks)
		10	Hotel amenities: 1. Tooth brush+Paste 2. Shaving kit 3. Shampoo 4. Conditioner 5. Comb 6. Soap 7. Body Lotion 8. Iron of clothes 9. Shoe polish 10. Intercom

		20	Fridge, News papers TV	
			Other Entertainment facilities Please Specify:	
		05	Availability of services of visiting Doctor / Medical Facility in case of any Health Emergency situations	
		10	Full time laundry Services & an In-house dining facility.	
Suitability (Location of Hotel)	15 marks	15	Within 10 KM of District Court	
		10	More than 10 KM of District Court	
		05	Pick & Drop arrangements (in case of distance more than 10 Km)	
Security	20 marks	10	External Security - Security Guard	
Environment		10	Internal Security - CCTV Camera	
Total Marks	100		Minimum Marks to Qualify: 65	

Seal & Signature of Hotel/Bidder_____

B) Technical Proposal / Evaluation Criteria For the Hotels having 10 to 19 Rooms (CAT- 2)

Hotel Name: _____

Address: _____

Office Address _____

Registration Nos (If Available)(NTN/PRA/Excise etc. _____

Cell Number of Manager/contacting person: _____

Email Address: _____

Hotel Resv. Email: _____

Hotel Website: _____

No of Rooms existed in the hotel: _____

Required Services			Hotel Remarks/ "Yes or No"
Essential Services	Meal	Meal Facility must be available	
	Wifi / Internet	Internet/Wi-Fi facility in rooms, 24 hours basis.	
	Compulsory accommodation	Once PHC contacts the hotel for providing accommodation etc to its staff, the hotel must provide it.	
	Stay other than Hotel	Unless decided by Punjab Healthcare Commission the PHC official will not be accommodated at any other place.	
	Parking Facility	Parking facility will be ensured for the visiting Guest & PHC official vehicles.	
	Complimentary meal	Free Breakfast	

	Required Services		Hotel Remarks/ "Yes or No"
	Single occupancy	Allocation of room shall be on single occupancy ; however, adjustment can be made in case of Team after mutually discussion with PHC management at the time of booking.	
	Accommodation for driver	Room provided for Drivers shall be fully facilitated with attached bath, Air-conditioning /heating system Television etc.	
	Alternate Power Arrangement Generator/UPS/Solar etc.		
	Environmental hygiene, floor covering, bedding, common facilities in toilets as well as personal hygiene of staff		
Room Rates must including of all kinds of applicable taxes.			
Operational Facilities	65 Marks	20	Number of Rooms available i.e. for more than 20 Rooms (20 Marks) for 10 to 19 Rooms (10 Marks) for less than 10 Rooms (5 Marks)
		10	Hotel amenities: 1. Tooth brush+Paste 2. Shaving kit 3. Shampoo 4. Conditioner 5. Comb 6. Soap 7. Body Lotion 8. Iron of clothes 9. Shoe polish 10. Intercom

		20	Fridge, News papers TV	
			Other Entertainment facilities Please Specify:	
		05	Availability of services of visiting Doctor / Medical Facility in case of any Health Emergency situations	
		10	Full time laundry Services & an In-house dining facility.	
Suitability (Location of Hotel)	15 marks	15	Within 10 KM of District Court	
		10	More than 10 KM of District Court	
		05	Pick & Drop arrangements (in case of distance more than 10 Km)	
Security Environment	20 marks	10	External Security - Security Guard	
		10	Internal Security - CCTV Camera	
Total Marks	100		Minimum Marks to Qualify: 65	

Seal & Signature of Hotel/Bidder_____

C) Technical Proposal / Evaluation Criteria For the Hotels having less than 10 Rooms (CAT- 3)

Hotel Name: _____

Address: _____

Office Address _____

Registration Nos (If Available)(NTN/PRA/Excise etc. _____

Cell Number of Manager/contacting person: _____

Email Address: _____

Hotel Resv. Email: _____

Hotel Website: _____

No of Rooms existed in the hotel: _____

Required Services			Hotel Remarks/ "Yes or No"
Essential Services	Meal	Meal Facility must be available	
	Wifi / Internet	Internet/Wi-Fi facility in rooms, 24 hours basis.	
	Compulsory accommodation	Once PHC contacts the hotel for providing accommodation etc to its staff, the hotel must provide it.	
	Stay other than Hotel	Unless decided by the Punjab Healthcare Commission and PHC official will not be accommodated at any other place.	
	Parking Facility	Parking facility will be ensured for the visiting Guest & PHC official vehicles.	
	Complimentary meal	Free Breakfast	

	Required Services		Hotel Remarks/ "Yes or No"
	Single occupancy	Allocation of room shall be on single occupancy ; however, adjustment can be made in case of Team after mutually discussion with PHC management at the time of booking.	
	Accommodation for driver	Room provided for Drivers shall be fully facilitated with attached bath, Air-conditioning /heating system Television etc.	
	Alternate Power Arrangement Generator/UPS/Solar etc.		
	Environmental hygiene, floor covering, bedding, common facilities in toilets as well as personal hygiene of staff		
Room Rates must including of all kinds of applicable taxes.			
Operational Facilities	65 Marks	20	Number of Rooms available i.e. for more than 20 Rooms (20 Marks) for 10 to 19 Rooms (10 Marks) for less than 10 Rooms (5 Marks)
		10	Hotel amenities: 1. Tooth brush+Paste 2. Shaving kit 3. Shampoo 4. Conditioner 5. Comb 6. Soap 7. Body Lotion 8. Iron of clothes 9. Shoe polish 10. Intercom

		20	Fridge, News papers TV	
			Other Entertainment facilities Please Specify:	
		05	Availability of services of visiting Doctor / Medical Facility in case of any Health Emergency situations	
		10	Full time laundry Services & an In-house dining facility.	
Suitability (Location of Hotel)	15 marks	15	Within 10 KM of District Court	
		10	More than 10 KM of District Court	
		05	Pick & Drop arrangements (in case of distance more than 10 Km)	
Security	20 marks	10	External Security - Security Guard	
Environment		10	Internal Security - CCTV Camera	
Total Marks	100		Minimum Marks to Qualify: 65	

Seal & Signature of Hotel/Bidder_____

(B) Financial Proposal

Name of the Hotel: _____

Particulars	To be filled by Hotel	
Rates of Single bed including all applicable taxes (for Executive, Deluxe and low cost Driver room)	Executive	
	Deluxe	
	Driver	
Rates of Double bed including all applicable Taxes (for both deluxe room and low cost driver room)	Executive	
	Deluxe	
	Driver	
Any other additional charges to be mentioned with its title		
Workshop/ Seminar/ Meeting Package (including all applicable Taxes) The rates should be finalized/negotiated at the time of availing the service		
With Hi Tea (Per Person)		
With Lunch and 2 times tea (Per Person)		

NOTE: Room rent for short layover (up to six hours stay) shall be charged at 50% (fifty percent).

Seal & Signature of Hotel/Bidder _____



PUNJAB HEALTHCARE COMMISSION

Request for Proposals/Tender Notice

Hiring of Services of Hotels

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 Hotel Services all of Punjab from eligible firms/hotels.

Tender No.	Description	Submission	Opening
No.24/2020-Hotels	As mentioned in the Data Sheet available at PHC website	Till 10 th July 2020 3:00 PM	10 th July 2020 3:30 PM

- 1 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 06-07-2020.
- 2 All Proposals must reach at below mentioned address within the prescribed schedule. All interested parties who qualify, will be considered for an opportunity to provide the services.
- 3 Responding parties are requested to declare their interest and supply the following information:
 - Complete Data Sheet/Form
 - Covering Letter
 - Hotel Profile
4. No proposals 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 websites of PPRA and Punjab Healthcare Commission, www.ppra.punjab.gov.pk. and www.phc.org.pk.

Procurement Cell

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