

## **MINUTES OF PRE-BID MEETING FOR THE PROJECT “TREATMENT OF POOR CANCER PATIENTS”**

A pre-bid meeting was held under the Chairpersonship of Dr. Sadaf Chiragh, Associate Professor of Medical Oncology and Chairperson Technical Committee, to explain the bidding process for the Project, Treatment of Poor Cancer Patients at HMC, Peshawar. Meeting was held from 11:00 am to 12:30 pm at Conference Room of HMC, Peshawar on Wednesday 10<sup>th</sup> July 2019. Following members attended the meeting:

- Dr. Muhammad Tariq Mehr, Associate Professor Medicine
- Dr. Sufyan Ahmad, Registrar Medical Oncology
- Mr. Abdullah, DDF, HMC

Dr. Sadaf Chiragh explained the salient features of the bidding process. She discussed important documents and forms required to make the bids responsive. Technical specifications for the medicines required and points awarded for each were also elaborated upon. Formula for marks in the financial section was also discussed along with the mechanism for awarding the bid to the bidder achieving the highest marks in aggregate. She stressed that bidders must closely study the Bid Solicitation Documents (BSD) in order to ensure their responsiveness.

It was made clear that for un-registered products, NOC from DRAP and warranty from manufacturer or the importer should be provided. It is the sole responsibility of the bidder/supplier to obtain NOC from relevant authority and to provide medicines on time. It was clarified that supply period for registered medicines is 30 days and for unregistered drugs is 45 days without penalty.

Performance of suppliers shall be monitored and those not providing medicines on time or not depositing contract agreement, performance guarantee etc on time shall be penalized in the next year bidding with deduction of 5 marks from the

aggregate marks for those with unsatisfactory performance. This will be done to ensure timely supply of medicines to cancer patients and encourage optimal performance.

It was clarified that the clause of providing lowest rate anywhere in Pakistan has been deleted and five marks shall be awarded on sliding scale depending on variation of process quoted to this Project in relation to prices quoted to three major Oncology Centers in the previous 12 months (CMH Pindi, Aga Khan Hospital, Karachi and SKMH, Lahore/Peshawar). Financial year will be considered from July 2018 to June 2019. It was pointed out by one of the attendees that prices of medicines have increased in the past 12 months as approved by Federal Ministry therefore there will be an increase in price for products offered. It was decided that in such cases percent discount provided to other institutions in relation to this project will be considered and marks awarded according to variation in percent discount offered for products. Bidders must provide this information for award of marks along with proof of increase in drug price by the Ministry in the previous 12 months. Those not providing this information shall not be awarded 05 marks. Marks shall be added to the final score after financial evaluation since rates can only be disclosed after opening of the financial bids. Therefore pass marks for Technical Evaluation shall be 45 (out of 65 marks) which is 70% of the 65 marks. 05 marks for lowest rate shall be added to the technical score after the financial bid is opened to bring the total of 70 marks for technical score. 30 marks of financial evaluation shall be added to bring to a total of 100 marks. Those products achieving the highest marks (lowest evaluated bid) shall be declared successful.

After discussion and agreement on the evaluation procedure and scoring criteria for the bidding process, bidders were assured that the whole process of evaluation shall be made in a very transparent manner and that is why the evaluation proforma has been attached to the BSD that clearly shows the requirements and marks for each specification. It was also stressed that the

Bidders must also be fair in their documentation and made it clear that any Bidder submitting forged documents, irrelevant document, documents belonging to other products or involvement in frivolous complaints or litigation may result in disqualification or blacklisting (or both) of the bidder.

It was also pointed out the 10% performance guarantee shall be deducted from the payment due and shall be paid back after the successful completion of supply or deduction for penalties, whichever ever the case may be.

Last date of submission of bids is **18<sup>th</sup> July 2019 at 12:00 noon**, late bids shall be rejected. Bidding documents are being provided free of cost, therefore no receipt is required.

In the question and answers session, thorough discussion took place on the specifications, documentation and other aspects of the bidding procedure and the following decisions were made with the unanimous consent by all present:

- Majority of the Bidders decided that they will deposit their bids by hand on the last date.
- For products against which quantity is not mentioned, a bid security of Rs. 1 lakh shall be deposited for such products (whether one product or more). In case a company is bidding for multiple products including those with quantity mentioned and not mentioned, these companies shall deposit 2% of the total amount of bid for products with quantity mentioned **PLUS** Rs. 100,000/- for products with quantity not mentioned.
- Approval of Regulatory Authority (Category A or B) shall be for the finished product and/or source of raw material. However, the bidders may also provide information on the active pharmaceutical ingredient.
- Following decisions were taken unanimously regarding addition of new medicines in Annex-II of Bid Solicitation Document (BSD), in the best interest of cancer patients:

- Inj. Carfilzomib was added to the list of drugs in Annex-II.
- Inj. Aprepitant was added to the list of drugs in Annex-II.
- Tab. Voriconazole was added to the list of drugs in Annex-II.
- Tab. Dasatinib was added to the list of drugs in Annex-II.
- Inj. Ixabepilone was added to the list of drugs in Annex-II.
- Inj. Calcium Folate 100 mg was added (in addition to 50 mg dose).
- Where dosage is not mentioned or multiple doses are available, bids for multiple doses can be offered.

Meeting ended at 12:30 pm with a vote of thanks to all.