

**MINUTES OF THE PRE-BID MEETING FOR
“TREATMENT OF POOR CANCER PATIENTS”
AT HAYATABAD MEDICAL COMPLEX, PESHAWAR**

A pre-bid meeting for procurement of anti-cancer and related medicines under the Project “Treatment of Poor Cancer Patients” was held in the Conference Room of Hayatabad Medical Complex, Peshawar at 11:00 am on 30th August 2016. The following Technical Committee members were present:

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| - Dr. Sadaf Chiragh, Assistant Professor Oncology: | Chairperson |
| - Dr. Muhammad Tariq Mehr, Assistant Professor Medicine: | Member |
| - Dr. Sufyan Ahmad, Registrar Medical Oncology: | Member |
| - Mr. Abdullah, Assistant Director Finance: | Member |

On request of the Chairperson of the Technical Committee, Prof. Abid Jameel (being the Focal Person of the Project) and Ms. Naila Bashir (being the Oncology Pharmacist) also attended the meeting for assistance, if required.

Dr. Sadaf Chiragh presented a detailed power point presentation on the aims of the pre-bid meeting, aims of the project and important technical aspects of the Bid. She discussed important documents and forms required to make the Bids responsive. Technical specifications for the drugs 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.

After discussion and agreement on the evaluation procedure for the bidding process, she assured the bidders 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 Standard Bidding Documents that clearly shows the requirements and marks for each specification. She 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 will result in disqualification or blacklisting (or both) of the bidder. She also stressed that any bidder found to have supplied drugs quoted to this project at lower rate anywhere in Pakistan in the previous twelve months shall be proceeded against according to rules in the standard bidding documents. The last date of submission of bids is 20th September 2016 at 12:00 noon, late bids shall be rejected.

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 unanimously by all present:

- The bidding documents can be deposited with Mr. Alla-ud-Din in the Pharmacy Section of HMC, Peshawar after getting a diary number from the relevant section in the Administration section of HMC. However, 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. 2 lacks 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 not including the cost of medicines against which quantity is not mentioned.
- It was argued by the bidders that printing "Govt. of Khyber Pakhtunkhwa, Not For Sale" with laser printing will affect the quality of cold chain items. Since this has to be avoided at any circumstances, therefore it was decided that the outer carton of cold chain items shall either have a stamp in indelible ink or a sticker mentioning the above. The sticker should deface the carton if removed. Opening of seals of the cartons must be avoided.

- Rejected batch procedure of the company shall be on the company letterhead signed by a Senior Manager of the Company (in Pakistan or abroad).
- Manufacturer's guarantee regarding the import of twice the amount of medicines as required by the Project will be acceptable in the technical evaluation section if produced on Company letterhead and signed by Head of the Company stating that the required amount shall be exported to Pakistan/produced in Pakistan. In case of non-compliance, punitive action shall be taken against the firm according to rules and regulations in the SBD.
- Approval of the Regulatory Authority (Category A or B) shall be for the finished product. However, the bidders may also provide information on the active pharmaceutical ingredient.
- Importer license is shown in NTN, therefore, NTN will also be acceptable as import license.
- Following decisions were taken regarding dosing and quantity of medicines:
 - Inj. PEG Asparaginase Units shall be 3750 mu.
 - IL-11 shall be in two strengths: 1.5 mg (50 vials) and 3 mg (100 vials).
 - Inj. Pamidronate shall be 30 mg (50 vials) and 90 mg (100 vials).
 - Inj. Leuprolide shall be 11.5 mg (50 vials) and 3.75 mg (50 vials).
 - Inj. Docetaxel 80 mg shall be added to the list of drugs (75 vials).
- Upon e-mail enquiries from bidders, the following clarification is made:
 - Inj. Tropisteron 5 mg number of packs (1200) means 1200 vials/injections.
 - Cap. Temozolamide 100 packs means 100 capsules (either 50 mg or 100 mg).
 - Tab. Thalidomide 2000 packs means 2000 tablets.

Meeting ended at 1:30 pm with a vote of thanks to all.