

**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 Wednesday on 18th July 2018. The following Purchase Committee members were present:

- | | |
|--|------------------------------------|
| - Prof. Abid Jameel | Chairman Purchase
Committee |
| - Dr. Sadaf Chiragh, Associate Professor Oncology: | Chairperson Technical
Committee |
| - Mr. Shams (Nominee of Secretary Health): | Member |
| - Dr. Wali ur Rehman (Nominee of HD, HMC): | Member |
| - Dr. Sufyan Ahmad, Registrar Medical Oncology: | Member |
| - Mr. Abdullah, Assistant Director Finance: | Member |
| - Mr. Wasim ullah, Pharmacist Oncology: | Member |

Prof. Abid Jameel introduced committee members to the bidders and gave a brief regarding the project and its achievements so far.

Dr. Sadaf Chiragh gave a detailed presentation on the aims of the pre-bid meeting and important technical aspects 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 Standing Bidding Document (SBD) in order to ensure their responsiveness.

It was clarified that for non-proprietary products, the final unit price shall be taken into account. Manufacturers should keep this in mind while quoting price. Rate quoted should be less than or equal to the price quoted anywhere in Pakistan in the previous twelve months.

It was made clear that for un-registered products, NOC from DRAP and warranty from manufacturer or the importer should be provided.

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.

Quantity of medicines mentioned in Annex-II is only an estimate and can be changed according to patient requirements.

After discussion and agreement on the evaluation procedure for the bidding process, Dr. Sadaf Chiragh 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.

Last date of submission of bids is 31st July 2018 at 12:00 noon, late bids shall be rejected. Venue for bid opening is changed to Executive Committee Room of PGMI Building (next to HMC), Phase-IV, Hayatabad, Peshawar.

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. Bids shall be deposited at **PGMI Executive Committee Room, Phase-IV, Hayatabad, Peshawar** (Building next to HMC) till 12:00 pm on 31st July 2018. Late bids shall not be accepted.
- 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/source of raw material. However, the bidders may also provide information on the active pharmaceutical ingredient.
- Following decisions were taken regarding addition of new medicines and various dosing of medicines in Annex-II of Standard Bidding Documents (SBD), in the best interest of cancer patients:
 - Tab. Dasatinib was added to the list of drugs in Annex-II.
 - Inj. Ixabepilone was added to the list of drugs in Annex-II.
 - Tab. Afatinib was added to the list of drugs in Appendix-II.
 - Inj. Calcium Folate 100 mg was added (in addition to 50 mg dose).
 - Inj. Trastuzumab 150 mg was added (in addition to 440 mg dose)

It was once again reminded that the venue for Bid Opening (and deposition) shall be Executive Meeting Room of PGMI, Phase-IV, Hayatabad, Peshawar till 12:00 noon on 31st July 2018.

Meeting ended at 1:15 pm with a vote of thanks to all.