



# Medicines and Supplies Procurement Manual



Department of Health,  
Government of Punjab





# **Medicines and Supplies Procurement Manual**

Department of Health, Government of Punjab

**Recommended Citation**

The Department of Health, Government of Punjab, Pakistan. 2014. *Medicines and Supplies Procurement Manual*. Department of Health, Government of Punjab., Pakistan: USAID | DELIVER PROJECT, Task Order 4, for the Department of Health, Government of Punjab, Pakistan.

**Abstract**

The Punjab Public Procurement Regulatory Authority (PPRA) team has examined the manual carefully and made every effort to synchronize this manual with *Punjab Public Procurement Rules (PPR), 2014*, standard bidding documents (SBDs), and policy instructions issued from time-to-time. However, if any provisions or the interpretation of PPR rules, regulations etc., cited in this manual conflict with the SBDs and/or policy instruction issued by the Authority from time-to-time, the PPR regulations, SBDs, and/or policy instruction issued by the authority from time-to-time shall prevail.

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# Acronyms

ADB	Asian Development Bank
AQL	acceptable quality level
AWB	air waybill
B/L	bill of lading
BDS	Bid Data Sheet
BEC	Bid Evaluation Committee
BER	Bid Evaluation Report
BOS	Bid Opening Sheet
CDVAT	Customs Duty and Value Added Tax
CFR	cost and freight
CIF	cost, insurance and freight
CPT	Carriage Paid To
CIP	Carriage And Insurance Paid To
DC	direct contracting
DAP	Delivered At Place
DAT	Delivered At Terminal
DDP	Delivered Duty Paid
DoH	Department of Health
DRAP	Drugs Regulatory Authority of Pakistan
EPI	Expanded Programme of Immunization
ETA	estimated time of arrival
EU	European Union
EXW	Ex Works
FOB	Free On Board
FAS	Free Alongside Ship
FY	fiscal year
GCC	General Conditions of Contract
GOP	Government of Pakistan
GMP	good manufacturing practice

HTS	Harmonized Tariff System
ICB	International Competitive Bidding
ICC	International Chamber of Commerce
IFB	Invitation for Bid
Incoterms	International Commercial Terms
INN	international nonproprietary name
ISO	International Standards Organization
ITB	instructions to bidder
IUD	intrauterine device
L/C	letter of credit
L/D	liquidated damages
LCA	letter of credit authorization
LDPE	low density polyethylene
LIB	Limited International Bidding
MOH	Ministry of Health
NCB	National Competitive Bidding
NOA	Notification of Award
NRA	National Regulatory Authority
NCA	National Control Authority
OCB	Open Competitive Bidding
PPRA	Punjab Procurement Regulatory Authority
PPR	Punjab Procurement Rules
QA	quality assurance
QC	quality control
RFP	request for proposal
RFQ	request for quote
SBD	standard bidding document
SBEF	Standard Bid Evaluation Form
SCC	Special Conditions of Contract
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
U.S.	United States
VAT	value-added tax
WHO	World Health Organization



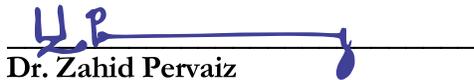
# Acknowledgments

The *Medicines and Supplies Procurement Manual* was developed with the financial assistance of USAID | Pakistan for the Department of Health, Government of Punjab. It was prepared after consultation with relevant procurement staff and health professionals from provincial and district health offices, and with development partners. We gratefully acknowledge their dedicated efforts in reviewing, contributing to, and supporting the manual.

The Department of Health (DOH) Punjab is grateful to the Punjab Public Procurement Regulatory Authority for reviewing and providing technical inputs to adapt to the *Punjab Procurement Rules, 2014*; and, finally, to endorse the completed manual.

The DOH greatly appreciates the significant support of USAID | Pakistan to sustainably strengthen the health sector in the Punjab province. We would like to thank Randolph Augustin, Director, Health Office of USAID | Pakistan for his leadership and the coordinated support to USAID | DELIVER PROJECT to successfully complete the manual.

We also wish to thank Dr. Muhammad Tariq, Country Director, USAID | DELIVER PROJECT in Pakistan, for his leadership role and for his dedicated team and their devoted efforts and support in developing the *Medicines and Supplies Procurement Manual* for Punjab.



**Dr. Zahid Pervaiz**

Director General Health Services

Department of Health, Government of Punjab



# Introduction

Medicines, hospital supplies, and equipment significantly impact the quality of patient care, and they account for a high percentage of healthcare costs. To meet priority healthcare needs and avoid wasting limited resources, health services officials must make informed choices about what medicines and supplies to buy.

The *Medicines and Supplies Procurement Manual* is a practical resource for anyone that procures and manages medicines and supplies for primary and secondary healthcare facilities; and for anyone involved in health planning and management, training, and managing medical stores at the provincial level. This manual includes guiding principles for selecting medicines and supplies and also guidelines for procurement. To encourage good procurement practice, the manual explains how to use standard lists as a tool; it also includes the *Essential Medicines List: Primary and Secondary Healthcare Facilities*.

This manual addresses the key phases of the procurement cycle—from procurement planning and issuing invitations to bid, bid evaluation, supplier selection—to contract award and management, including reference to the relevant *Punjab Public Procurement Rules, 2014*. Procurement staff will find step-by-step instructions for completing standard bidding documents, opening bids from suppliers, evaluating supplier bids, and monitoring supplier performance.

To fully understand the scope of the information, and to ensure they are fully prepared to conduct effective public sector procurement of quality medicines for the people of Punjab, users of this procurement manual are encouraged to review it thoroughly and use it often.



# Chapter I: Procurement Basics

## 1.1 Introduction

This chapter includes fundamental information about the principles, policies, and rules that should guide good public sector procurement practices. This chapter also includes other important topics: quality assurance (QA), and specifications that support effective public sector procurement. These procurement basics are applicable when procuring any healthcare commodity.

## 1.2 Principles of Good Public Sector Procurement

The Government of Punjab's Procurement Rules (PPR) 2014 are well-established and widely accepted principles of good public sector procurement:

### **Economy, Efficiency, Equality, Fairness, Transparency**

Properly administered, open competition (competitive bidding) fulfills these requirements and is the backbone of good public sector procurement.

## 1.3 Principles of Competitive Bidding

### 1.3.1 Suitable Package

These are design bid requirements that will attract the interest of both large and small foreign and domestic suppliers. If partial bids are accepted, specify what parts must be bid together and what parts can be bid alone.

### 1.3.2 Early Warning

For National Competitive Bidding (NCB), allow bidders at least 15 days to submit offers. International Competitive Bidding (ICB), allow bidders at least 30 days to submit offers (*Rule 14 of PPR 2014*).

### 1.3.3 Non-Discrimination

Use open advertising to invite bids from as many foreign and domestic suppliers as possible—include newspapers, trade journals, and websites, in accordance with procurement methods as defined by the *Rule 12 of PPR 2014*.

### 1.3.4 Accessibility

Allow wide access to competition by setting reasonable costs for bidding documents and securities; respond to all written questions and requests for additional information from each bidder as soon as possible; provide identical information to all other bidders without identifying the source of the inquiry.

### 1.3.5 Neutrality

Use generic terms for the specifications. In the specifications, do not show preference for a specific brand or manufacturer; include the phrase or equivalent if a brand name, trademark, or catalogue number is used (*Rule 10 of PPR 2014*).

### **1.3.6 Formality**

Require all bids to be in writing, signed, and in sealed envelopes, submitted before or by a stated date and hour

### **1.3.7 Confidentiality**

Do not open bids until the assigned date and time (*Rule 30 of PPR 2014*). Restrict all bid information to authorized parties. Keep all bid evaluation information confidential until the specified time of the announcement, in accordance with *Rule 58 of PPR 2014*.

### **1.3.8 Consistency**

Evaluate all bids against the same criteria and the terms and conditions set forth in the bidding documents. (*Rule 32 of PPR 2014*). Do not ask or permit a bidder to change the substance of the bid after the submission deadline. Bidders may only ask for clarification that will not change the substance of the bid.

### **1.3.9 Objectivity**

Determine if each bid is *substantially responsive* by checking for errors, proper signatures, inclusion of all required documents, and adherence to basic bidding requirements. Select the most advantageous bid after considering both the price and the evaluation criteria announced in the bidding documents.

### **1.3.10 No Negotiation before Award**

Using the competitive bidding process, obtain the lowest responsible offer from each bidder. (*Rule 57 of PPR 2014*) *State:- Save as otherwise provided in these rules, a procuring agency shall not negotiate with any of the bidders.*

## **I.4 Procurement Rules / Guidelines**

The Government of Punjab (GoP) has established clear procurement rules / guidelines which are intended to provide general guidance to personnel procuring goods and services for public sector organizations including health and population sectors. These guidelines include general principles such as evaluation of bids based on best overall value for money as opposed to lowest price. For a complete set of procurement rules, including the Punjab Procurement Regulatory Authority (PPRA) Act 2009 and Punjab Procurement Rules 2014 see the information on the PPRA website at <http://ppra.punjab.gov.pk>

## **I.5 Procurement Methods - Goods (Medicines & Supplies)**

The GoP, when purchasing goods, requires that the most appropriate method of procurement for a specific purpose be used. The GoP procurement methods align with traditional public sector procurement practices—as the estimated value of the future contract increases, more stringent and documented procurement methods are required. For example, for procurements with an estimated value of less than 50,000 rupees simplified petty purchase procedures can be followed; but, for procurements with high estimated costs, more complex and documented international competitive bidding procedures is the default method of procurement. However, non-monetary issues—such as a limited number of suppliers worldwide or within the country—can also have a role in selecting procurement methods. The main methods for procuring medicines and supplies are as follows.

## **1.5.1 Open Competitive Bidding**

This bidding is open, unrestricted, and all suppliers can use it.

### **1.5.1.1 National Competitive Bidding (NCB)**

This type of bidding is open to all eligible suppliers; it is usually for national sources only. For the NCB conditions, see Chapters V and VI of PPR 2014.

### **1.5.1.2 International Competitive Bidding (ICB)**

ICB is an open or unrestricted bidding process that includes international sources. Bids are solicited by advertising an open invitation to suppliers around the world telling them about the opportunity to compete for a contract. Bids are invited internationally through the PPRA website and through other internationally recognized procurement advertisement websites by which all suppliers are invited to participate in the bidding process. Chapter 7 of this manual explains ICB in detail.

## **1.5.2 Alternative methods of procurements**

### **1.5.2.1 Petty Purchases**

This method is allowed by the *Rule 59(a) of PPR-2014* for goods with a value of less than Rs. 50,000 (fifty thousand rupees). Petty purchases are exempted from the requirements of bidding or quotation of prices.

### **1.5.2.2 Request for Quotation**

*Rule 59(b) of PPR 2014* allows Requests for Quotation (RFQ) to be issued for procurement actions under Rs 100,000 (one hundred thousand rupees only) and above Rs. 50,000 (fifty thousand rupees). With this method, quotations are requested and received from a limited number of suppliers, but not fewer than three; price and contents are compared; the contract is awarded based on the lowest evaluated cost.

### **1.5.2.3 Direct Contracting**

In Direct Contracting, price and terms are settled with one chosen supplier, without asking others for bids (e.g., without competition). *Rule 59(c) of PPR 2014* limits the use of direct contracting to rare circumstances, for example, when there is only one producer/supplier in the country for NCB; or in the world, for ICB. Pre-approval is required.

### **1.5.2.4 Negotiated Tendering**

Subject to approval by head of the procuring entity, the Bid Inviting Authority may engage in negotiated tendering with one or more contractors under limited circumstances, such as when the supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, or for technical or artistic reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured only by a particular supplier, or for reasons of extreme urgency (*Rule 59(d) of PPR 2014*).

## **1.5.3 Pre-qualification of Bidders**

*Rule 16 of PPR 2014* allows for the prequalification of suppliers for large and complex civil works and turnkey projects services, if the procurement is costly and includes technically complex equipment, and medicines and services of a complex nature, with a precondition that only technically and financially capable firms demonstrating adequate managerial capability are invited

to submit bids. Pre-qualification, a formal process is a widely advertised opportunity to pre-qualify. Before the procurement process, the applicants submit information for the purchaser to evaluate—their technical, financial, and performance history; including their manufacturing capacity. Bids are only invited from the pre-qualified firms instead of open advertisement, but the remainder of the procurement process is exactly the same as for NCB and ICB.

The process for pre-qualification of potential bidders is described in *Rule 16-17 of the Punjab Procurement Rules 2014*. See appendix 1 for information on the prequalification of medicines.

## **I.6 Rules and Tools for Procurement of Goods/Medicines**

### **1.6.1 Rules for Procurement of Goods**

#### *(a) Punjab Procurement Rules 2014*

The Punjab Procurement Regulatory Authority, Government of Punjab, developed and adopted a set of procurement rules, Punjab Public Procurement Rules, which are based on widely acknowledged principles of good public procurement practices. The rules are applicable to all procurement for public funds. They are subject to an exception that, if the rules are in conflict with an international obligation or agreement, the provisions of that agreement prevail.

*PPR 2014* includes the organization of public procurement, basic procurement rules, and choice of procurement method. Procurement details are based on National Open Competitive Bidding (OCB). In addition, *Rule 67* describes the process for redressal of grievances by the procuring agency.

#### *(b) The Drugs (Labeling and Packing) Rules, 1986*

This describes the requirements for labeling and packing of medicines that will be registered in Pakistan under the Drug Act 1976.

### **1.6.2 Tools for Procurement of Goods / Medicines**

The main *tools* that apply to the procurement of goods/medicines are the standard bidding documents used by Government of Punjab agencies.

#### *(a) Government of Punjab Standard Bidding Documents*

The Department of Health Services, Government of Punjab, developed standard bidding documents for OCB. These documents should be used for all Department of Health procurements. However, the procuring agencies will use the standard bidding documents, as and when the authority notifies them.

## **I.7 Procurement Plan**

While procuring entities, the *Rule 8 of PPR, 2014* requires that an annual (or annually updated, project wide) procurement plan be submitted for approval before any procurement can take place. The plan should include a broad description of the goods to be purchased, a budget and source of the budget, a time frame when the goods will be procured, and the method of procurement. See chapter 2 for more information about procurement planning.

## **I.8 Quality Assurance**

The quality of medicines is an important component of an overall approach to quality of care within the

health sector programs. The consequences of poor quality product include no therapeutic effect, as well as possible adverse health effects. Poor quality products, or even the perception of poor quality, can severely compromise the credibility of an otherwise successful health sector programs. For these reasons, ensuring the quality of medicines is critical.

For many, product QA is associated with a simple visual inspection of a product for defects or running an analytical test. While these are important components of QA, the process spans a much broader range of activities that involve the phases from product development through to the end user.

In discussing product quality, three terms—i.e., QA, Good Manufacturing Practices (GMP), and quality control—are often used interchangeably. While the activities complement and support each another, they are distinctly different.

QA is generally understood to be the sum of all activities and responsibilities intended to ensure that products meet all their applicable quality specifications.

*GMPs* are the component of QA that ensures products are consistently produced and controlled to the quality standards appropriate for their intended use and as required by the governing National Regulatory Authority (NRA). *GMPs* are primarily intended to reduce the risks inherent in production that cannot be completely prevented by testing the final products.

Quality control is the part of *GMPs* that focuses on product sampling, specification review, and product testing. Quality control also includes the documentation and release procedures that ensure all necessary tests are completed before materials are released for use; or that their quality is satisfactory before products are released for sale.

The responsibility for ensuring product quality is shared among several parties: product developer, NRA, manufacturer, procurement agency, logistics system, and end user. The role of the procurement agency in supporting QA is briefly described below.

The procurement agency is responsible for ensuring that only products of good quality are received into the healthcare system—at the right time, in the right quantity, and at a reasonable cost. The procurement unit significantly impacts product quality by establishing well-defined contract specifications for the products it procures. Specifications should require certification that the manufacturer has complied with *GMP*, that the product is registered in the country where it will be used, and that it meets local regulatory requirements. In addition, contract specifications should describe the desired physical characteristics of the product, as well as specify the pre-shipment inspection and test requirements against which the product will be evaluated before the manufacturer ships it. The procurement agency can also help ensure that only quality medicines are procured by limiting procurement to manufacturers whose medicines are manufactured and registered in countries with stringent regulatory authorities.

This manual contains information that support the procurement agency's responsibilities in procuring quality medicines. Appendix 2 includes the technical specifications that the manufacturers must provide: certification of registration, the drug manufacturing license number, and certification of compliance with current Good Manufacturing Practices (cGMPs). They also identify the product's physical requirements and the physical tests to be conducted to confirm product acceptability. The special conditions of the contract include clauses that grant the procuring agency the right to conduct pre-shipment and post-shipment inspections, and tests to ensure that the product complies with the stated requirements.

## **1.9 Incoterms - for International Procurement**

*International Commercial Terms* (Incoterms) are used primarily for international procurements. The terms *EX Works*, *Carriage and Insurance Paid to (CIP)*, and *Free on Board (FOB)* are incorporated into sales contracts world-wide; they define the responsibilities of buyers and sellers, and they stipulate how shipping costs and risks will be divided. Therefore, buyers and sellers must always stipulate which INCOTERM will apply when they discuss a price. If the price is agreed to on an EX Works basis, it means that the buyer must pay separately for freight and handling costs. If the same price is agreed to be a CIP, it means that freight and handling costs are included in the price under discussion; thus the seller will pay in due time.

The International Chamber of Commerce (ICC) publishes Incoterms; the United Nations recognizes them as clearly defining the most common terms used in international trade.

Incoterms are updated regularly; purchase contracts must reference the applicable version. The information in this manual is based on Incoterms 2010.

See annexure 1 for additional details for each Incoterm, including a table summarizing the responsibilities of sellers and purchasers.

## **1.10 Letters of Credit and Other Payment Options**

Letters of credit are banking instruments commonly used in international trade for payment of goods to be supplied; they have advantages for both the buyer and the seller:

- The sellers are assured that they will receive prompt payment.
- The buyers are assured that they can enforce contract conditions, such as quality requirements and shipping dates.

For basic information about how a letter of credit works, other payment options, and additional details about letters of credit, see the *Contraceptives Procurement Manual* and the ICC publication *Uniform Customs and Practice for Documentary Credits*.

## **1.11 Specifications**

Detailed technical specifications are critical to successful procurement because they provide potential suppliers with an accurate and complete picture of what is required. They are written in the technical terms that correspond to the relevant industry; and they precisely describe characteristics and performance requirements of the goods to be purchased. They are *product neutral*; that is, they do not refer to brand names or catalog numbers, and they describe requirements generically. If alternative sets of standard accessories are available, the specifications clearly indicate the choices. Under the bidding format used by both the Government of Punjab (*Rule 10 of PPR 2014*) and the World Bank, the purchasing entity must provide technical specifications. Later, the formal specifications will become part of the contract between the buyer and the seller. See chapters 2 and 3 and appendix 2 for more information.

## **1.12 Timeline for Procurement**

The procuring agencies are required to award the contract within the original or extended bid validity period; which cannot be more than 90 days for NCB, and more than 120 days for ICB. However, the procuring agency can extend the bid validity period by not more than the original bid validity period, after obtaining approval from the competent authority of the procuring agency and recording the reasons in writing.

Public sector procurement by OCB is a slow process. Six months or more may be required for activities involving the procurement office, evaluation committees, approvals, and time for manufacturing and shipping. This timeline must also add an allowance of two to four months for normal government budgeting and planning (Operational Plans; Annual Procurement Plans); totaling a span of 8–10 months from the moment a need is identified by an end user to the time goods are received, inspected, and released for use.

Of course, all procurements do not take 8–10 months; there are many variables; including, but not limited to (1) procedures and approvals in force at different financial thresholds; (2) supply issues, such as marketplace shortages; (3) technical issues, such as availability of detailed specifications; and (4) QA issues for pharmaceutical products in Pakistan.

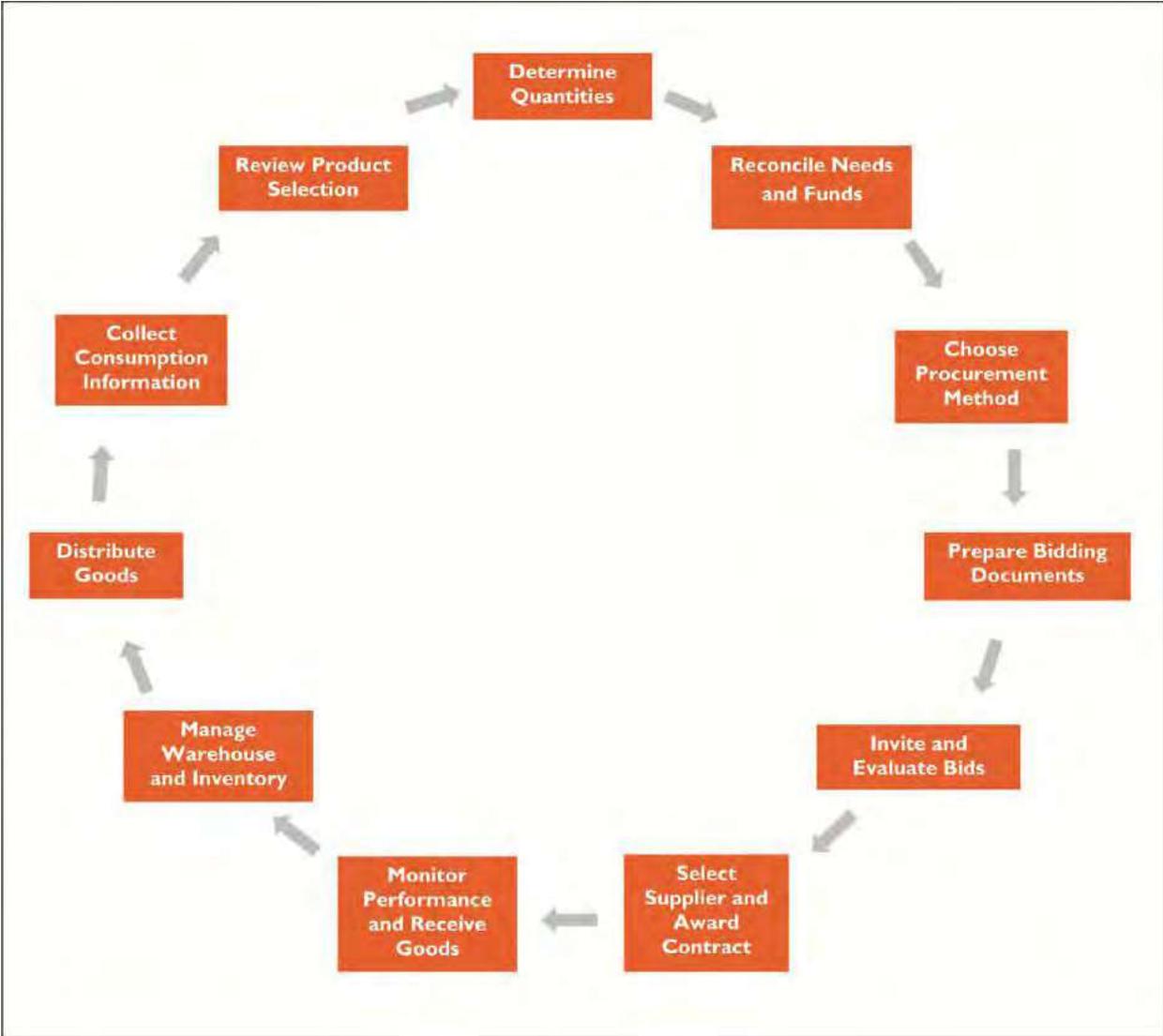
### **1.13 Code of Ethics**

The Government of Punjab also promotes a business code of ethics for professional behavior by personnel engaged in procurement and contracting activities. This code is based on the *PPR 2014 Rule 2 Definition sub-rule (1) (p) Corrupt and Fraudulent Practices*. See annexure 2 for a copy of the Code of Business Ethics and Integrity Pact.

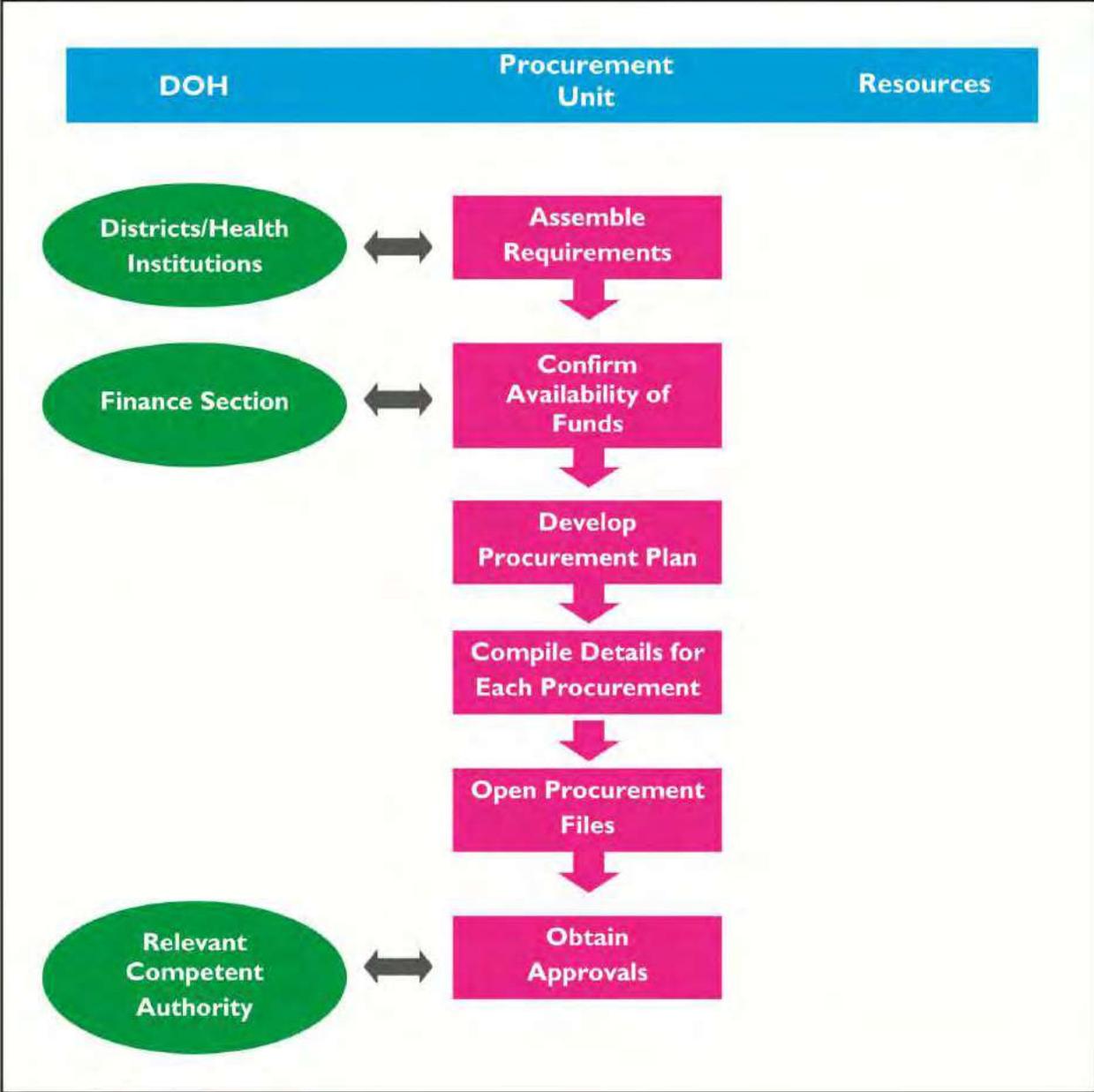
### **1.14 Procurement’s Role within the Supply Cycle**

The supply cycle for providing health commodities to the public sector has several components, including financing, procurement, warehouse management, inventory control, distribution, and more. Figure 1 identifies some of the major steps and components of the overall supply cycle. This manual is focused on the procurement components of the supply cycle, which include planning—confirming requirements and funding, selecting a procurement method—developing procurement documents, inviting supplier proposals/bids, evaluating proposals/bids, selecting a supplier and awarding the contract, monitoring the supplier’s contract performance, and receiving the goods. These procurement components are discussed in more detail in the chapters 1 and 2 in this manual.

**Figure 1. Supply Cycle**



# Chapter-2: Planning & Preparation



## 2. PLANNING & PREPARATION

### 2.1 Procurement Planning

Because of the extended timeframe associated with competitive public sector procurement, realistic planning is very important. It is especially critical for healthcare commodities, such as essential medicines and supplies; because, if these items are stocked out, people may not receive the treatment they need. *Rule 8 of PPR 2014* states:

*A procuring agency shall, within one month of the commencement of a financial year, devise annual planning for all proposed procurements with the object of realistically determining the requirements of the procuring agency, within its available resources, delivery time or completion date and benefits that are likely to accrue to the procuring agency in the future*

#### 2.1.1 Budget Process and Operational Plan

- Planning for the next financial year should begin halfway through the previous financial year, that is to say in January each year
- The annual Procurement Plan should be formulated at the same time or before the annual budget forecast
- Procurement plans should be reviewed on a quarterly basis. Changes to the annual procurement plan may be required due to (1) shortage of funds in quarterly releases (2) availability of supplementary funds and adjustments made accordingly.

Beginning in January each year, program managers are asked to review their program goals and activities for the coming fiscal year (1<sup>st</sup> July – 30<sup>th</sup> June), consider probable resources (budget) and estimate medicines, supplies, equipment and services that will need to be purchased. These plans and estimates are submitted to the respective departments where changes are sometimes made. The resulting Operational Plans and Budgets are consolidated and forwarded to the government for financial approval.

After the annual operational plans are refined and approved by the relevant competent authority, program managers must communicate their approved requirements to the appropriate procuring units—usually in a completed Procurement Requisition—and including the basic product specifications and cost estimates within their approved budgets.

Data on two items are used to decide the amounts needed, per year, for procuring medicines and supplies:

- data on the quantity of medicines dispensed to end users during the previous period
- an account of the stock on hand and how much has been ordered, but not yet delivered.

#### 2.1.2 Procurement Plan

Procurement plans help manage and track the procurement process. See annexure 3 for an example of a procurement plan. As mentioned in chapter 1, procurement plans include a broad

description of the medicine or supply to be purchased, a budget amount and source, a time period in which the medicines will be procured, and the method of procurement.

### **2.1.3 Confirm Availability of Funds**

Before a specific procurement plan is developed for medicines procurement, it is important to confirm with the appropriate finance Chapter that adequate funds and, if needed, foreign exchange are available to support the procurement.

### **2.1.4 Process for Developing an Annual Procurement Plan**

#### ***2.1.4.1 Gather Information***

The assigned procurement unit should receive procurement information early in the year to allow for sufficient time to process and procure the requirement.

However, when procurement information is not provided in a timely manner, it may become necessary to directly contact the party responsible for generating the information to request it be provided by a specified deadline.

- Send a letter to all users asking them to submit their requirements for medicines and supplies for the next fiscal year; specify a deadline.
- Send a reminder letter to users who do not respond within 45 days, with copies to the next higher-level office stating the need to submit requirements by the specified deadline.
- Prepare a list of users who failed to submit their requirements by the final deadline.
- Send a letter to the users who are late, with a copy to the next higher-level offices stating that the users who have failed to submit their requirements by the final deadline will not be included in the procurement plan for the following year; no requests will be accepted later.

#### ***2.1.4.2 Begin Filling out the Procurement Plan***

Using the sample format shown in *Annexure 3*, the procurement unit(s) should begin to fill out the Procurement Plan.

- Describe the medicines; enter the unit and quantities required. However, long lists from Essential Medicines List (EMLs) can be attached to the procurement plan.
- List the estimated cost of the medicines and the source of funds for each procurement...
- Enter the procurement method (for example, “Competitive Bidding”). Chapter 1 includes detailed information on procurement methods allowed under PPR 2014. See annexure 4 for a chart showing the financial limits for different types of procurement.
- Indicate the contract approving authority for each, procurement per financial limit.

#### ***2.1.4.3 Estimate Timeframes and Complete the Procurement Plan***

To estimate a timeframe for any single procurement activity, it is necessary to understand the procurement steps involved, the level of approving authority required, time limits set by government regulation, and basic marketplace issues for the medicines being procured.

Annexure 5 includes an example timeline for procurement, assuming a high-value contract and a high-level approving authority for procurement that takes several months.

- Considering that procurement work must be sequenced (not all procurement is undertaken at the same time), insert indicative dates for advertising the bid, bid opening, bid evaluation, approval to award, notification of award, signing of contract, and completion of contract.
- Add the total days; enter that number in the last column—Total Time (in days).

## **2.2 Preparation for Procurement**

### **2.2.1 Analyze Procurement Requirements**

The procurement unit must review requirements received, either from health programs, districts, and health institutions—often, they are procurement requisitions. Analyze their needs in terms of—

- type of medicines and supplies
- estimated quantity and cost
- potential sources
- prior review requirements, etc.
- type of supply available (i.e., after production, off-the-shelf, or from wide range of market, etc.)
- estimated lead time for delivery
- previous frequency of purchase.

At times, the procurement unit may need to prepare a procurement requisition. See annexure 6 for a sample procurement requisition form and guidance on preparing a requisition.

### **2.2.2 Open Procurement File**

The procurement unit will open one set of files for each procurement activity in the approved procurement plan. Each procurement file must contain the appropriate procurement records, as required by *Rule - 65 of PPR 2014*. See annexure 7 for a list of records that can be considered for inclusion in the procurement file.

After the procurement process, from planning to delivery of goods, is completed, all pertinent documents should be placed in an appropriate file for easy reference and record. By the time the procurement action is complete, each file (or set of files) will contain a record of the entire procurement action—from the planning stage to the completion of the contractual liabilities.

### **2.2.3 Procurement Records – Retention**

The *Rule-65 of PPR 2014* requires procuring entities to preserve records and documents concerning their public procurement for minimum period of five years from the date the Supplier finally discharge its contractual obligations. The records of the procurement process of the procuring entity shall be open to internal and external audit or to procurement post-review in the prescribed manner or for scrutiny or inspection by Government or in accordance with any law.

### **2.2.4 Summary Description of Planned Procurement**

To guide the development of bidding documents and specifications, the procurement unit should

write a *summary description* for each planned procurement. Assign an experienced procurement officer or a technical specialist to gather any missing information. The summary description includes—

- description and function of the medicine with enough detail to develop a technical specification.
- unit of measure: tablets, packs, bottles, vials, ampoules, cycles, tubes, etc.
- quantity
- confirmed budget
- procurement method
- date needed
- final destination: within Punjab, provincial warehouse, or districts
- requesting health office, or other entity, and date of request
- shipping terms: CIP, EX Works, etc., for international procurement
- payment terms
- name and address of consignee
- project identification numbers
- procurement approval date
- special requirements for contract, including QA testing
- special marking requirements for shipping boxes
- list of approvals required
- source of funds
- notes about special features of the goods or programs they will be used for, or the overall market situation.

Newly hired procurement staff should ask for help from more experienced officers about the shipping and payment terms<sup>1</sup> that should be used for the procurement package.

The technical specification committee, or other assigned technical experts, may need to be consulted about any special contract wording, other than the technical specifications and schedule of requirements. In some cases, this information will not be available until the document development phase.

### **2.2.5 Development of Technical Specifications**

For many medicines, the information found in the essential medicines list can be used to develop the technical specifications and requirements needed for procurement. For other medicines, the assistance of a technical expert who has knowledge on medicines may be needed to help translate program managers' approved medicine requirements into technical specifications that will give potential suppliers an accurate and complete picture of what is required. The specification must comply with *Rule-10 of PPR 2014*.

Early in the procurement process, technical consultants or other personnel may need to ask program managers to provide more information, or to make certain decisions about their requirements. As soon as possible, compile information gathered from the end users into formal procurement specifications for the draft bidding documents.

See appendix 2 for essential medicines specifications that can be used for procurement.

### **2.2.6 Obtain Approvals**

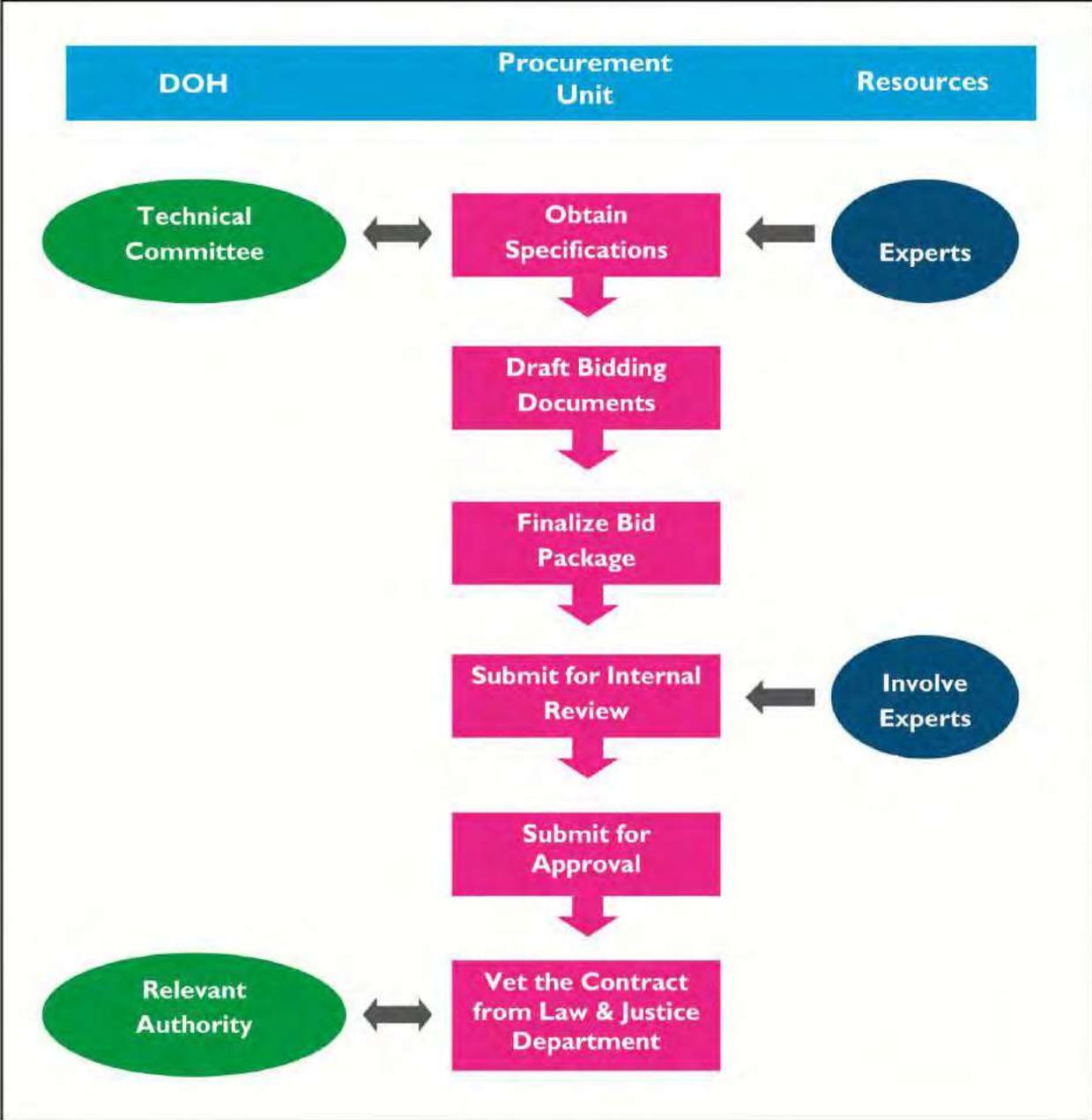
Under *Rule-11 of PPR 2014*, approval by the appropriate competent authority for the procurement plan constitutes administrative and financial approval:

- procurement of the goods included in the plan
- method of procurement
- time schedule for procurement, as shown in the procurement plan
- office, cell, or other entity that will do the purchasing
- estimated budget of procurement
- prior approval requirements.

### **2.2.7 Overview of Procurement Steps and Documents**

Each procurement activity will follow a sequence of activity and requires specific documents according to the method of procurement employed. A table of procurement steps and documents is available in annexure 8; this reference tool will help new procurement staff visualize the steps that may be required when procuring medicines and supplies. It includes a framework for what will be included in subsequent chapters.

# Chapter 3: Standard Bidding Documents



## 3. STANDARD BIDDING DOCUMENTS

### 3.1 Introduction

The bidding document is critical to the success of the bidding process. For the bidders, it includes the—

- precise description of the goods required
- rules for the bidding process
- evaluation criteria and methodology to be applied
- eligibility and qualification criteria to be applied
- type and conditions of the proposed contract.

A well-drafted bidding document should result in a successful procurement process; therefore, every part of these documents must be correct and complete. The relevant competent authority must approve the final document, prior to issuing the document.

Under *Rule - 33 (1) of PPR 2014*: “No bidder shall be allowed to alter or modify his bid after the closing time for submission of bids. The procuring agency may, if necessary after opening of the bids, seek and accept such clarifications of the bid do not change the substance of the bid.”

Careful drafting of the bidding documents is the key to preventing problems during bidding, evaluation, and contract performance.

To minimize the possibility of a poorly drafted, incomplete, or inaccurate document, in the wrong format, procurement units must use the standard bidding documents authorized by the Department of Health (DOH), Government of Punjab. This chapter covers the standard bidding documents used by DOH Punjab for open competitive bidding under single-stage two-envelope procedure.

### 3.2 Description of Standard Bidding Documents

In the standard bidding documents, several sections cannot be changed, while other sections may allow changes when the buyer completes them. The standard bidding documents include guidance notes and instructions to the procuring unit. Procuring units will delete the notes, instructions, and unused options when they prepare the documents for sale to potential bidders. Each section of the standard bidding documents has a separate function. Under *Rule 25 (2) of PPR 2014* bidding documents will include the following information:

- letter of invitation for bid
- data sheet with information about the assignment
- instructions for preparing bids
- amount and type of payment for bid security and performance guarantee, where applicable
- type and place, and date and time, for submitting bidding documents
- type, place, and date and time to open the bids
- method of procurement used
- detailed and unambiguous evaluation criteria
- terms and conditions of the contract agreements, as much as the procuring agency knows

- Terms of Reference and technical specifications of goods, works, or services to be procured, subject to *Rule 13 of PPR 2014*
- how the tender price will be assessed and computed, including tax liability information
- currency used to formulate and express tender price
- bid validity period
- copy of integrity pact to be signed by the parties, where applicable
- any other information specified in regulations issued by the authority..

### **3.2.1 Invitation for Bids (IFB)**

Invitation for Bids (IFB) includes a copy of the advertisement or notification announcing the opportunity to bid according to *Rules 12-13 of PPR 2014*, along with relevant and essential information to help bidders decide whether or not to participate in the particular bid. It precedes sale of the Bidding Document and is provided with the documents for information only. The contents must be consistent with the Bid Data Sheet and Special Conditions of Contract. See *Annexure 9* for a sample IFB

### **3.2.2 Instructions to Bidders (ITB)**

The Instructions to Bidders (ITB) provides information to bidders for preparing and submitting their bids; it explains rules and procedures for—

- scope of the bid
- eligibility
- bidding procedure/method
- bid submission
- bid opening
- bid evaluation
- award of the contract
- definitions and warnings about fraud and corruption.

The ITB must be included in bidding documents as is, without any changes to the wording. Information specific to the bid package is in the corresponding clauses of the BDS in the next section of the standard bidding document

### **3.2.3 Bid Data Sheet (BDS)**

The BDS includes information specific to the procurement action. The procuring agency uses this section to supplement and/or modify like-numbered clauses in the instructions to bidders. It includes, but is not limited to—

- dates, times, places, and other specific information about bid opening
- bidding procedure
- directions for submitting bids, including markings and timeframe
- bid currency and language
- amount and type of bid security, if required
- specific criteria that will be used to evaluate bids, including anything, other than price, that will be applied

- criteria for eligibility of medicines and supplies, including the particular documents required to establish eligibility and conformity to bidding documents
- criteria for eligibility and qualification of bidders and the particular documents required to establish bidder's eligibility and qualification
- specific information about awarding the contract.

### **3.2.4 Ineligible Bidders**

Firms and agencies that the government has blacklisted, and that do not meet the eligibility criteria specified in the standard bidding documents, are not eligible to participate in the bidding process. Lists of firms that are excluded from bidding on specific contracts can be found on the Department of Health Punjab website. <http://health.punjab.gov.pk/> and on the PPRA website <http://www.ppra.punjab.gov.pk>.

For international procurements, international agencies—the World Bank, USAID, United Nations Children's Fund (UNICEF), United Nations Population Fund (UNFPA), World Health Organization (WHO), and Asian Development Bank (ADB)—also maintain lists of firms that are not eligible to bid on their contracts because they violated the fraud and corruption provisions. The procurement unit should not enter into any contract with these firms.

### **3.2.5 General Conditions of Contract (GCC)**

The General Conditions of Contract (GCC) are widely used clauses that will apply to the future contract. This section must be included in the bidding documents *as is*, without changing any wording. General conditions cover standard, normal contract issues, such as—

- definitions
- standards
- delivery
- documents
- payments
- warranty
- termination
- force majeure
- governing language
- notices
- applicable laws, etc.

Changes and additions are made through Special Conditions of Contract (SCC).

### **3.2.6 Special Conditions of Contract (SCC)**

SCC provides clauses for the contract specific to the procurement action. The procuring agency uses this section to supplement and/or modify like-numbered clauses in General Conditions of Contract. Special Conditions apply to unique requirements of the procurement such as:

- requirement for immediate notification of air-shipments
- regulatory compliance issues

- pre-shipment inspection and testing

### **3.2.7 Technical Specifications (to be prepared by purchaser’s technical expert)**

Technical specifications include a precise technical description of the medicines and supplies to be ordered. The procuring agency inserts the specification—commonly prepared by a technical expert—into the standard bidding documents. See appendix 2 for an approved list of essential medicines, with specifications for primary and secondary healthcare facilities.

Technical specifications are one of the most important parts of procurement. They are the benchmarks against which the buyer verifies the technical responsiveness of bids and, subsequently, evaluates the bids. The technical specifications must be in line with *Rule 10 of PPR 2014*. They must include a complete description of the product, written in an industry-standard vocabulary and format, including, but not limited to—

- technical and performance characteristics
- dosage, form, size, units, quantity and intended use
- packaging, packing, and marking
- regulatory requirements
- applicable standards and required certifications
- QA criteria, including detailed tests required
- acceptance criteria
- detailed activities to be performed by the supplier, if required

### **3.2.8 Schedule of Requirements**

Lists the medicines and supplies and required delivery schedules. The procuring agency completes a form provided in the standard bidding documents that specifies:-

- procurement plan number/reference
- named items required for purchase
- quantities
- delivery schedule and place
- special notes
- method of penalty

### **3.2.9 Evaluation and Qualification Criteria**

The purchasing unit announces criteria in the standard bidding documents (SBD) under *Rule 31 of PPR 2014* which will be used to determine the lowest evaluated bid, and the bidder’s qualification requirements. Qualification criteria usually include, but are not limited to:

- Financial capability in terms of average annual turnover during each of the past three years as evidenced by audited financial statements.
- Experience and technical capacity demonstrated by the number of years manufacturing and/or selling the medicines to be supplied, completed contracts of similar nature with contact information for verification and bank references.
- Licensing and registration by the Drugs Regulatory Authority of Pakistan (where applicable)

The evaluation process that the health department follows includes a review of several product and company requirements; they assign points (up to 100 points total) based on the level of compliance with the requirements. The evaluation criteria are included in the health department's standard bidding documents.

### **3.2.10 Additional Bidding Document Forms**

In addition to the SBDs discussed above, the bidding document package will often require other forms, which are discussed below.

#### ***3.2.10.1 Bid Submission Form or Cover Sheet***

To be completed and signed by the bidder.

- The signed bid submission form commits the successful bidder to the conditions set out in the bidding documents; it becomes a temporary contract when the award is announced.

#### ***3.2.10.2 Letter of Intention (Bid Form 1)***

To be completed and signed by the bidder. It is an understanding of the bidder about the bid and undertaking to comply with all the requirements of SBD.

#### ***3.2.10.3 Affidavit (Bid Form 2)***

To be completed and signed by the bidder on a judicial stamp paper. Sample format given in the SBD.

#### ***3.2.10.4 Documentary Evidence of eligibility of bidders and goods (Bid Form 3A)***

List of documents attached providing evidence of eligibility of the bidder and goods to be supplied.

#### ***3.2.10.5 Manufacturer's Authorization (Bid Form 3B)***

If the bidder is not the manufacturer, this is to be completed and signed by the manufacturer of goods.

- Authorizes the named party (bidder) to submit a bid.
- Confirms warranty obligation.

#### ***3.2.10.6 Past Performance (Bid Form 4)***

Lists details of previous supplies completed by the supplier

#### ***3.2.10.7 Price Schedule (Bid Form 5 A&B)***

To be completed and signed by the bidder for each individual item and submitted in a separate sealed envelope marked as "Financial Bid".

- Form 5A includes itemized charges for unit price of goods, number of units, total price, discounts and final price inclusive of all taxes
- Form 5B includes price analysis or unit price breakup for ex-factory price, sales/income

tax, other duties, packaging, transportation and other incidental costs

#### **3.2.10.8 Bid Security Form**

This type of bid security is used for international procurements of very high estimated value; it replaces bid security as a percentage of the estimated value in the form of a call deposit. The form should be filled in and signed by guarantor (bank), or used as an example for the document on its own letterhead included in the Financial Bid.

- Guarantors agree to pay specified amount—not below 1 percent and not above 5 percent of the bid prices—if the bidder receives an award, but fails to go forward with a contract. *See Rule 27 of PPR 2014, for clarification.*

#### **3.2.10.9 Contract Agreement Form (Purchase Order)**

The purchaser and winning bidder sign the contract agreement form.

- The form incorporates relevant sections of the bid documents into the binding contract:
  - General Conditions of Contract
  - Special Conditions of Contract
  - Technical Specification and Schedule of Requirements
  - Supplier’s Bid and original Price Schedules
  - Purchaser’s Notification of Award
  - Any other documents specified by Purchaser

#### **3.2.10.10 Performance Security Form**

The guarantor (bank) completes and signs this form, or it will be on the bank’s letterhead as an example for the document.

- Guarantor’s undertaking to pay specified amount as required in the SBD (*Rule-56 of PPR 2014*, “which should not exceed 10% of the contract amount” if awarded bidder defaults on contract.

#### **3.2.10.11 Certificate of Pharmaceutical Product**

The manufacturer of the medicines being procured provides this as part of the technical bid.

- This certificate, which is issued in the format recommended by WHO, establishes the status of a pharmaceutical product moving in the international market and the status of the applicant for registering medicines with the regulatory authorities / licensing for sale and marketing of the pharmaceutical product.
- Part of a scheme developed by WHO to help combat the sale and distribution of sub-standard and/or counterfeit pharmaceutical products.

### **3.3 Steps for Developing Draft Bidding Documents**

All but three Chapters of the Standard Bidding Documents must be filled out with information specific to the procurement at hand. The Chapters that are to be filled out include:

- a. Bid Data Sheet

- b. special conditions of contract
- c. evaluation and qualification criteria
- d. schedule of requirements
- e. technical specifications

Additionally, an IFB must be completed with information that matches the information provided in the BDS and Special Conditions of Contract, after they are developed.

The treatment of a particular topic must be consistent from section to section of the bidding documents; extreme care must be taken to avoid language that contradicts, overlaps, or duplicates wording in another section.

The procurement unit will need to look for information in the draft bidding documents and be the coordination point for integrating the different sections. Some required information will be available from the approved procurement plan; preparations will be made at the early stages of procurement. For additional information on procurement planning, see section 2 for a summary description of the planned procurement.

### **3.3.1 Select and Study the Standard Bidding Documents**

Procurement staff and managers should select the SBD that best suits the requirements and the procurement method approved in the procurement plan. They should study each section of the selected document thoroughly. In this section, we refer to the SBDs used for a single-stage two-envelope open competitive bidding by DOH Punjab in compliance with PPR 2014. Preparing carefully will ensure that the bidding document draft is well prepared, consistent from section to section, and includes all the information needed for the bid evaluation. In addition, it will show how the procurement process is expected to proceed and the rules that must be followed.

The procurement unit must look for and identify any problems that might occur during the bidding, evaluation, and contract performance; as much as possible, they should design the bidding document clauses to prevent problems.

Instead of working on the document sections in order, it is more efficient to start in the middle and work on several sections at the same time. Develop the technical specifications and the schedule of requirements first; they are the *bones* of the procurement around which everything else will be built.

### **3.3.2 Obtain Technical Specifications**

Detailed technical specifications should be written by qualified experts and provided to the Procurement Unit in compliance with *Rule 10 of PPR 2014*. Technical specifications include different things, depending on the type of product that is going to be purchased:

For medicines and supplies:

- chemical and pharmacological attributes
  - generic name (international non-proprietary name [INN])
  - strength
  - dosage form
  - pack size.
    - quality and safety issues
    - shelf life
    - presentation (primary packaging)

- pre-shipment inspection (and possibly testing)
- labeling
- packaging.

See appendix 2 for information on the technical specifications for essential medicines.

**3.3.2.1** If the specifications offered are inappropriate, based on the information and the information in appendix II, contact the responsible party, the technical consultant, and/or the specification committee—if it exists—for clarification and any necessary revision.

**3.3.2.2** Use the detailed specifications to guide development of all the remaining bidding document components.

### **3.3.3 Prepare Schedule of Requirements**

**3.3.3.1** Review the Procurement Plan and Summary Description of planned procurement before working on the Schedule of Requirements.

**3.3.3.2** Remove the schedule of requirements section from the applicable set of standard bidding documents; review it carefully.

**3.3.3.3** Read the guidance notes; complete the schedule of requirements, as follows:

Procurement plan: Insert a sequential number to identify the procurement plan.

Description: Write a short description of the medicine—just enough to clearly identify the product. (The technical specifications will have a more detailed description.)

Quantity: Enter the total quantity that will be purchased under the contract. Do not mention partial shipment amounts.

Delivery schedule: Establish the date when the end user needs the medicines; carefully calculate a delivery date.

Mode of shipment: Enter air, sea, overland, etc.

Point of delivery: The purchaser identifies this; for example, provincial or district warehouse, or at the facility level.

- (a) Special notes: Add additional information, explanations, or qualification at the bottom of the form.

### **3.3.4 Begin Drafting the Bid Data Sheet**

Use the BDS to modify and augment information and requirements in the ITB. Text in the ITB mentions the BDS clauses if specific information or requirements are needed to complete the instructions. All BDS clauses are numbered to match corresponding or *mother* clauses in the ITB.

**3.3.4.1** Read and understand clause(s) in Instructions to Bidders corresponding to the required data sheet information. This is very important because the Data Sheet wording itself is not intuitive, that is, it is difficult to figure out what it means without referring to the “mother” clause. This will help ensure that time is not spent pursuing the wrong answers.

**3.3.4.2** Consider whether ITB and standard data sheet clauses will adequately represent the procurement to be undertaken. Additional clauses may be included, so long as they do not contradict the PPR 2014.

**3.3.4.3** Fill in all known information, for example, the name of the purchaser.

**3.3.4.4** Make a list of information still needed to complete the data sheet (referenced by clause number).

**3.3.4.5** Consider where/ how missing information can be found; for example, program decision, earlier bidding document, line director, calculation, consultant, specification, etc.

**3.3.4.6** Pursue and coordinate the necessary decisions, including—

- price of bidding documents
- amounts of bid security
- amount of performance guarantee
- whether or not samples are required
- date and time for pre-bid meeting, if required
- bid opening date and time, bid validity requirement
- bid currency and bid language

**3.3.4.7** Specify Eligibility Criteria and Documents Required

Eligibility requirements, for the most part, are based on whether or not a firm has been blacklisted. Documentation requirements should confirm the firm is not on the lists of blacklisted firms. (*Rule 21 of PPR 2014*)

In accordance with (*Rule 21 of PPR 2014*), all interested bidders, national or international, firms and individuals, shall be allowed to bid for any project where international competitive bidding is adopted. However, competition may be restricted if, as a matter of law, the bidder prohibits country commercial relations; or a firm is blacklisted or debarred by the procuring agency and the matter has been reported to the Punjab PPRA. Eligibility requirements are primarily based on whether or not a firm has been blacklisted.

On the BDS, determine and list any criteria for eligibility, in addition to those already listed in the ITB.

**3.3.4.8** For health sector documents, to conform to the bidding document requirements and registration with the Drugs Regulatory Authority (DRAP) of Pakistan, use the appropriate wording for BDS clauses about procurement-specific documentation.

### **3.3.5 Specify Evaluation Criteria and Documents Required**

**3.3.5.1** Determine criteria that will be used to evaluate and compare bids under *Rules 31-32 of PPR 2014* (in addition to what has already been mentioned in the ITB), and list it on the Bid Data Sheet.

**3.3.5.2** If criteria are used, in addition to price, insert the information for the bidder on how the non-financial items will be evaluated.

**3.3.5.3** Include details for the scoring system, if it will apply for a technical evaluation. It is at the discretion of the procuring agency to develop specific criteria that will be used to decide whether or not a bidder is qualified for a contract award. For example, for production capacity, the procuring agency defines exactly how much capacity it considers adequate, based on quantity and delivery time requirements for the subject procurement; including the documentary evidence that the bidder should submit.

**3.3.5.4** Determine and list documentary evidence that bidders should submit to establish or

confirm their qualifications.

**3.3.5.5** Defining evidence to support specific criteria is not as clear as defining the requirement itself. The purchaser may ask the bidder for a sworn statement of its installed manufacturing capacity, and its peak and average production during the past three years. But, during the evaluation, other details and documents submitted with the bid will be used to corroborate the bidder's claims. The firm's financial information and audited financial statements, details of current commitments and contracts completed during the past several years, and the bidder's explicit permission for the purchaser to contact business and banking references, will all be considered.

### **3.3.6 Specify Any Additional Documents Comprising the Bid**

The ITB specifies what documents will comprise the bid, but also gives the procuring agency a chance to include more in this list through the respective BDS.

### **3.3.7 BDS Completion**

Enter the products of Steps 3.3.4 to 3.3.6 above into the appropriate clauses of the BDS. Delete all guidance notes and unused options. This is frequently overlooked and creates confusion about the actual requirements.

### **3.3.8 Begin Drafting Special Conditions of Contract (SCC)**

The SCC modifies and augments information and requirements printed in the GCC. Whenever specific information or requirements are needed in the SCC to complete the contract conditions, this is noted in the text of the GCC the same way the ITB and BDS clauses are cross-referenced.

**3.3.8.1** Read and understand the clause(s) in the appropriate version of the GCC that corresponds to the SCC requiring completion. This is very important because the wording of the SCC, alone, is not intuitive; that is, it is difficult to determine what is meant without referring to the mother clauses. Reading carefully will help ensure that time is not wasted pursuing the wrong answers.

**3.3.8.2** Consider whether the GCC and standard SCC clauses adequately represent the procurement contract desired. Additional clauses may be included, so long as they do not contradict the standard GCC clauses or the prevailing procurement rules i.e. PPR 2014.

**3.3.8.3** Fill in all known information. For example, the type of medicines to be supplied, purchaser's name, address, etc.

**3.3.8.4** List the information and the decisions still needed to complete the SCC/PCC (referenced by clause number).

**3.3.8.5** Consider possible sources for missing information. For example, from the "Director General", "earlier bidding document", "line director", "consultant", "specification", "PPR 2014" or PPRA Act, 2009.

**3.3.8.6** Pursue and coordinate necessary decisions; for example—

- documents that will become part of the contract
- packing, marking, documentation requirements
- method and conditions of payment
- inspections and tests required

**3.3.8.7** For international procurement, make a list of resources and capabilities that will be needed

during execution of the contract. For example, inspection agents, insurance surveyors, testing facilities, customs clearing services, banking and letter of credit facilities, etc.

**3.3.8.8** For international procurements, gather information about local import practices, procedures, and requirements; for example:

- import licensing
- dockside sampling program
- currency exchange regulations
- customs tariff and taxes
- pro-forma invoice
- product registration
- documentation
- letter of credit (l/c) procedures
- enter Specifics for Certification of Goods Clause

**3.3.8.9** Pharmaceutical products require registration with the Drugs Regulatory Authority of Pakistan, usually, contracts cannot become effective until this is complete. Details of registration requirements should be included in the special conditions of contract.

### **3.3.10 Enter Specifics for Inspections and Tests Clauses for International Procurement**

**3.3.10.1** Note inspections and tests that will be applicable to the contract. Options include:

- pre-shipment compliance by supplier
- pre-shipment compliance by purchaser
- general dockside sampling and inspection (government import program)
- acceptance testing in Pakistan

Specify inspections and/or tests not otherwise mentioned in the standard documents, and provide a cross reference to corresponding requirements in Schedule of Requirements and Technical Specifications.

Pre-shipment inspection and sampling is conducted at the manufacturer's facility and testing, if required, is done at an independent laboratory before shipment. An independent laboratory meeting all the international standards prescribed by WHO for testing of medicines should be selected. This is called *pre-shipment compliance program*. It may include all or part of the following:

- documentary review
- inspection at the manufacturer's facility
- sampling
- testing at an independent laboratory

Pre-shipment compliance programs insure that safe, good quality products reach the end users and eliminate the time and trouble involved in returning medicines, and waiting for another shipment when sub-standard or incorrect medicines are detected.

In cases where timely receipt of medicines is critical to program operations, pre-shipment compliance programs are very important.

**3.3.10.2** Enter Specifics for Packing, Marking and Package Documents Clauses

List requirements, in addition to the GCC and provide a cross-reference to corresponding requirements in Schedule of Requirements and Technical Specifications. For example, you may want certain information printed on the outside of the packing boxes in order to facilitate warehousing and distribution, or there may be a requirement to pack medicines so they remain below a certain temperature, as is the case with vaccines.

### **3.3.11 Enter Specifics for Delivery Documents to be Furnished by Supplier**

**3.3.11.1** Determine and list documents that will be required. Possibilities include:

- commercial invoice
- packing list

Determine and list documents that will be required to establish the product's conformity to basic specifications. (Required items should also be mentioned in the corresponding specification.) For example:

- certificate of analysis
- QA records

**3.3.11.2** State the number of originals and number of copies required for each document.

### **3.3.12 Complete the Remaining SCC Clauses**

Ensure that all required entries have been made and the treatment of each issue in the SCC is consistent with the wording in the corresponding BDS, Schedule of Requirements, and Technical Specifications.

### **3.3.13 Construct the Invitation for Bids (IFB) T**

Using information in the completed Bid Data Sheet, Special Conditions of Contract, Specifications and Schedule of Requirements, prepare the Invitation for Bids by following the format and directions provided in the SBDs See *Annexure 9* for sample IFB form.

### **3.3.14 Compile Draft Bidding Documents Package**

Compile the bidding documents in accordance with *Chapter V Rules 24 and 25 of PPR 2014*. Some of the remaining sections/information of the bidding document include—

- Invitation for Bid
- ITB
- BDS
- General Conditions of Contract
- Special Conditions of Contract
- Schedule of Requirements
- Technical Specifications
- Eligibility for Provision of Goods
- Forms to be filled out, referenced, or used by the bidder (Bid Form, Price Sheet, Bid Security, etc.)

Apply page numbering and construct a Table of Contents and a Title Page

### **3.3.15 Submit Draft Bidding Documents for Internal Review**

Send draft copies of the bid package to the relevant authorities within DOH, who should:

1. Check the draft against the Procurement Plan
2. Verify authenticity of the requirement of the medicines
3. Investigate any other relevant factors
4. Check to make sure the technical specifications are accurate and have appropriate detail
5. Make sure any evaluation criteria in addition to price are clearly stated and appropriate for program needs

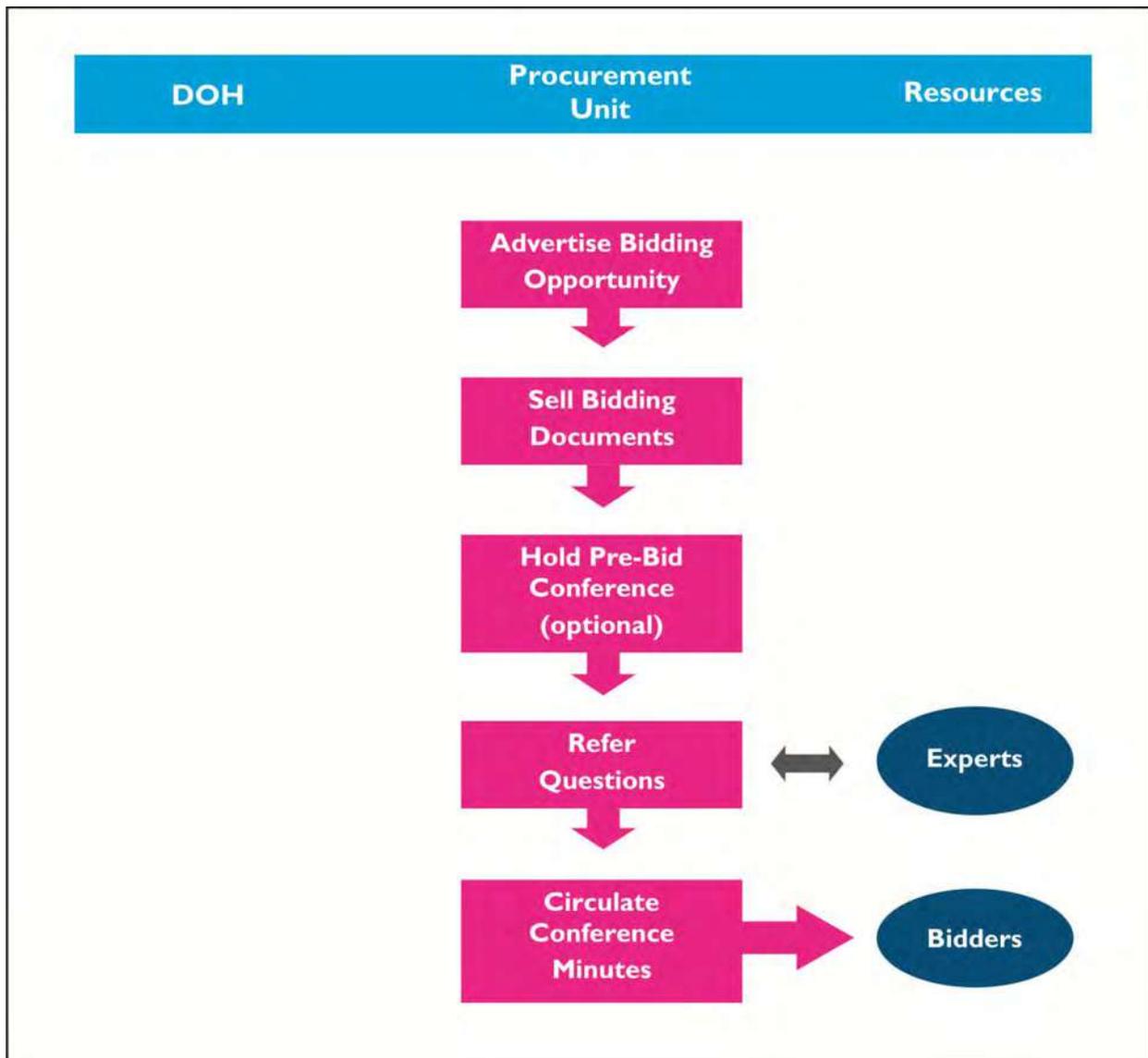
Endorse the draft Bidding Documents for onward disposal with or without revision.

### **3.3.16 Approvals required**

Use Standard Procurement Form (SPF) 2 (see annexure 10) to obtain the approval from the relevant competent authority for the bidding documents, prior to issuing bidding documents or the publication of any invitation to bid notice.

At the same time, determine the approval for any invitation to bid notice, shortlist, or list of pre-qualified bidders.

# Chapter 4: Invitation and Receipt of Bids



## 4. INVITATION AND RECEIPT OF BIDS

### 4.1 Steps for Inviting Bids

Following are the steps needed to invite bids.

#### 4.1.1 Advertise the Opportunity to Participate in Bidding

As soon as the Relevant Authority approves the draft Bidding Document, the Procurement Unit must advertise the opportunity for bidding. That is, it must extend a public invitation to participate in the competition for a contract to all interested firms and parties. This is one of the essential elements of “open competition”.

Procurements over 100,000 rupees, up to 2 million rupees, must be advertised by timely notifications on the authority’s website and; possibly, in print media, based on the style and format prescribed in *Rule 12(1) of PPR 2014*.

All procurement opportunities over 2 million rupees will be advertised on the authority’s website, as well as in the newspaper, as prescribed in *Rule 12(2) of PPR 2014*. Print media advertisements should be placed in at least two daily national newspapers, one each in Urdu and English.

1. Prepare a version of the IFB that is suitable for print media.
2. Prepare a version of the IFB that is suitable for website publication. Submit the advertisement following instructions and using the facilities provided on the appropriate website.
3. Post notices at the procurement office and on official or public notice boards.
4. For international competitive procurement, also place advertisements in appropriate international journals, publications, and websites. The World Bank’s *Health Sector Bidding Documents* recommends *SCRIP - World Pharmaceutical News*.
  - 1) For ICB, send notices to foreign embassies and trade missions in Pakistan.

#### 4.1.2 Prepare Bidding Document Sets and a Document Register

Documents must be ready for issue or sale to all interested parties when the advertisement appears; the bidding documents shall be issued for at least 15 days for NCB; and at least 30 days for ICB. *Rule 25(1) of PPR 2014*.

**4.1.2.1** Determine the number of bidding document sets that should be produced for sale based on:

- type of goods to be purchased
- approximate number of prospective bidders
- source of goods (national or international)
  - (a) previous sale of bidding documents for similar goods.

4.1.2.2 Determine the number of bidding document sets needed for official department purposes.

4.1.2.3 Prepare sets (copies) of the bidding documents.

All procuring agencies shall host the bidding documents on the authority's website and the procuring agency, if the procuring agency has its own website. The bidders can submit bids on the bidding documents issued by the procuring agency; or they can download them from the authority's website, including the tender fee, if there is one; and submit them by mail or by hand.

4.1.2.4 Set up a register to record all bidding document sets that are prepared for the package. Number the documents so that each set can be accounted for when the bidding process is complete.

#### 4.1.3 Prepare Systems for Safeguarding Bids, Cash and Securities

4.1.3.1 Designate a secure location to hold unopened bids until the stated day and time of the bid opening; for example, store them in a locked cabinet.

4.1.3.2 Develop a system for handling funds collected from prospective bidders for the cost of the bidding documents.

4.1.3.3 Set up a system for safeguarding securities after the bids are opened.

#### 4.1.4 Availability of Bidding Documents to Bidders

4.1.4.1 Ensure the bidding documents for procurement of medicines and supplies are available for the procurement unit. The price should be minimal and should only reflect the cost of printing and providing the documents. *Rule 25(7) of PPR 2014*

4.1.4.2 Use the register mentioned in 4.1.2.4 above to record the name, address and document number of each purchaser so they can be informed about any pre-bid conferences, amendments to the documents, or other official business.

4.1.4.3 Use the register mentioned in 4.1.2.4 above to record the name, address and document number of the sets forwarded at no cost to official sources.

4.1.4.4 Give the Bidders receipts with their name, address date and time.

### 4.2 Pre-Bid Conference (Optional)

Pre-bid conferences of prospective suppliers are held for international and important local procurements when it is thought necessary. At a pre-bid conference, potential bidders' questions are answered and minutes are recorded and sent to each recipient of the original bidding documents in sufficient time before the deadline for receipt of bids to enable bidders to take appropriate actions.

In a competitive situation, these conferences can become difficult to control. So it is very important to set a firm agenda and make an advance plan for managing the flow of questions and answers. Bidding documents may need to be amended as a result of questions asked by registered participants. Procedural errors during the conference or in writing or distributing the minutes can result in official protests by competing bidders. Any protest is likely to delay the procurement.

#### **4.2.1 Arrange the Pre-Bid Conference**

Any pre-bid conference should take place well ahead of the bid opening date. The concerned director should determine a convenient place and time for the conference. The room must be large enough to hold at least:

- two representatives from every intending and prospective bidder.
- all officers and directors who had a major role in developing or approving the draft bidding documents. these individuals may be organized into a bidding document finalization committee.
- appropriate procurement unit staff and their director(s).

#### **4.2.2 Notify Prospective Bidders**

Notify the prospective bidders about the conference when they purchase the bidding documents. All prospective bidders should receive this notice, including the last one to purchase them before the pre-bid conference.

#### **4.2.3 Hold the Pre-Bid Conference**

**4.2.3.1** Register participants and generate an attendance list, including titles and contact information. Limit attendance to parties who have purchased bidding documents.

**4.2.3.2** Record the minutes following the sample given in Annexure 11.

**4.2.3.3** Refer questions and concerns that cannot be answered at the conference to technical experts immediately. A sample reference letter is shown as Annexure 12.

**4.2.3.4** Forward replies (per 4.2.3.3 above) to registered participants and all registered bidders as soon as they are received using the sample format shown in Annexure 13.

**4.2.3.5** If necessary, extend the bid submission period and/or amend the bidding documents based on the answer to the questions asked during the pre-bid conference.

#### **4.2.4 Circulate the Minutes and/or Outcome of Pre-bid Conference**

**4.2.4.1** Send the minutes and other related information to all prospective bidders, including those who purchased Bidding Documents after the pre-bid conference.

**4.2.4.2** Send a copy of the conference minutes to the end-user office.

#### **4.2.5 Extend the Bid Submission Deadline if Necessary (*Rule 29 of PPR 2014*)**

**4.2.5.1** Notify prospective bidders if the bid submission deadline is extended. Use the sample format of notification shown in Annexure 14.

**4.2.5.2** The advertisement of an extension shall be made in a time and manner similar to the original advertisement.

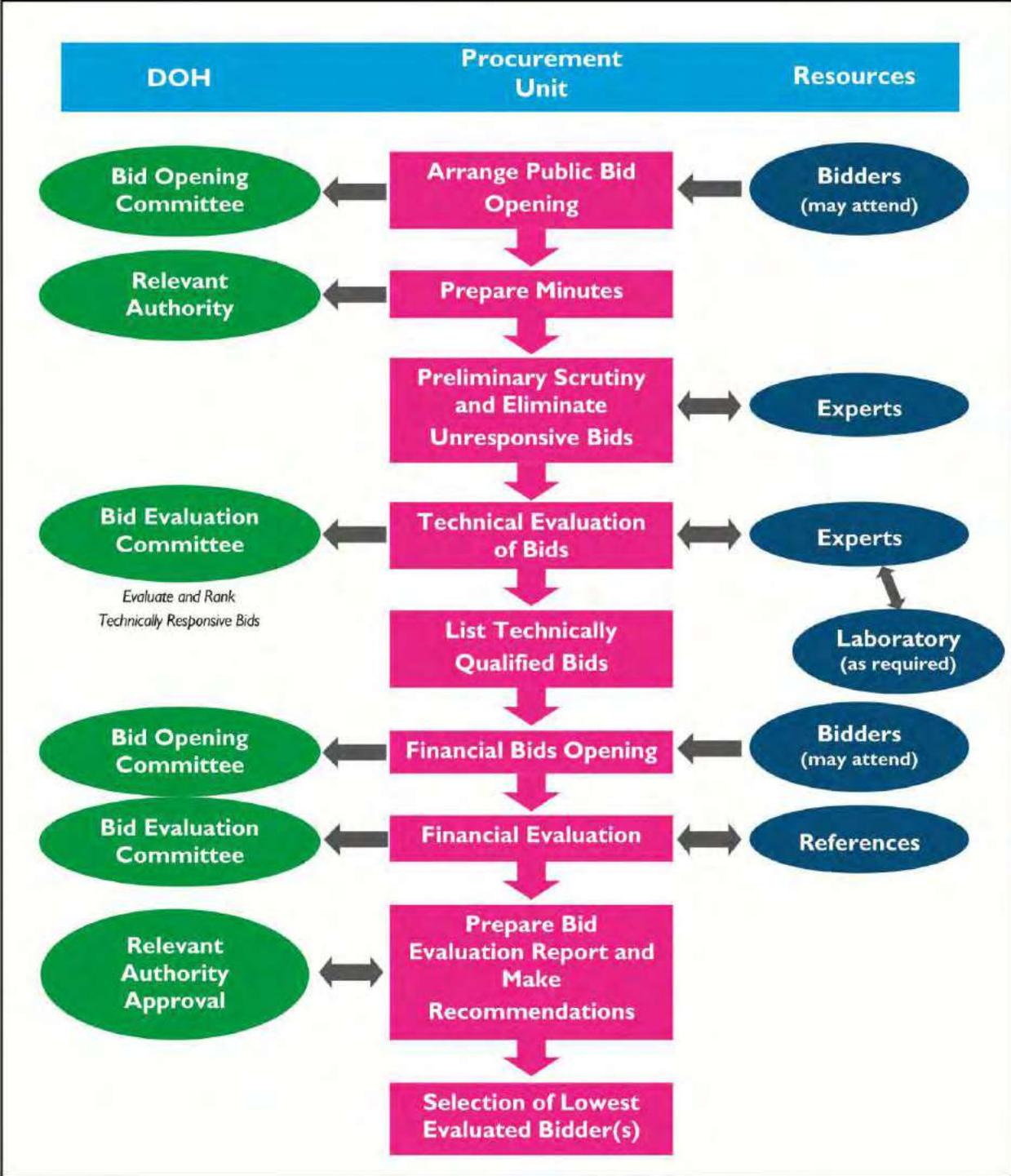
#### **4.2.6 Receiving and Managing Bids**

**4.2.6.1** Bids must be held unopened until the stated day and time of bid opening. The bids can be dropped in a safe box under safe custody of the purchasing unit.

**4.2.6.2** Bid envelopes must be stamped with the date and time they are received.

**4.2.6.3** Except for questions and answers in writing to/from procurement, no one associated with the procurement is permitted to communicate with bidders regarding the bid from the time the advertisement appears until after an award has been made.

# Chapter 5: Bid Opening, Evaluation & Selection



## 5. BID OPENING, EVALUATION & SELECTION

### 5.1 Introduction

The procedure described in this manual is a single-stage two-envelope bidding process, which is commonly used to procure goods under *Rule-38(2)(2) of PPR 2014*. The rule states:

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals
- (ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
- (iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) the lowest evaluated bidder shall be awarded the contract.

The bid opening, evaluation and selection of a winning bidder is governed by the *Rules 23 to 35 of PPR 2014*.

### 5.2 Steps for Bid Opening (Single Stage two envelope method)

Bids must be opened publicly at the time specified in the bidding documents. Bidders may attend the opening, but it is not mandatory. *Rule 30 of PPR 2014* states the following:

1. The date for opening bids and the last date for the submission of bids shall be the same, as stated in the bidding documents and in the Notice Inviting Tender.
2. The bids shall be opened within one hour of the deadline for the submission of bids.
3. All bids shall be opened publicly in the presence of all the bidders, or their representatives, who are present in person, at the time and place announced in the invitation to bid.
4. The procuring agency shall read aloud the name of the bidder and the total amount of each bid; any alternative bids, if they have been permitted, shall be read aloud and recorded when opened.
5. All bidders in attendance must sign an attendance sheet.

6. All bids submitted after the time prescribed, as well as those not opened and read at the bid opening because of any procedural flaw, shall not be considered; they shall be returned without being opened.
7. The official chairing procurement committee shall circle the rates and all the members of procurement committee shall sign each and every page of the financial proposal.
8. The procurement committee shall issue the minutes of the opening of the tenders and shall also mention overwriting or cutting, if any.

#### **5.2.1 Organize the Bid Opening (Officers of Procuring Agency)**

**5.2.1.1** At least seven days before the bid opening, use the format in annexure 15 to notify all members of the procurement committee.

**5.2.1.2** Arrange the area for bid opening, as specified in the bidding documents. Ensure that it is well lighted, large enough to accommodate at least two people from each bidding firm, and has audio capabilities, if required.

**5.2.1.3** Hold all bids unopened and secure until the date and hour designated in the bidding documents.

#### **5.2.2 Record Bid Submissions (Officers of Procuring Agency)**

As bids arrive:

- Provide receipts
- Record the bidder name and the submission date. (Bids received after the exact deadline will not be opened.)

#### **5.2.3 Hold Bid Opening (Procurement Committee)**

On the date and at the time and place specified on the bidding documents:

**5.2.3.1** Admit Participants:

- authorized bidders
- others directly involved with the subject procurement; for example, consultants hired for the purpose.

**5.2.3.2** Require that each attendee registers his/her presence in an Attendance Register/Sheet provided for that purpose (*Rule 30(3) of PPR 2014*), and to include:

- name, address
- company, manufacturer, representative
- organizational affiliation (if not bidder)
- signature.

All members of the procurement committee must countersign the attendance register.

**5.2.3.3** The procurement committee shall count and initial all envelopes that contain bids The names of bidders who have withdrawn their bids shall be announced.

**5.2.3.4** Bids received by or before the deadline will be opened, one at a time, and read aloud:

- bidder's name and local agent's name, if different

- bidder's city/state or province/country
- withdrawal or modifications, if any
- quoted items.

All financial bids should be kept unopened and sealed, in a box. The financial bid envelopes of technically qualified bidders will be opened after the technical evaluation is completed.

**5.2.3.3** Record any samples received if required in SBDs of DOH Punjab for technical evaluation with the bid on a Record of Samples Received form. See Annexure 16 for a sample form for recording samples received.

**5.2.3.4** Do not open the bids received after the deadline for the receipt of bids. These bids must be returned, unopened, to the bidder. *Rule 30(4) of PPR 2014.*

## **5.2.4 Record and Distribute Details (Procurement Committee)**

**5.2.4.1** As each bid is read, complete a Bid Opening Checklist— see annexure 17 for a sample. If a bid was received on time, it may not be eliminated at this stage, even if something appears to be missing or incorrect.

**5.2.4.2** Record the details of the bid on a Bid Opening Sheet (BOS), or Record of Bid Opening similar to Annexure 18.

**5.2.4.3** Require all members of the procurement committee and the bidders, or their representatives who attend the bid opening, to sign the BOS/Record of Bid Opening at the completion of the opening.

The steps above are a summary of the key activities to be performed for a bid opening.

### **Note**

After the public bid opening and report, there should be no further verbal contact with bidders until the winner is identified and notified. No circumstances justify meetings or conversations between the purchaser and bidders during the evaluation process.

## **5.3 When only one bid is received**

**5.3.1** Punjab Procurement Rules, 2014 do not put any limit on number of tenders/ bids received in response to tender notices provided that the procurement opportunity has been advertised in the prescribed manner. The single bid may be considered if it meets the evaluation criteria expressed in tender notice and is not in conflict with any other rules, regulations or policy of the Punjab Government. However, the procuring agency should make a decision with due diligence and in the light of *Rule 4 of PPR 2014.*

**5.3.2** Whenever a procuring agency is confronted with such a situation whereby the rate quoted by the single bidder cannot be compared so as to declare it as the lowest rate or otherwise it may make a prudent decision. While making a decision, the following factors may be kept in view: -

**(a)** The comparison of price of the goods/contraceptives if procured during the current financial

year.

- (b) Market price of the goods / contraceptives to be procured.
- (c) In case abnormal Increase in prices is observed, the procuring agency may like to re-advertise the procurement opportunity, if time permits

## **5.4 Bid Evaluation**

*Rule 32 of PPR 2014* which states that: “*All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents.*”

The *Rule 32 of PPR 2014* does not define a specific evaluation procedure, or offer a step-by-step format for selecting a winning bid; but the Department of Health may establish a Merit Point Average Evaluation Methodology scoring system in the “Standard Bidding Documents for procurement of medicines and supplies,” which can be used to evaluate bids. This scoring system assigns points to criteria established for evaluating the bids received.

The information presented in this Chapter follows a process where Standard Bid Evaluation Forms (SBEF) are used to conduct a thorough bid evaluation. The Bid Evaluation Committee can continue use the Merit Point Average Evaluation Methodology scoring system developed by the Department of Health for bid evaluation, and consider using SBEF documents when they would help to strengthen the process by providing additional evaluation criteria.

### **5.4.1 Standard Bid Evaluation Form (SBEF) Documents**

The SBEF provides tables and forms designed to help the Bid Evaluation Committee examine and evaluate each bid submission and arrive at a winning bid based on a fair application of the rules, procedures and requirements set down in the bidding documents. This Chapter will use the SBEF documents to explain the bid opening, evaluation and award stages for procurement of medicines and supplies.

## **5.5 Steps for Organizing the Evaluation Process**

### **5.5.1 Fill out SBEF Tables 1-3**

**5.5.1.1** Fill out SBEF Table 1, Identification (see Annexure19). It requires very basic information about the subject procurement package, most of which can be found in the approved Procurement Plan, including the original cost estimate. The remaining information is located in the Bidding document.

**5.5.1.2** Fill out SBEF Table 2, Bidding Process (see Annexure 20) with basic information about the bidding process, which includes publication dates, title of bidding documents, and amendment dates.

**5.5.1.3** Fill out SBEF Table 3, Bid Submission and Opening (see Annexure 21) with information about the bid submission and opening which includes deadline and opening dates, bid validity period and number of bids received.

**5.5.2** Hold the financial bid envelopes unopened in a box to be opened at a later date, after the technical evaluation process.

### **5.5.3 Complete the Bid Opening Checklist for Each Bid**

**5.5.3.1** Enter any incomplete information. For example, descriptions at bid opening may need to be elaborated further. (see Annexure 17)

5.5.3.2 Verify information recorded at bid opening.

#### 5.5.4 Check Copies and Secure Bid Originals

5.5.4.1 Compare each copy of each bid with its original and correct accordingly, if necessary.

5.5.4.2 Confirm that signatures on each original are present as required.

5.5.4.3 Keep originals in a safe location and use copies for evaluation work.

#### 5.5.5 Review Original Bidding Documents

To evaluate a bid, you must know what to evaluate; that information comes from the original bidding documents. The Bid Evaluation Committee should—

5.5.5.1 Thoroughly review the original Bidding Document issued for the procurement.

5.5.5.2 To understand what each bid should agree to or offer, particularly note entries in the BDS and Special Conditions of Contract, as well as the Schedule of Requirements.

### 5.6 Steps for Preliminary Examination of Bids

The examination outlined in SBEF Annexure 22: Table 4 is used by the Bid Evaluation Committee to identify and reject incomplete, invalid, or substantially non-responsive bids. Only bids that pass this phase can be financially evaluated and compared with other bids.

Review Preliminary Examination Form (SBEF Table 4)

SBEF Table 4 is a summary record showing how each bid for a goods / medicines contract is substantially responsive or substantially non-responsive to the bidding documents. It includes columns for recording the bidder's name, verification information, and eligibility information, completeness of bid, substantial responsiveness, and acceptance for detailed examination. Additional columns can be added as necessary. In most cases, they will be required for responsiveness to technical specifications and commercial conditions.

To record details of each bid's responsiveness or non-responsiveness in that category, each column of table 4 (except the bidder's name) must include at least one supplementary checklist or schedule. These supplementary checklists must reflect the exact requirements, terms, and conditions of the original bidding documents. The following sections explain how to complete the supplementary checklists for SBEF Table 4 columns.

#### 5.6.1 Undertake Verification Exercise: Table 4 - column b

Annexure 23 is a sample checklist for column b of Table 4 for examining details of verification issues. Real bidding documents will include additional issues that must be examined during the verification exercise. The BEC should:

#### 5.6.2 Review bidding documents for items in this category to be checked; prepare a checklist.

Examine all bids and note deficiencies that, if accepted, would give an unfair advantage to the bidder. Significant judgment must be used to distinguish between a material deviation from the verification requirements and a minor deviation from the requirements to ensure that a bid is not eliminated for a minor deviation. For example, simple omissions or mistakes from human error should not be grounds

for rejecting the bid. However, the validity of the bid—for example, its signature—must not be in question.

**Note:** See section 5.6.8.1 for a definition of material deviation and more information on considering a bid substantially responsive.

**5.6.1.1** Do not consider any information contained in a bid submission that was not specifically requested in the bidding document.

### **5.6.3 Assess Eligibility of Bidder: Table 4 - column c**

Annexure 24 is a sample checklist for examining details of eligibility issues. Real bidding documents will include additional issues that should be addressed during the eligibility examination. The BEC should do the following:

**5.6.3.1** Review bidding documents for items to be checked in this category and prepare a list.

**5.6.3.2** Check the department website or any other reliable website for a list of debarred firms.

**5.6.3.3** Confirm the eligibility of each bidder and the goods offered.

- a. If pre-qualification has taken place, only bids from pre-qualified bidders should be considered.
- b. A bidder may be disqualified if it has been placed on a debarment list by the Government.

### **5.6.4 Examine Bids for Completeness: Table 4 - column d**

*Annexure 25* is a sample checklist for column e of SBEF Table 4 for recording details about the completeness of the bid. Real bidding documents will include additional issues that should be addressed during the bid completeness examination.

**5.6.3.1** Review bidding documents for items to be checked in this category and prepare a list.

**5.6.3.2** Review the bids and note if any are incomplete or if they deviate from the original documents.

- a. Unless the bidding documents have specifically allowed bidders to quote for only select items or for only partial quantities of an item, bids not offering all of the required items (both type and quantity) will ordinarily be considered non-responsive. This decision requires significant judgment.
- b. Changes or additions to the bidding document by the bidder are usually treated as deviations, but may be acceptable if they are simply corrective, editorial or explanatory. This also requires significant judgment.

### **5.6.5 Examine Bids for Commercial Responsiveness (sub-schedule for Table 4 - column e)**

Annexure 26 is a sample sub-schedule for SBEF table 4 (column e); it is used to examine details of the commercial responsiveness. Real bidding documents may include additional issues that should be addressed during the commercial responsiveness examination. Deviations specified in the bidding documents (Instructions to Bidders section) that require rejection of the bid must be listed.

### **5.6.6 Refer Bids for Technical Evaluation**

List each bid and indicate if it will be accepted for detailed evaluation, based on the results of the

examination. If a bid fails acceptance, the reasons must be clearly explained in footnotes or in an attachment. Indicate the table 4 column number and schedule where the bid failed to meet requirements.

Soon after the bids are opened, a technical expert or a technical evaluation sub-committee should be assigned to examine the bids for technical content. Although it is not listed on the table 4 headings, the technical evaluation is a critical part of determining a bid's responsiveness to the requirements, and whether or not it can proceed to the next stage—financial evaluation and comparison..

**5.6.6.1** Examine each bid for modifications, exceptions and interlineations (notations written between the lines of the original bidding documents) regarding:

a. Compliance with technical specifications provided in the bidding documents.

**5.6.6.2** Compliance with general and Special Conditions of Contract included in bidding documents that are related to technical specifications. For example, contract requirements for pre-shipment inspection, sampling and testing.

**5.6.6.3** List and cross-reference deviations from bidding documents and indicate whether or not they are acceptable or unacceptable along with the reasons.

**5.6.6.4** For each bid record and document findings regarding compliance with technical specifications. See Annexure 27 for a sample Technical Evaluation Sub-schedule for recording technical evaluation findings. A list of the actual technical specifications must be incorporated into this schedule.

**5.6.6.5** If bidders are required to submit samples for inspection and/or testing, it is the procurement unit's responsibility to facilitate arrangements for any necessary testing to be done at a qualified government testing laboratory or at a pre-qualified independent testing laboratory and obtain written reports.

### **Note on Testing**

Testing is sometimes restricted to samples from several prospective suppliers with the lowest substantially responsive bids, but may also be reserved for bids from new or previously unreliable suppliers. In this case, testing would be delayed until the financial evaluation is complete.

Testing samples submitted with bids are not appropriate for health sector goods, such as medicines and vaccines, because this will not assure the quality of a product batch to be produced in the future.

**5.6.6.6** Summarize findings and provide overall comments on the technical evaluation. A sample summary table for recording information about the technical evaluation may be found in Annexure 29. A list of the actual technical specifications must be incorporated into this schedule.

### **5.6.7 Obtain and Review Technical Evaluation Report**

The technical expert, or committee, indicates whether or not the bid is technically acceptable (see *Annexure 27, 28 and 29*). The bid committee notes this determination in its evaluation report.

### **5.6.8 Identify Substantially Responsive Bids: (Table 4 - column f)**

Review the technical evaluation report and the findings from the other sub-schedule evaluations of SBEF Table 4 and determine whether or not each bid is substantially responsive to the requirements terms and conditions stated in the Bidding documents.

## Note

This step requires significant judgment and extreme care. The procuring entity may regard a bid as responsive, even if it contains minor deviations.

Bids that are determined to be “not substantially responsive” cannot be considered further (in other words, they will not be evaluated on the basis of price). Major deviations from the commercial requirements (5.6.5 above) and technical specifications (5.6.7 above) are a basis for the rejection of bids. Bidders are not allowed to correct or withdraw material deviations or reservations after bids have been opened.

## Definitions

A bid is considered substantially responsive when it is presented in the required manner and appears to include all required information, samples, statements, securities, signatures, forms and supporting documentation, and contains no material deviations from or reservations to the terms, conditions, and specifications in the bidding documents.

A material deviation is a significant and unacceptable difference from the requirements stated in the bidding documents. As a general rule, major (or material) deviations are those that, if accepted, would not fulfill the purposes for which the bid is requested, or would prevent a fair comparison with bids that are properly compliant with the bidding documents.

A material (or major) deviation affects the price, quantity, quality, or delivery of the goods as required in the bid documents, or limits the responsibilities, duties, or liabilities of the bidder, or any rights of the purchaser.

However, bids that offer deviations may be considered substantially responsive—at least as to the issue of fairness—if the deviations can be assigned a monetary value that would be added as a penalty during the financial evaluation process and if such deviations would be acceptable in the eventual contract.

This determination requires significant judgment and extreme care. Bids that are judged “substantially non-responsive” must be rejected without further consideration.

## 5.6.9 Accept Bids for Financial Examination (Table 4 - column g)

**5.6.9.1** After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open only the financial proposals of the technically accepted bids. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

The financial proposals of bidders proceeding to the financial evaluation are opened publicly at a separate bid opening meeting, at a date and time notified to the bidders whose technical proposals have been evaluated and accepted after the technical evaluation. Total prices quoted, together with all itemized unit prices, together with the technical scores awarded to bidders in the technical evaluation, are read out and recorded.

## 5.7 Steps for Financial Evaluation (SBEF Table 5-6)

For each bid that survives the examination stage, the BEC must arrive at an “evaluated cost”. SBEF Tables 5-6 helps to insure a fair comparison among all the offers. Subject to post-qualification, the bid with the lowest “evaluated cost,” but not necessarily the lowest submitted price, must be chosen for award.

The “evaluated cost” is not necessarily the submitted price; it takes corrections and discounts into consideration. Bidding documents must list factors to be considered, in addition to price, and describe the manner in which they will be applied.

### **5.7.1 Complete SBEF Table 5 - Bid Prices as Read Out (See *Annexure 30*)**

### **5.7.2 Calculate Corrections and Unconditional Discounts (SBEF Table 6)**

The procurement committee should use Table 6 (see *Annexure 31*) to incorporate corrections and unconditional discounts in the calculation for an “evaluated cost”.

**5.7.2.1 Corrections for Errors:** For each bid, multiply the unit price by the quantity. If the answer does not match the totals or sub-totals mentioned in the bid, the difference should be entered as a plus or minus in column “d”. In other words, the stated unit price prevails. If there is a discrepancy between words and figures, the amount in words prevails. Corrections are considered binding on the bidder. Unusual or large corrections that could affect the comparative ranking of bids should be explained in footnotes.

**5.7.2.2 Modifications and Unconditional Discounts:** Bidders are allowed to modify their bids prior to opening. These modifications may include either increases or discounts to the bid amounts that reflect last minute business decisions. Enter any modification or unconditional discount that is not reflected in the read-out bid price into columns g and h.

**5.7.2.3 Corrected/Discounted Bid Price(s):** Table 6, column “i” shows how to calculate this important figure. .

### **5.7.3 Assemble Summary Ranking of Financial Evaluation**

For clarity and convenience, developed a summary ranking of the financial evaluation of technically responsive bids; list the bidders and their total bid price. A revised schedule may be needed if domestic preference or cross discounts change the ranking.

## **5.8 Steps for Verifying Bid Securities**

Bid securities in a fixed amount of 1 percent to 5 percent of the bid price under *Rule 27 of PPR 2014* (specified in BDS) are submitted with bids from both local and international bidders. See *annexure 32* for a sample Bid Security Checklist. The bidding documents will state which form(s) of bid security can be accepted.

Generally accepted securities include:

- Pay Order
- Bank Draft

No cash money is allowed.

### **5.8.1 Safeguard and Record Bid Securities**

**5.8.1.1** Segregate bid securities soon after the financial bids are opened.

5.8.1.2 Hold bid securities in a locked, secure location until a contract has been awarded.

5.8.1.3 Record each bid security in the register set up for this purpose.

## 5.8.2 Confirm Bid Securities

Confirm the validity of all bid securities within 15 days after the bid opening.

5.8.2.1 Confirm bid securities issued by banks within Pakistan (local issuing banks) through using any legal source preferably, , go to the bank and speak with a bank officer.

## 5.9 Steps for Qualifying Lowest Evaluated Bidder

If pre-qualification was conducted, the bidder whose bid is the “lowest evaluated” should receive the award unless:

- Bidder’s qualifications have since materially deteriorated.

The Purchaser must satisfy itself fully on following accounts.

- Examine the updated information submitted by the “lowest evaluated” bidder and determine if it still meets the original pre-qualification criteria. Seek clarification or updates from the bidder as required.
- If the “lowest evaluated” bidder is still qualified, include this information in the evaluation report.

If pre-qualification was not conducted, the lowest evaluated bidder must be post-qualified using the requirements mentioned in the bidding documents.

### 5.9.1 Develop a Bidder’s Qualification Worksheet

5.9.1.1 To facilitate the qualification process, develop a bidder’s qualification worksheet based on qualification criteria announced in the bidding documents. See section 3.3.6 for an example of bidder qualification criteria that can be used for a worksheet.

### 5.9.2 Examine Documents and Statements

5.9.2.1 Examine the documents and statements provided by bidder with regard to qualification criteria announced in the bidding documents.

5.9.2.2 Record findings on the worksheet.

### 5.9.3 Check References

To verify statements and obtain information on past performance and financial standing, contact reference persons and institutions provided by the bidder.

### 5.9.4 Determine Qualification Status

5.9.4.1 Determine if the lowest evaluated bidder satisfies all qualification criteria.

5.9.4.2 If the lowest evaluated bidder fails post-qualification, its bid should be rejected, and the next ranked bidder should then be subject to the same post-qualification examination. If successful, award this bidder. The procuring agency shall award the contract within the original or extended bid validity period.

5.9.4.3 If a bidder fails post-qualification, the justification must be clearly explained and

documented in attachments to the bid evaluation report. A history of poor performance may be considered adequate justification.

## **5.10 Assembling the Contract**

The contract is important because once it is signed it becomes the legally binding document between the purchaser and the seller that identifies:

- product specifications
- delivery requirements
- performance obligations of both parties
- legal recourse for the parties involved in case of lack of performance or disputes.

Contract preparation for competitive bidding occurs during the process of developing the bidding documents when product specifications, delivery requirements, general and special contract conditions and Quality Assurance requirements specific to the medicines and supplies are assembled. While this can be a complex preparation process, the bidding documents provide the bidder with all the pertinent contract information and requirements so that at contract award time, the contract is basically in place and the winning bidder has only to sign the contract agreement form.

The documents that typically are included in the contract include:

- form of contract
- BDS and the price schedule submitted by the bidder
- Schedule of Requirements (offered by the bidder and accepted by the purchaser)
- technical specifications (offered by the bidder and accepted by the purchaser)
- General Conditions of Contract
- Special Conditions of Contract (duly filled in)
  - (i) Performance Security submitted by the bidder.

The purchaser should review the assembled contract documents to ensure that key requirements and contract provisions from the following categories are included in the contract as needed:

- product requirements
- delivery requirements
- certification requirements
- inspection and testing rights
- payment terms
- special qa conditions appropriate to the commodity
- warranty clauses
- termination clauses

- remedy clauses

## **5.11 Recommending for Award**

### **5.11.1 Prepare a Bid Evaluation Report**

- 5.11.1.1** The procurement committee prepares a bid evaluation report that provides information documenting the bid opening process, the preliminary bid examination, the technical evaluation and the financial evaluation. See Annexure 34 for a sample Bid Evaluation Report. Evaluation Report format available at Punjab PRA website <http://ppra.punjab.gov.pk> can also be used.
- 5.11.1.2** Attach notes of explanation for any extraordinary factors such as prices higher than estimated, lower than expected, only one bid submitted, etc.
- 5.11.1.3** Recommend the lowest evaluated, qualified bidder for award.
- 5.11.1.4** Sign the evaluation report - that is, each member must sign with their name and designation clearly stated.
- 5.11.1.5** If any member of the procurement committee disagrees with any part of the evaluation recommended by the procurement committee, they can write a note of dissent describing their reasons, in detail.

### **5.11.2 Submit Report to the Approving Authority**

Submit the evaluation report along with recommendations for award and any note of dissent, if any, to the approving authority. See Annexure 35 for a sample Request for Evaluation Report Approval form and Annexure 36 for a Recommendation for Contract Award form.

## **5.12 Government Approvals and Authorization**

- 5.12.1** The award recommendation must be formally approved by the appropriate approving authority. (*Rules 11 and 63 of PPR 2014*)
- 5.12.2** After reviewing the Bid Evaluation Report Summary and confirming that the bid evaluation process has been properly adhered to and the award recommendation is consistent with a fair and equitable bid evaluation process as documented by the Bid Evaluation Report Summary, the approving authority is bound to approve the award recommendation in a prompt manner. By promptly approving award recommendations that are based on a fair and equitable bid evaluation process, the approving authority helps to:
  - Increase the confidence of bidders in the Government of Punjab procurement process which encourages bidders to compete for Government of Punjab contracts, thereby increasing competition which can lead to reduced product prices.
  - Reduce the number of protests filed by Bidders when they believe that the approving authority made an arbitrary decision not based on the bid evaluation process and that, as a result, their bid did not receive fair and equal consideration in accordance with *Rule 4 of PPR2014*,
  - Ensure the contract is awarded to the manufacturer in a timely manner to support the product delivery schedule.

- 5.12.3** If the Approving authority determines that the bid evaluation process as documented by the Bid Evaluation Report summary was not conducted in a fair and equitable manner, then it may:
- a. Ask the procurement committee for any clarification required.
  - b. Reject the Recommendation, clearly documenting in writing the reasons for the rejection, and request a re-evaluation.
  - c. Reject the Recommendations, clearly documenting in writing the reasons for the rejection, and issue instructions to reprocess the procurement in accordance with the PPR 2014.
- 5.12.4** The decision of the approving authority will be communicated to the Procuring Unit through the same route in which the request for approval was initially submitted.
- 5.12.5** After the procuring unit receives the approval, the Notification of Award (NOA) under *Rule-55 of PPR 2014* for the procurement contract must be issued, provided no complaint or appeal is pending against the bidder. .

### **5.13 Announcement of Evaluation Reports**

*Under Rule 37 of PPR 2014*, the procuring agency must announce the results of the bid evaluation in a report, including the justification for acceptance or rejection of bids. The report shall be hosted on the website of the authority, and that of the procuring agency, if it has a website. All bidders must be notified at least seven days prior to the contract award.

### **5.14 Extending Bid Validity (if necessary)**

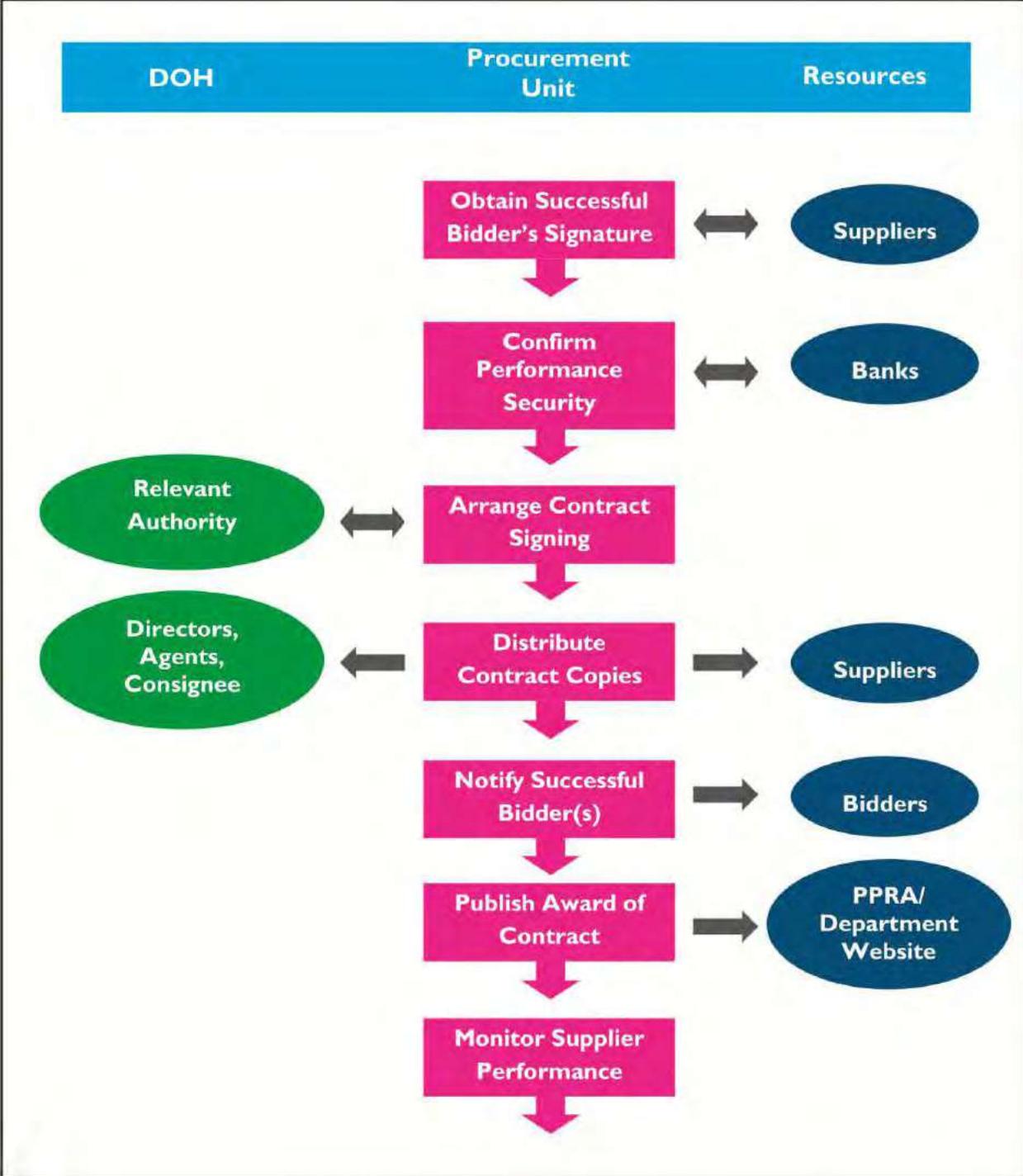
If justified by exceptional circumstances under *Rule-29 of PPR 2014*, a procuring unit may request a bidder to extend the validity period of its bid, which cannot be longer than the original period of bid validity. Bidders are not obliged to agree to such requests. However, if a bidder agrees, it must be in writing and must confirm the new date for the expiry of bids requested by the procuring entity. If the bidder has submitted bid security, the bid security must also be extended.

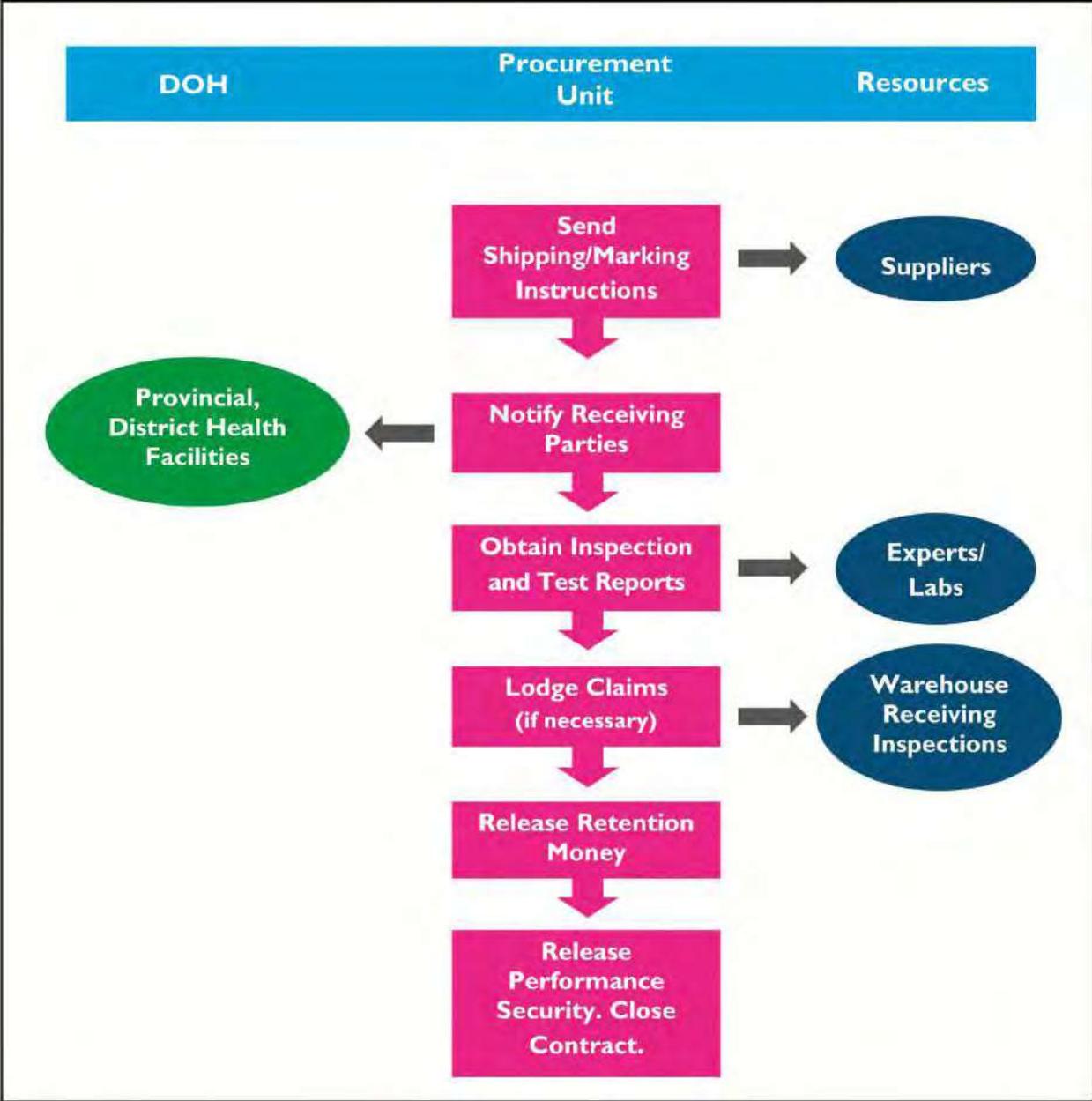
#### **5.15.1 Redressal of Grievances**

If any bidder should feel that they have not received fair and impartial treatment after submitting their bid, they may file a written complaint in accordance with *Rule 67 of PPR 2014*, no later than 10 days after the announcement of the bid evaluation report.

The Grievance Committee shall review the grievance and make a decision within 15 days of receipt of the complaint. Lodging a complaint by a bidder does not automatically warrant suspension of the bidding process.

# Chapter 6: Award, Contract & Delivery





## 6. AWARD, CONTRACT & DELIVERY

After obtaining approval and authorization from the relevant competent authority (see section 5.12.1) the procuring unit takes necessary steps for award.

### 6.1 Award of Contract

The procuring agency shall award the procurement contract to the bidder with the lowest evaluated cost within the original or extended bid validity period *Rule 55 of PR 2014*.

The procuring agency shall notify the successful bidder, in writing, by issuing a letter of acceptance indicating that its bid has been accepted; the procuring agency shall also send the bidder the contract form provided in the bidding documents.

**Note:** The procuring agency shall ensure the bid evaluation report has been hosted on the website of PPRA at least seven days prior to issuing the notification of acceptance, in compliance with *Rule 37 of PR 2014*

If only one bid is received, after advertising the bids/tenders in accordance with the rules, the procuring agency shall ensure that the prices offered by the bidder are comparable to the prices or rates of the last awarded contract or the market price.

### 6.2 Performance Security, Contract Signing and Distribution

#### 6.2.1 Winning Bidder Submission of Performance Security and Contract Form

6.2.1.1 The successful bidder must submit performance security which should not exceed 10% of contract value (*Rule 56 of PPR 2014*) and the signed contract form to the procuring entity within the deadline mentioned in the original bidding documents. The contract form binds him to the general and special conditions of the contract and the specifications contained in the original bidding documents.

- a. Usually, the successful bidder goes to the procurement office with their agent, submits the Performance Security, and signs the contract form as the first party. Alternately, the successful bidder can send the required Performance Security and signatures via courier.
- b. The person who signs the contract for the successful bidder should sign the bid; or the person who signed the bid should authorize someone for this purpose, in writing.

6.2.1.2 If the successful bidder fails to meet the deadline mentioned above, his bid security will be forfeited. In this case, the procuring agency should award the contract to the second lowest evaluated bidder.

#### 6.2.2 Confirm Performance Security

As soon as the Performance Security is submitted, the procuring agency must get it confirmed by the issuing institution (which is usually a commercial bank).

6.2.2.1 Confirm performance securities issued by banks within Pakistan—local issuing banks—use any legal source; preferably, go to the bank and speak with a bank officer.

- 6.2.2.2 Confirm performance securities issued by banks or other institutions outside of Pakistan by e-mail, fax, telegram, telex, letter, etc.
- 6.2.2.3 Confirm performance securities issued by banks outside Pakistan, but that have a correspondent bank within Pakistan—use any legal source; preferably, go to the bank and speak with a bank officer.

### **6.2.3 Sign the Contract on Behalf of Procuring Agency**

- 6.2.3.1 After the successful bidder signs the contract form and provides performance security, make arrangements for the relevant authority to sign on behalf of Procuring Agency.

### **6.2.4 Distribute and Preserve Original Contract**

- 6.2.4.1 Provide one of the two originals of the signed contract form to the supplier.
- 6.2.4.2 Keep the other original signed contract form, the Performance Security and the bank confirmation letter in a file under proper security and maintenance.

### **6.2.5 Distribute Contract Copies**

Send a copy of the entire signed contract (form plus conditions and specifications, etc.) to the relevant authority and subordinate offices for record keeping.

### **6.2.6 Notify Successful Bidder and Unsuccessful Bidders**

Notify the successful bidder and the unsuccessful bidders under *Rule 35 of PPR 2009* and return bid securities to the unsuccessful bidders. Do not take this step until the successful bidder has signed the contract and provided performance security.

Publication of the award of contract: Within seven days of the award of contract, the procuring agency shall publish on the website of the authority and on its own website, if there is such a website, the results of the bidding process; identify the bid using the procurement identifying number, if any, and the following information:

1. evaluation report
2. form of contract and letter of award
3. bill of quantities or schedule of requirement.

## **6.3 Payment Arrangements**

For local procurements follow the payment procedure given in the bidding documents and under *Rule-63 of PPR 2014*.

## **6.4 Contract Performance Monitoring**

It is important for the procurement unit to stay in contact with the manufacturer (supplier) and/or his local agent during the period of manufacture and shipment.

### **6.4.1 Set up and Maintain a Contract Monitoring System**

1. List responsibilities of the purchaser and of the supplier for contract performance. (See

Annexure 38 for a sample list of supplier performance responsibilities.)

- a. Responsibilities tied to normal execution of the contract, such as arrangements for inspection, provision of documents, etc.
  - b. Responsibilities tied to exceptional conditions, such as notification of force majeure.
2. Evaluate the status of unfinished orders at least once every two weeks.
- a. Update the schedule with the actual dates that tasks and responsibilities are finished.
  - b. Remind the supplier of upcoming deadlines. Ask how things are progressing.

#### **6.4.2 Send Shipping and Marking Instructions**

6.4.2.1 Produce a separate set of shipping and marking instructions based on the contract document and send it to the supplier at least 30 days, but not more than 60 days, before shipment. This is intended to prevent mistakes by the supplier's warehouse/shipping personnel who may not have access to the contract documents. Clear instructions help to avoid delays.

### **6.5 Pre-Shipment Inspection and Testing**

Contracts for medicines and supplies from international sources may require special pre-shipment inspection, sampling and testing to verify quality and compliance with specifications before shipping. For details of Pre-shipment Compliance, see Government of Punjab - Contraceptives Procurement Manual.

### **6.6. Receipt of Consignment**

#### **6.6.1 Receiving Consignments of Domestic Goods**

In case of domestic delivery on Carriage Paid To (CPT) basis, the documents will be copies of:

- commercial invoice
- packing list
- truck receipt
- Certificate of Analysis

#### **6.6.2 Receiving Consignments of Imports**

The stores in-charge of the procuring entity will receive the shipment from the clearing agent, along with copies of the following shipping documents:

- a. commercial invoice
- b. packing list
- c. B/L or airway bill
- d. certificate of origin
- e. certificate of analysis
- f. on board insurance survey report (in case the consignment is cif)

#### **6.6.3 Delivery to Receiving Warehouse**

Supplier or clearing agent will arrange for delivery to the respective Warehouse, taking

all necessary steps to protect the goods.

- refrigeration of perishable products (for example, vaccines and biological products)
- protection from damage due to bad weather conditions

#### **6.6.4 Warehouse Delivery Inspection**

Warehouse staff must receive and inspect goods for the following details:

- correct commodity
- shipping/ transportation damage
- special packing as required by the contract
- full quantities delivered
- packing slip present and correct
- correct markings on packaging, including expiry dates
- any further testing required
- manufacturer's certifications included with consignment (or documents)

#### **6.6.5 Warehouse Reports**

Warehouse staff must immediately report to appropriate officials any problems found during inspection.

### **6.7 Claims and Damages**

#### **6.7.1 Insurance Claims (for international procurements)**

If the consignment is received with "qualified remarks," the clearing agent will prepare necessary papers to lodge a marine insurance claim. The papers include:

- copy of boat-note
- copy of b/l
- copy of commercial invoice
- copy of packing list
- copy of survey report
- copy of insurance policy (to be received from the supplier in cif contracts; to be received from the purchaser in cfr contracts)
- claim bill

#### **6.7.2 Liquidated Damages**

Liquidated damages are usually monetary fines imposed against the supplier for late delivery; they are specified in the SBDs and the contract. The procuring agency shall specify the maximum percentage of liquidity damages in the SBDs. When all shipments against the contract are complete, do the following:

6.7.2.1 Determine if the supplier has accrued any liquidated damages (L/D). This determination process requires a review of:

- contract terms and conditions with regard to liquidated damages
- b/l showing the shipment date (in other words, the date the goods were placed on-board) or delivery receipt

- 1/c advice from commercial bank showing the date it was issued
- percentage of consignment shipped within the deadlines required by the contract

6.7.2.2 If the review reveals late shipment(s) subject to liquidated damages, figure the amount.

### **6.7.3 Adjustment and Release of Retention Money**

6.7.3.1 Subtract the amount of liquidated damages figured in 6.7.2 above from the money that has not yet been paid to the supplier (in other words, subtracted from the “retention money”). Retention money does not exceed 10% of the total contracted amount.

6.7.3.2 If the amount of the liquidated damages (L/D) is less than the amount of the retention money, the amount remaining after deduction of the L/D amount must be released to the supplier. In this case, the procurement office must:

- State in writing how exactly L/D applies
- Figure the amount of L/D, if applicable
- Advise the supplier of the applicability and amount of L/D
- Mark invoices for amount to be paid after deduction of the L/D amount, if applicable
- Send invoice(s) and supporting statements and calculations to the appropriate Finance Office for action

### **6.7.4 Warranty Claims**

Investigate any complaints or objections received from users; file warranty claims with the supplier, as needed.

## **6.8 Closing the Contract**

*Apply Rule 64 of PPR 2014*

### **6.8.1 Contract Records**

At the end of the warranty period, record whether:

- any warranty claim(s) have been made, and if they have been settled
- any insurance claim was applicable, lodged and realized
- any liquidated damages were applicable and, if so, the amount of l/d deducted

### **6.8.2 Release of Performance Security**

If there are no outstanding amounts due, claims or other valid reservations, mark the Performance Security “released”, issue a letter to the supplier stipulating “no claim” on the Performance Security and send a copy to the bank that issued the Performance Security.

### **6.8.3 Contract Files**

Mark the file of the contract “closed” and retain it in the closed file records for a minimum of five years.



# Chapter 7: International Competitive Bidding

## 7.1 Introduction

Not all medicines and biological drugs needed to support the health care system are manufactured in Pakistan at this time. Therefore, at times it is necessary for the Government of Punjab Department of Health to procure medicines from authorized suppliers of internationally manufactured medicines or directly from the international medicine manufacturer. While the previous Chapters of this procurement manual have discussed the procedures for international competitive bidding in detail, this Chapter is provided to highlight some key topics that the Procurement Unit must address when it is conducting international competitive bidding to procure medicines on the international market. This Chapter also provides references to Chapters in the Government of Punjab Contraceptive Procurement manual, which is based upon international competitive bidding, where additional information can be found.

## 7.2 Standard Bidding Documents

### Special product requirements

The Health Department's Standard Bidding Documents should contain clauses and requirements that are suitable for most international competitive procurements. Some international procurement however may include vaccines, biological medicines, or other supplies that have special requirements. These can include special storage requirements, such as for vaccines and some biological medicines, special marking requirements, special testing requirements, special Incoterms (shipping terms) or other special requirements. The Procurement Unit needs to review the products and identify any such special requirements and make sure they are addressed in the appropriate Chapter of the bidding documents, in either the technical specifications, bid data sheet, schedule of delivery, or special conditions of contract. See annexure 1 for additional information about Incoterms.

## 7.3 Inviting Bids

### Advertising for international procurements

For international competitive bidding it is often necessary to advertise or post information on the bidding opportunity in special locations and media where international manufacturers and their representatives are more likely to see the advertisement or posting. In addition to placing media advertisements in at least two daily national newspapers, one in Urdu and one in English, for international competitive procurement also place advertisements in appropriate international journals, publications and websites, such as <http://www.dgmarket.com>. Also send notices to foreign embassies and trade missions present in Pakistan.

## **7.4 Evaluating Bids**

### **Converting foreign exchange**

In some international competitive bidding exercises there may be bids submitted by international manufacturers that are in a foreign currency. In order to ensure that a bid in foreign currency is properly converted to Pakistani Rupees so that a fair and transparent financial evaluation and comparison of all bids can be made, it will be necessary to convert the international currency into Pakistani Rupees. For information on converting foreign currency to Pakistani Rupees and a sample currency conversion form to use for that purpose, see Module IV Chapters G.2 and G.3: *Steps for Financial Evaluation*, in the Government of Punjab Contraceptive Procurement manual.

## **7.5 Awarding Contract**

### **Arranging for a Letter of Credit (L/C)**

In some international competitive procurements, a winning international manufacturer may require that payment arrangement be made using a letter of credit. This requires working with a Pakistan Bank and there are several steps to follow in applying for a letter of credit. For information on opening a letter of credit to pay an international supplier, see Module V, Chapter D: *Payment Arrangements*, in the Government of Punjab Contraceptive Procurement manual.

## **7.6 Pre-Shipment Inspection and Testing**

### **Compliance Program for medicines and biological drugs**

Contracts for medicines and biological drugs from international sources may require special pre-shipment inspection, sampling and testing to verify quality and compliance with specifications before shipping. This is called a “Pre-shipment Compliance Program”. Information on setting up a Pre-shipment Compliance program for internationally sourced medicines can be found in Module V, Chapter F: *Pre-shipment Inspection and Testing*, in the Government of Punjab Contraceptive Procurement manual.

## **7.6 Shipping Documents**

Medicines procured from international manufacturers that arrive via ocean or air freight will have to clear customs before being delivered to the purchaser. To ensure that shipments clear customs quickly and efficiently so as not to incur demurrage charges, the proper and required shipping documents must be provided to the clearance agent as soon as possible. For more information on shipping documents required for international shipments see Module V, Chapter H: *Shipping Documents*, in the Government of Punjab Contraceptive Procurement manual.

## **7.7 Customs Clearance and Delivery**

Port clearing staff is responsible for receiving the shipping documents mentioned above and transferring them to the C and F agent, who is responsible for the several activities that may be required to clear the goods through customs. For more information on the customs clearance activities that may be required to clear goods and deliver them to the purchaser’s warehouse see Module V, Chapter I: *Customs Clearance and Delivery Arrangements*, in the Government of Punjab Contraceptive Procurement manual.

# Annexures



# Annexure I: Incoterms

The *international commercial terms (Incoterms)* are a series of pre-defined commercial terms published by the International Chamber of Commerce (ICC); they are widely used in international commercial transactions. Incoterms are a series of three-letter trade terms related to common contractual sales practices. The Incoterms rules are intended primarily to clearly communicate the tasks, costs, and risks associated with the transportation and delivery of goods. These rules are accepted by governments, legal authorities, and practitioners worldwide in interpreting the most commonly used terms in international trade. They are intended to reduce, or remove altogether, uncertainties arising from different interpretation of the rules in different countries.

## Incoterms 2010

The eighth published set of pre-defined terms, *Incoterms 2010* defines 11 rules, reducing the 13 used in Incoterms 2000 by introducing two new rules (delivered at terminal (DAT); delivered at place (DAP), which replace four rules in the prior version—delivered at frontier (DAF); delivered ex ship (DES); delivered ex quay (DEQ); and delivered duty unpaid (DDU).

### Note

Carrier means any person who, in a contract of carriage, undertakes to perform or to procure the performance of carriage by rail, road, sea, air, inland waterway or by a combination of such modes. If the Buyer instructs the Seller to deliver the cargo to a person, e.g., a freight forwarder who is not a “carrier”, the Seller is deemed to have fulfilled his obligation to deliver the goods when they are in the custody of that person.

Transport terminal means a railway terminal, a freight station, a container terminal or yard, a multi-purpose cargo terminal or any similar receiving point.

Container includes any equipment used to unitize cargo, e.g., all types of containers and/or flats, whether ISO accepted or not, trailers swap bodies, RoRo equipment or igloos, and applies to all modes of transport.

## Group E: Departure Term

### 1. EXW – Ex Works (named place of delivery)

The Seller fulfills his obligation to deliver when he has made the goods available at his premises (i.e. works, factory, warehouse, etc.) to the Buyer. In particular, he is not responsible for loading the goods on the vehicle provided by the Buyer or for clearing the goods for export, unless otherwise agreed to in the purchase contract. The Buyer bears all costs and risks involved in taking the goods from the Seller’s premises to the desired destination. This term represents the minimum obligation for the Seller.

**Ex Works (EXW)** should not be used when the Buyer cannot carry out export formalities directly or indirectly. In such circumstances, the FCA term should be used.

## **Group F: Shipment Terms - Main Carriage Paid By Buyer**

### **2. FCA – Free Carrier (named place of delivery)**

The Seller fulfills his obligation to deliver has after they hand over the goods, cleared for export, into the charge of the carrier named by the Buyer at a named place or point of departure. If delivery occurs at the Seller's premises, the Seller is responsible for loading. If delivery occurs at any other place, the Seller is not responsible for unloading. If no precise point is indicated by the Buyer, the Seller may choose within the place or range stipulated where the carrier shall take the goods into his charge. When, according to commercial practice, the Seller's assistance is required in making the contract with the carrier (such as in rail or air transport), the Seller may act at the Buyer's risk and expense.

FCA may be used for any mode of transport, including multi-modal transport.

### **3. FAS – Free Alongside Ship (named port of shipment)**

The Seller fulfills his obligation to deliver when the goods have been placed alongside the vessel on the quay or in lighters at the named port of shipment. From that moment, the Buyer has to bear all costs and risks of loss of or damage to the goods. The FAS term requires the Seller to clear the goods for export and the Buyer to carry out customs formalities for import.

FAS can only be used for sea or inland waterway transport.

### **4. FOB – Free on Board (named port of shipment)**

The Seller fulfills his obligation to deliver when the goods have passed over the ship's rail at the named port of shipment. From that moment on, the Buyer has to bear all costs and risks of loss of or damage to the goods. The FOB term requires the Seller to clear the goods for export.

FOB can only be used for sea or inland waterway transport. When the ship's rail serves no practical purpose, such as in the case of Ro/Roor container traffic, the FCA term should be used.

## **Group C: Shipment Terms - Main Carriage Paid By Seller**

Under Group C terms, there are two critical division points, one for the division of costs, the other for the division of risk. Costs are assumed by the Seller, until the destination point; risks are transferred to the Buyer at the point of shipment.

### **5. CFR – Cost and Freight (named port of destination)**

The Seller must pay the costs and freight necessary to bring the goods to the named port of destination but the risk of loss or damage to the goods, as well as any additional costs due to events occurring after the time the goods have been delivered on board the vessel, is transferred from the Seller to the Buyer when the goods pass the ship's rail in the port of shipment. The CFR term requires the Seller to clear the goods for export.

CFR can only be used for sea and inland waterway transport. When the ship's rail serves no practical purpose, such as in the case of Ro/Ro or container traffic, the CPT term is more appropriate.

## **6. CIF – Cost, Insurance and Freight (named port of destination)**

The Seller has the same obligations as under CFR but with the addition that he has to procure marine insurance against the Buyer's risk of loss of or damage to the goods during the carriage. The Seller contracts for insurance and pays the insurance premium, but the Seller is only required to obtain insurance on minimum coverage. The CIF term requires the Seller to clear the goods for export.

CIF can only be used for sea and inland waterway transport. When the ship's rail serves no practical purposes, such as in the case of Ro/Roor container traffic, the CIP term should be used.

## **7. CPT – Carriage Paid To (named place of destination)**

The Seller pays the freight for the carriage of the goods to the named destination. The risk of loss or damage to the goods, as well as additional costs due to events occurring after the time the goods have been delivered to the carrier, is transferred from the Seller to the Buyer when the goods have been delivered into the custody of the carrier. If subsequent carriers are used for the carriage to the agreed destination, the risk passes when the goods have been delivered to the first carrier. The CPT term requires the Seller to clear the goods for export.

CPT can be used for any mode of transport, including multi-modal transport.

## **8. CIP – Carriage and Insurance Paid to (named place of destination)**

The Seller has the same obligations as under CPT but the Seller also has to procure cargo insurance against the Buyer's risk of loss of, or damage, to the goods during the carriage. The Seller contracts for insurance and pays the insurance premium. The Buyer should note that under the CIP term the Seller is only required to obtain insurance on minimum coverage. The CIP term requires the Seller to clear the goods for export.

This term can be used for any mode of transport, including multi-modal transport.

## **Group D: Arrival Terms**

### **9. DAT – Delivered at Terminal (named terminal at port or place of destination)**

Seller pays for carriage to the terminal, except for costs related to import clearance, and assumes all risks up to the point that the goods are unloaded at the terminal.

### **10. DAP – Delivered at Place (named place of destination)**

Seller pays for carriage to the named place, except for costs related to import clearance, and assumes all risks prior to the point that the goods are ready for unloading by the buyer.

### **11. DDP – Delivered Duty Paid (named place of destination)**

The Seller fulfills his obligation to deliver when the goods have been made available at the named place in the country of importation, but not unloaded. The Seller has to bear the risks and costs, including duties, taxes and other charges of delivering the goods thereto, cleared for importation. If the parties wish to exclude from the Seller's obligations some of the costs payable upon importation of the goods (such as VAT), this should be made clear by adding words to this effect: "Delivered duty paid, VAT unpaid (...named place of destination)".

This term can be used for any mode of transport.

## **Previous terms from Incoterms 2000 eliminated from Incoterms 2010**

### **DAF – Delivered at Frontier (named place)**

The Seller fulfills his obligation to deliver when the goods have been made available cleared for export at the named point and place at the frontier, but before the customs border of the adjoining country. The term “frontier” may be used for any frontier, including that of the country of export. Therefore, it is of vital importance that the frontier in question be defined precisely by naming the point and place in the term.

This term is primarily used when goods are to be carried by rail or road, but it may be used for any mode of transport.

### **DES – Delivered Ex Ship (named port of destination)**

The Seller fulfills his obligation to deliver when the goods have been made available to the Buyer on board the ship, but not cleared for import at the named port of destination. The Seller has to bear all the costs and risks involved in bringing the goods to the named port of destination.

This term can only be used for sea or inland waterway transport.

### **DEQ – Delivered Ex Quay (named port of destination)**

The Seller fulfills his obligation to deliver when he has made the goods available to the Buyer on the quay (wharf) at the named port of destination, but not cleared for importation. The Seller has to bear all risks and costs involved in bringing the goods to the named port of destination and discharging the goods on the quay (wharf), including duties, taxes and other charges of delivering the goods thereto.

If the parties wish to exclude from the Seller’s obligations some of the costs payable upon importation of the goods (such as value added tax - VAT), this should be made clear by adding the words to this effect: “Delivered ex quay, VAT unpaid (named port of destination)”.

This term can only be used for sea or inland waterway transport. It should not be used if the Seller is unable, directly or indirectly, to obtain the import license.

### **DDU – Delivered Duty Unpaid (named place of destination)**

The Seller fulfills his obligation to deliver when the goods have been made available at the named place in the country of importation. The Seller has to bear the costs and risks involved in bringing the goods thereto (excluding duties, taxes and other official charges payable upon importation) as well as the costs and risks of carrying out customs formalities. The Buyer has to pay any additional costs and to bear any risks caused by his failure to clear the goods for import in time.

If the parties wish the Seller to carry out customs formalities and bear the resulting costs and risks, this has to be made clear by adding words to this effect.

If the parties wish to include in the Seller’s obligations some of the costs payable upon importation of the goods (such as VAT), this should be made clear by adding words to this effect: “Delivered duty unpaid, VAT paid (...named place of destination)”.

This term can be used for any mode of transport.

**INCOTERMS® 2010: Responsibilities of Buyers and Sellers** (The following table explains the responsibilities of buyers & sellers including the price)

		<b>EXW</b>	<b>FCA</b>	<b>CPT</b>	<b>CIP</b>	<b>DAT</b>	<b>DAP</b>	<b>DDP</b>	<b>FAS</b>	<b>FOB</b>	<b>CFR</b>	<b>CIF</b>
		Ex Works	Free Carrier	Carriage Paid To	Carriage & Insurance Paid To	Delivered at Terminal	Delivered at Place	Delivered Duty Paid	Free Alongside Ship	Free on Board	Cost & Freight	Cost Insurance & Freight
	<b>Services / Charges</b>	Who Pays	Who Pays	Who Pays	Who Pays	Who Pays	Who Pays	Who Pays	Who Pays	Who Pays	Who Pays	Who Pays
<b>Exporting Country</b>	Export Packing	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
	Marking & Labeling	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
	Block & Brace	1	1	1	1	1	1	1	1	1	1	1
	Export Clearance Export Duty & Taxes	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
	Freight Forwarder Documentation Fee	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Seller	Seller
	Inland Freight to Carrier Delivery to Port/Place	Buyer	2	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
	Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Buyer	Seller	Seller	Seller
	Vessel Loading Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Buyer	Seller	Seller	Seller
	Ocean / Air Freight	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Seller	Seller
Marine Insurance	3	3	3	Seller	3	3	3	3	3	3	Seller	
<b>Importing Country</b>	Unloading Charges	Buyer	Buyer	4	4	Seller	Seller	Seller	Buyer	Buyer	4	4
	Destination Terminal Charges	Buyer	Buyer	4	4	4	Seller	Seller	Buyer	Buyer	4	4
	Nominate On Carrier	Buyer	Buyer	5	5	5	5	Seller	Buyer	Buyer	Buyer	Buyer
	Clearing Agent Fee	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer	Buyer	Buyer	Buyer
	Customs, Duties, Taxes	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer	Buyer	Buyer	Buyer
	Delivery to Buyer Destination	Buyer	Buyer	5	5	5	5	Seller	Buyer	Buyer	Buyer	Buyer
	Unloading Charges at Buyer Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
<b>Notes:</b>												
1 Incoterms 2010 do not deal with the parties' obligation for stowage within a container and therefore, where relevant, the parties should deal with this in the sales contract												
2 FCA Seller's Facility - Buyer pays inland freight; other FCA qualifiers. Seller arranges and loads pre-carriage carrier and pays inland freight to the "F" delivery place												
3 Incoterms 2010 does not obligate the buyer nor must the seller to insure the goods, therefore this issue be addressed elsewhere in the sales contract												
4 Charges paid by Buyer or Seller depending on contract of carriage												
5 Charges paid by Seller if through Bill of Lading or door-to-door rate to Buyer's destination												

<sup>1</sup> Incoterms 2010 does not obligate the buyer or seller to pay for insurance. The purchase contract should state which party is required to pay for insurance. The charges can be paid by either the buyer or the seller, depending on the contract of carriage



# Annexure 2: Code of Business Ethics

Legal Reference: Government of Punjab Procurement Rules 2009: Rule 2 Definition Sub-Rule (1)(f) Corrupt and Fraudulent Practices. The Code of Business Ethics is applicable to public sector procurement for all Health Services programs.

“An employee shall not use his/her authority or office for personal gain. Personal gain includes accepting or requesting anything of material value from bidders, prospective bidders or suppliers for the employee, his/her spouse, parents, children or other close relatives, or for other persons from whom the employee might gain direct or indirect benefit from the gift.”

## 1. Ethical Principles

Based on the above legal requirement for employee behavior, all employees shall seek to maintain and enhance the reputation of the Government of Punjab by:

- Maintaining the highest standards of honesty and integrity in all relationships both inside and outside the program in which he/she works;
- Developing the highest possible standards of professional competence;
- Using funds and other resources for which he is responsible to provide the maximum benefit to the program and the Government; and
- Complying with both the letter and the spirit of:

The laws, rules and regulations of the Government of Punjab and Islamic Republic of Pakistan accepted professional ethics contractual obligations

## 2. Conflict of Interest

All employees shall declare any personal interest they may have in any procurement that may affect, or may reasonably be deemed by others to affect, their impartiality in any matter relevant to their duties.

## 3. Confidentiality and Accuracy of Information

All employees shall respect the confidentiality of information gained in the course of their duties and shall not use such information for personal gain or for the unfair benefit of any bidder or supplier.

Information given by an employee of a national program in the course of his/her duty shall be true, fair and not designed to mislead.

## 4. Competition

All employees shall treat all bidders and suppliers with fairness and impartiality, and avoid any business arrangement that might prevent the effective operation of fair competition.

## 5. Business Gifts

No employee shall accept business gifts from current or potential suppliers unless such gifts are of a

very small intrinsic value such as a calendar or business diary.

## **6. Hospitality**

All employees shall refrain from accepting any business hospitality that might be viewed by others as having an influence in making a business decision as a result of accepting that hospitality.

## **7. Reporting**

All employees have a duty to report any unethical conduct by a colleague, a bidder or a supplier to their superiors or to the auditors. Examples of unethical conduct include:

- 1) Revealing confidential or “insider information” either directly or indirectly to any bidder or prospective bidder.
- 2) Discussing procurement with any bidder or prospective bidder outside the official rules and procedures for conducting procurements.
- 3) Favoring or discriminating against any bidder or prospective bidder in the drafting of technical specifications or standards or the evaluation of bids.
- 4) Destroying, damaging, hiding, removing or improperly changing any official procurement document.
- 5) Accepting or requesting any money, travel, meals, entertainment, gifts, favours, discounts or anything of material value from bidders or prospective bidders.
- 6) Discussing or accepting future employment with a bidder or prospective bidder.
- 7) Requesting any other employee or Government official representing the procuring agency in a procurement to violate the public procurement rules or procedures.
- 8) Ignoring evidence that the Code of Ethics has been violated by a member of a Bid Review Committee, a civil servant or any other employee or representative of the procuring agency.
- 9) Ignoring illegal or unethical activity by bidders or prospective bidders, including any offer of personal inducements or rewards.

# Annexure 3: Procurement Plan Format

**PROCUREMENT PLAN**

**Department:**

**Agency:**

**Project / Program Name & Code:**

**BUDGET:**

Package No.	Description of Procurement Package	Unit	Qty	Procurement Method and Type	Contract Approving Authority	Source of Funds	Est. Cost in Rupees	Time limit	Advertise Tender	Tender Opening	Tender Evaluation	Approval To Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in days)
1		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Example	Oral medicines Paracetamol Syrup, 125mg/ 5ml in 60 ml bottles	Bottles	50000	NCB Single two stage envelop method	DOH	Government	5m	Planned Dates	24 May	5 July	26 July	9 Aug	16 Aug	15 Sept	13 Jan	
								Planned Days	0	42	21	14	7	30	120	234
								Actual Dates								
								Planned Dates								
								Planned Days								
								Actual Dates								
								Planned Dates								
								Planned Days								
								Actual Dates								
								Planned Dates								
								Planned Days								
								Actual Dates								
<b>Total Value of Goods</b>																



# Annexure 4: Financial Limits

Procurement Method	Source of invitation for bids	Limits* (As per PPR-2014 of GoP) in PKR	Remarks
<b>Petty Purchase</b>	No bid or quotation only Invoice from single source	1/- to 49,999/-	Should be in accordance with <i>Rule-59(a) of PPR 2014</i>
<b>Petty Purchase through Quotation</b>	Minimum three quotations <i>Rule 59(b) of PPR 2014</i>	50,000/- to 99,999/-	The object of procurement should have standard specifications
<b>Direct Contracting</b>			For all direct contracting and single source selection Rule 59(c) of PPR 2014 applies
<b>Negotiate Tendering</b>			Used under special circumstances, such as emergencies, as described in Rule 59 (d) of PPR 2014
<b>National Competitive Bidding (NCB)</b>	Advertise on PPRA website <i>Rule 12(1) of PPR 2014</i>	100,000/- to 2,000,000/-	It can also be advertised through print media if deemed necessary (most of potential bidders may not have access to the internet)
<b>National Competitive Bidding (NCB)</b>	Print media (newspapers with wide circulation) as well as websites of PPRA and procuring agency <i>Rule 12(2) of PPR 2014</i>	Over 2,000,000/-	At least two national dailies; English and Urdu.
<b>International Competitive Bidding (ICB)</b>	<i>Rule 12 of PPR 2014</i>		PR 2014 does not provide details about financial limits for international procurements; however we assume the same for NCB



# Annexure 5: Estimated Timeline

<b>Estimated Timeline for High Value Procurement</b>	
3 months or more for budgeting & planning precedes initiation of procurement package	
	In days
<b>Initiate Procurement</b>	20
Set up file	2
Gather Pertinent Information	15
Summarize Data	3
<b>Develop Bid Documents</b>	25
Draft ITB, SC, Specs, Requirements	25
<b>Solicit Receive &amp; Open Bids</b>	26
Place Advertisement & Notify	10
Sell Bidding Docs	15
Hold Public Bid Opening	1
<b>Evaluate Bids Obtain Approvals</b>	20
Complete Std Bid Evaluation	20
<b>Notify Award</b>	7
<b>Receive Performance Security</b>	
<b>Sign Contract</b>	7
<b>Manufacturing Lead Time</b>	45
<b>Inspect at Supplier's Premises</b>	1
<b>Testing</b>	10
<b>Additional for international procurement</b>	
Open L/C	14
Pre-shipment Quality Check	7
Authorize Shipment	2
Shipping	45
Delivery	6
Import Procedures	5
Receiving Inspection	1
Acceptance Cert.	



# Annexure 6: Procurement Requisition Form (SPF I)

Name of Procuring Agency \_\_\_\_\_

Form SPF I  
Page \_\_\_ of \_\_\_

Procurement Number				
Entity	Department / Project	Financial Year	Sequence Number	Bid Number
				Contract Number
<b>Subject of Procurement:</b>				<b>Location / Site:</b>

Item No.	Description <small>(A detailed Statement of Requirements of Stock Management Information may be attached)</small>	Quantity	Unit of Measure	Estimated Unit Cost	Estimated Total Cost

<b>Funds Availability :</b>	<b>Chapter</b>	<b>Chapter</b>	<b>Item</b>	<b>Type</b>	<b>Estimated Total Cost:</b>

Signature required to certify that (1) the works, services or supplies described are required, (2) approval is granted to proceed with the procurement, and that (3) funds are available or budgeted for the requirement

1. Originating Officer \_\_\_\_\_ Finance Chapter Officer \_\_\_\_\_

2. Head of Department / Unit \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## **Guidance notes on preparing the Procurement Requisition Form (SPF 1)**

This information has been taken from the document “Manual of Procurement Policies and Standard Operating Procedures for the NHF Programs of the former Ministry of Health and the former Ministry of Population Welfare”. Refer to this document for additional information on procurement requisitions. Preparing a Procurement Requisition

1. Prepare an initial description of requirements.
  - a. general, summary description of the requirement
  - b. complete list of the items required
  - c. purpose the goods are being purchased
  - d. specification for each item required
  - e. required delivery schedule
2. Estimate the value of the medicines & supplies. The estimate may be based on recent, similar contracts, market research, or an estimate by a technical specialist. Seek assistance from technical specialists within the parent department or outside it, if required.
3. Obtain confirmation of the availability of funding for the requirement, through the signature of an authorized official on the Requisition Form. (This official will normally be the Head of the Finance Chapter in the Department concerned.)
4. Obtain approval to proceed with the procurement, through the signature of the budget holder, or other duly authorized official, on the Requisition Form. (The budget holder will normally be the relevant sector / program manager duly authorized by the Accounting Officer).
5. Check the description of requirements, as far as possible, and attach it to the Requisition Form, if necessary.
6. If the Requisition has come from an end user, and has not been generated by the Procurement Unit itself, check the description of requirements with the end user and discuss any clarifications or changes required with the end user.
7. The officer who begins the procurement by initiating the requisition must sign the Requisition Form in order to certify that the medicines & supplies are required.

Note: Purchase Requisitions should NOT mix requirements. Separate requisitions should be used for different requirements.

### **Approvals Required**

The requisition form SPF1 must be signed in three separate places by the appropriate official, to provide the following certifications:

- Availability of funding for the procurement requirement in the budget, based on the estimated value on the requisition form;
- Confirmation of the need for the goods, works or services listed on the requisition form; and
- Approval to proceed with the procurement process for those items.

# Annexure 7: Procurement Records

## Checklist for Procurement Records

<b>Contract Number:</b>		<b>Bid Number:</b>	
<b>Supplier Name:</b>		<b>Bid Title:</b>	
<b>Date:</b>		<b>Procurement Contact:</b>	
No	Reference Page No	Documentation type	Comments
1		Signed procurement requisition	
2		Product specifications	
3		Budget estimate	
4		Procurement plan and summary	
5		Bidders list	
6		Pre-qualification document	
7		Record of advertisement	
8		Bidding documents	
9		Bid security documentation	
10		Record of pre-bid conference	
11		Modifications to bidding documents	
12		Proposals from suppliers	
13		Record of bid opening	
14		Record of bid examination	
15		Bid review committee summary	
16		Award letter	
17		Performance guarantee documentation	
18		Signed contract	
19		Bidder notification	
20		Authorization for shipment	
21		Shipping documents	
22		Receiving report	
23		Miscellaneous correspondence	



# Annexure 8: Table of Procurement Steps and Documents

Activity	Document
<b>Chapter2 - Planning and Preparation</b>	
Complete procurement plan	Procurement Plan
Establish procurement record	Procurement Record Checklist
Assign bid packages and tasks	
Summarize procurement	Memorandum
<b>Chapter3 - Bidding Documents</b>	
Obtain technical specifications	
Determine criteria for:	
a. Bid response	
b. Bidder qualification	
c. Medicine eligibility and conformity	
d. Bid evaluation	
Determine shipping terms	
Determine import procedures:	
a. Inspection/testing	
b. Documentation	
c. Licensing	
Determine payment terms	

Compile bid documents	Invitation for Bids, Instructions to Bidders, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, Technical Specifications, Bid Form and Price Schedule, Qualification Statement
List of prospective bidders	Bidder's List
Approval of bidding documents and fact sheet	
<b>Activity</b>	<b>Document</b>
<b>Chapter4 - Invitation for Bid</b>	
Prepare Procurement Notice	
Post on Government of PunjabPPRA and DOH websites, place in local newspapers and/or direct notifications	
Prepare records and safe keeping for bid securities	
Sell bidding documents	
Hold pre-bid conference (optional)	
Record and distribute minutes to all bidders	
Answer queries and distribute clarifications to all bidders	
<b>Chapter5 - Bid Opening &amp; Selection</b>	
Hold formal bid opening	
Record bids	Bid opening checklist
Confirm bid securities	
Bid evaluation process:	
a. Technical evaluation	
b. Qualify technically responsive bidders	
c. Financial evaluation	
d. Make recommendation	
Obtain relevant authority approval	

<b>Chapter6 - Award, Contract, and Delivery</b>	
Send award notice and contract form	Award notification
Obtain and confirm performance security	
Notify unsuccessful bidders	
Release bid securities	
Arrange down payment	
<b>Activity</b>	<b>Document</b>
Monitor contract execution	
Pre-shipment inspection	
Shipment and notification:	
a. Authorize shipment	
b. Advise clearing agent & stores	
c. Distribute shipping documents	
Customs clearance / delivery	
Receipt of goods:	
a. Obtain documents	
b. Forward invoices to Finance Unit	
Claims (if applicable)	
Closing the contract:	
a. Release performance security	
b. Mark file closed	



# Annexure 9: Invitation for Bids (IFB)- Sample Format

Publication Date \_\_\_\_\_

Invitation for Bids (IFB)

**Government of Punjab  
Health Department**

**Reference No:***[insert IFB number]*

## **Procurement of Drugs / Medicines**

1. The Health Department, Government of Punjab invites sealed bids from the eligible bidders for supply of Medicines and Surgical Disposable Items etc. to meet the requirement of Director General Health Services, Punjab, Lahore. Detailed description and quantities of Medicines and Surgical Disposable Items etc. are given in the Bidding Documents.
2. Interested eligible bidders may get the Bidding Documents at the address mentioned below on submission of written application along-with payment of non-refundable fee of Rs. *[insert amount in rupees]*. Bidding Documents shall be issued up-to *[insert date]* only during office hours at the address given below. However, a copy of the Bidding Documents is also available for information only on the websites of Punjab Procurement Regulatory Authority ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) until the closing date for the submission of bids
3. Bidding will be conducted through Single Stage – Two Envelopes Bidding procedure as per Rule 36 (b) of Punjab PPR-2014 and is open to all interested eligible bidders.
4. Bids must be delivered to the address below at or before *[insert time and date]*. All bids must be accompanied by a bid security of *[insert amount or percentage of total bid value]* in the shape of pay order/ bank draft/ call deposit to be supported with the financial bid. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address *[insert address]* at *[insert time and date]*
5. The Bidders are requested to give their best and final prices as no negotiations on the prices are allowed.

*[insert: name of office]*

*[insert: address]*

*[insert: telephone number]*

*[insert: facsimile or e-mail address]*

## **Footnotes to IFB**

- A brief description of the type(s) of goods or works should be provided, including quantities, location of project and other information necessary to enable potential bidders to decide whether or not to respond to the invitation. Bidding documents may require bidders to have specific experience or capabilities; such restrictions should also be included in this paragraph.
- Time for example, 0900 to 1200 hours.
- The fee, to defray printing and mailing/shipping costs, should be nominal.
- The delivery procedure is usually air-mail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery.
- The amount of bid security, if required, should be stated as a fixed amount or as a minimum percentage of the bid price. Alternatively, if a bid security is not required, the paragraph should so state.

## **General Note**

The content of the Invitation for Bids should be consistent with the Bid Data Sheet (BDS). In particular, the dates, times and place for bid submission and opening and the amount required for bid security in the IFB must be carefully checked to ensure consistency with the BDS. Also, the IFB could list key qualification criteria required for prospective Bidders to be responsive, as officially specified in the BDS (e.g., minimum financial capacity, the minimum number of years during which the prospective Bidder has manufactured and marketed similar goods).

# Annexure 10: Approval from Relevant Competent Authority Form – SPF 2- A

Name of Procuring Agency \_\_\_\_\_

Form SPF 2 - A

**SUBMISSION TO RELEVANT AUTHORITY**  
CHAPTER-A: REQUEST FOR APPROVAL OF SPECIFICATIONS,  
PROCUREMENT METHOD AND BIDDING DOCUMENTS

Procurement Number					
Entity	Department/ Project	Financial Year	Sequence Number	Bid Number	Contract Number

<b>Subject of Procurement:</b>	
--------------------------------	--

SUBMISSION INFORMATION		
A1	Estimated cost (currency and amount)	
A2	Source of funding	
A3	Proposed Method of Procurement (e.g. Pre-qualification, Open Tender, RFQ, RFP etc)	
A4	For Limited Bidding or RFQ – state method of selecting shortlist	
A5	For Open Tender, RFP, Pre-Qualification, etc state proposed date of notice and publications in which notice will be published	
A6	Proposed cost of bidding document	
A7	If a pre-bid meeting is to be held – give reason and proposed date	
A8	Any other relevant information	

**i. Documents Attached:** (list any other documents submitted)

1. Form SPF 1: Procurement Requisition
2. Minutes of Specifications Committee
3. Draft Invitation to Bid, and Shortlist (if applicable) or Pre-qualification Notice
4. Draft Bidding Document or Draft Pre-qualification Document (if applicable)

The information contained in this form and the attached documents is complete, true and accurate and in accordance with the Department’s Procurement Manual and Standard Bidding Documents.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Officer

(DD/MM/YY)



# Annexure I I: Minutes of Pre-Bid Conference - Sample Format

Minutes of the Pre-Bid Conference on Bid Package No. *(insert number)*

1. Meeting date, place and time:
2. Bid Package No.:
3. Bidders represented: (mention names of bidders)
4. Discussion of the Conference:

<b>Query and Reference</b>	<b>Reply/Clarification</b>
(insert page no., paragraph no., Chapter no. etc.)	(insert the exact reply/clarification)



# Annexure 12: Forwarding Queries Raised in Pre-Bid Conference - Sample Format

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

**Government of Punjab  
Health Department**  
*(include address)*

To  
Technical expert

Subject: Request for Clarification on query raised in pre-bid conference on  
Bid package No. --- for *(mention name of goods)*  
Ref: Pre-bid conference held on *(mention date)*

Dear Sir:

Queries raised in the pre-bid conference held on the subject bid package on *(mention date)* are mentioned in the attached copy of the minutes of the above-mentioned pre-bid conference for your clarification and necessary action.

We will appreciate your earliest response to the above. Please note that the bids are due for submission on *(insert bid submission date)*.

Thanking you,

Copy for information to:

1. The user office.



# Annexure 13: Replying to Queries Raised in Pre-Bid Conference - Sample Format

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

**Government of Punjab  
Health Department**

*(insert address)*

To

All Bidders

*(insert the names and addresses)*

Subject: Clarification on query raised in Pre-bid conference on

Bid Package No. --- for *(insert name of goods)*

Ref: Pre-bid Conference held on *(insert date)*

Dear Sir:

Clarifications/replies to queries raised in the pre-bid conference on the subject bidpackage on *(mention date)* are mentioned for your information and necessary action.

Query and Reference	Reply/Clarification
<i>(insert page no., paragraph no., Chapter no, etc.)</i>	<i>(insert the exact reply/clarification)</i>

Thanking you,

Copy for information to:

1. Government of Punjab
2. The User office



# Annexure I4: Notification on Extension of Bid Submission Date - Sample Format

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

**Government of Punjab  
Health Department**  
*(insert address)*

To

M/S

*(All bidders who have purchased the Bid Package)*

Subject: Notification on extension of Bid submission date for Bid package No. ---- for *(insert name of goods)*

In order to facilitate necessary actions on the reply/clarification to queries raised in the pre-bid conference held on the subject bid package on *(mention date)* the Bidding Document selling date and bid submission date are hereby extended as follows:

Event	Previous Date	Extended Date
Bidding Document	Up to <i>(mention date)</i>	Up to <i>(mention date)</i>
Bid submission date	<i>(insert date)</i>	<i>(insert date)</i>

We will appreciate your earliest response to the above. Please note that the bids are due for submission on *(insert bid submission date)*.

Thanking you,

Copy for information to: 1. PPRA.  
2. The User office.



# Annexure 15: Notification of Bid Opening - Sample Format

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

**Government of Punjab  
Health Department**

*(insert address)*

**NOTIFICATION**

Bids against Bid Package No. ---- will be opened on (mention date, time, and venue.) Salient information about the package is given below.

<b>Bid Package Number</b>	<b>Goods</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Method of Procurement</b>
	(insert short Description)	(insert Quantity with unit)	(insert cost with currency)	(insert whether ICB, NCB, DC or otherwise)

All members of the Bid Evaluation Committee are requested to kindly attend the meeting.

**CC:**

Copy for information and necessary action:

all members of Bid Evaluation Committee.



# Annexure 16: Record of Samples Received from Suppliers

Name of Procuring Agency \_\_\_\_\_

Form SPF 8

## RECORD OF SAMPLES RECEIVED FROM SUPPLIERS

Procurement Number					
Entity	Department/ Project	Financial Year	Sequence Number	Bid Number	Contract Number

<b>Subject of Procurement:</b>	
--------------------------------	--

S. N	Item	Supplier	Date Received	Test S. N.	Date Sent for Test	Date Returned	Remarks



# Annexure 17: Bid Opening Checklist

## Bid Opening Checklist

*(To be filled out for each bid as it is read out)*

Contract Reference: \_\_\_\_\_

Bid Opening Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

- (a) Is outer envelope of bid sealed?
- (b) Is bid form completed and signed?
- (c) Expiration date of bid:
- (d) Is documentary authority for signing enclosed?
- (e) Describe any "Substitution," "Withdrawal," or "Modification" submitted
- (f) Describe any alternative bid made:
- (g) Describe any discounts or modifications offered:
- (h) Name of bidder or representative present:
- (i) Sealed Financial Bids
- (j) Bid security enclosed

Signature of responsible official: \_\_\_\_\_

Date: \_\_\_\_\_



# Annexure 18: Record of Bid Opening

## **RECORD OF BID OPENPNG**

Name of Project /Contract: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

	Bidder's Name and Address	Local Agent's Name and Address	Modifications or Comments (Discounts, Withdrawals, Missing Bid Security, etc.)
1			
2			
3			
4			

## **BIDDERS PRESENT**

	Name	Company	Signature
1			
2			
3			
4			
5			

## **MEMBERS OF BID/TENDER OPENING COMMITTEE**

	Name	Signature
1		
2		
3		
4		
5		



# Annexure I9: Table I - Identification

1.1 Program Name	
1.2 Funding number if any (Int. Procurement)	
1.3 Date of effectiveness	
1.4 Closing date (a) original (b) revised	
1.5 Name of project	
1.6 Purchaser (or Employer) (a) name (b) address	
1.7 Contract number (identification)	
1.8 Contract description	
1.9 Cost estimate <sup>1</sup>	
1.10 Method of procurement (check one)	ICB _____ NCB _____ Other _____
1.11 Prior review required <sup>2</sup>	Yes _____ No _____
1.12 Domestic preference allowed	Yes _____ No _____
1.13 Fixed price contract	Yes _____ No _____

<sup>1</sup> Budget allocation including foreign exchange component (FEC)

<sup>2</sup> If response is “no,” items 2.2(b), 2.4(b), and 2.6(b) in Table 2 may be left blank.



# Annexure 20: Table 2 - Bidding Process

2.1 Specific procurement notice	
(a) name of national newspaper	_____
(b) issue date	_____
(c) name of international publication	_____
(d) issue date	_____
(e) PPRA website date	_____
2.2 Standard Bidding Document	
(a) title, publication date	_____
(b) date of issue to bidders	_____
2.3 Number of firms issued documents	
2.4 Amendments to documents, if any	
(a) list all issue dates	1.2. 3. _____.
	1.2. 3. _____.
2.5 Date of pre-bid conference, if any	
2.6 Date minutes of conference sent to bidders	



# Annexure 21: Table 3- Bid Submission and Opening

3.1 Bid submission deadline	
(a) original date, time	_____
(b) extensions, if any	
3.2 Bid opening date, time	
3.3 Record of bid opening	
3.4 Number of bids submitted	
3.5 Bid validity period (days or weeks)	
(a) originally specified	_____
(b) extensions, if any	



# Annexure 22: Table 4 - Preliminary Examination

Bidder (a)	Verification (b)	Eligibility (c)	Completeness of Bid (d)	Commercial Responsiveness Refer for Technical Evaluation (e)	Substantial Responsiveness (f)	Accept for Financial Evaluation (g)



# Annexure 23: Verification Checklist for SBEF Table 4 (column b)

## Verification Checklist for SBEF Table 4 (column b)

Bidder's Name \_\_\_\_\_ Contract Number \_\_\_\_\_

1. Bid Form and Price Schedule filled in and duly signed? (yes/no)
2. Bid validity period conforms to the requirement in the bidding documents? (yes /no)
3. If the bidder is a joint venture, Joint Venture agreement provided?  
(yes /no /not applicable)
4. If the bidder is not the manufacturer, whether bidder provided Manufacturer's confirmation to warranty obligations? (yes /no /not applicable)
5. If the bid has been submitted by an agent, whether the Manufacturer's Authorization to submit the bid is provided? (yes /no /not applicable)



# Annexure 24: Eligibility Checklist for SBEF Table 4 (column c)

## Eligibility Checklist for SBEF Table 4 (column c)

Bidder's Name \_\_\_\_\_ Contract No. \_\_\_\_\_

1. Has this bidder been pre-qualified? (yes/no/not applicable)
2. Is bidder a national of an eligible source country? (yes/no)
3. If bid is from a joint venture, are all partners nationals of an eligible source country? (yes/no/not applicable)
4. If bid is from a joint venture, is the joint venture registered in an eligible source country? (yes/no/not applicable)
5. Do the goods and/or services offered originate from eligible source countries? (yes/no)
6. If the bidder is a publicly owned enterprise in Pakistan, is the bidder legally and financially autonomous and operating under commercial law? (yes/no/not applicable)



# Annexure 25: Completeness of Bid Checklist for SBEF Table 4 (column d)

## Completeness of Bid Checklist for SBEF Table 4 (column d)

Bidder's Name \_\_\_\_\_ Contract No. \_\_\_\_\_

1. Does the Bidder offer all of the required items? (yes/no)
2. Does the Bidder offer full quantities of the required items? (yes/no)
3. Has the Bidder made any additions, deletions or other changes to the original bidding documents? (yes/no)
4. Has the Bidder initialed any erasures, additions, deletions or other changes to the original bidding documents? (yes/no)
5. Are all pages of the bidding document and the bid included in the submission? (yes/no)
6. Are all of the required documents and attachments included with the bid? (yes/no)  
(If no, list missing items.)



# Annexure 26: Commercial Responsiveness Sub-Schedule for SBEF Table 4 (column e)

## Commercial Responsiveness Sub-Schedule for SBEF Table 4 (column e)

Bidder's Name \_\_\_\_\_ Contract No. \_\_\_\_\_

1. Does the Bidder ask for price adjustments when a fixed price bid was invited? (yes/no)
2. Does the Bidder offer an alternative design in the bid? (yes/no)
3. What is the completion/delivery time offered in the bid?
4. Does the completion/delivery time offered in the bid conform to the Schedule of Requirements in the Bidding Documents? (yes/no)
5. Is any sub-contracting mentioned in the bid? (yes/no)
6. Does the bidder agree to bear the responsibilities and liabilities allocated in the bidding documents, such as performance securities, insurance coverage, etc? (yes/no)  
If no, provide details.
7. Does the bidder agree to applicable law, taxes and duties and dispute resolution procedures specifies in the bidding documents? (yes/no) If no, provide details.



# Annexure 27: Technical Evaluation Sub-Schedule for Table 4

## Technical Evaluation Sub-Schedule for Table 4

Name of Bidder \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Item: \_\_\_\_\_

	Specification per Bidding Document	Remarks (acceptable, unacceptable, - if unacceptable, provide reasons)
1		
2		
3		
4		
5		

Offered Product's Brand Name: \_\_\_\_\_

Overall Comments:

*(If product mentioned above is other than what was specified in the bidding documents, please state whether or not the substituted product offers substantial equivalence in critical performance parameters or in other requirements.)*

Signature of technical expert \_\_\_\_\_

Date \_\_\_\_\_



# Annexure 28: Evaluation Criteria

S. No.	Parameters	Detail	Total Marks	Remarks																		
1	Past Performance (Last one year) As per Bid Form 4	Major institutions served: <table border="1"> <tr> <td>i</td> <td>No any institution served</td> <td>0</td> </tr> <tr> <td>ii</td> <td>1</td> <td>3</td> </tr> <tr> <td>iii</td> <td>2 to 3</td> <td>5</td> </tr> <tr> <td>iii</td> <td>4 to 5</td> <td>8</td> </tr> <tr> <td>iii</td> <td>6 to 7</td> <td>12</td> </tr> <tr> <td>iii</td> <td>8 and above</td> <td>15</td> </tr> </table>	i	No any institution served	0	ii	1	3	iii	2 to 3	5	iii	4 to 5	8	iii	6 to 7	12	iii	8 and above	15	15	Institutions include government departments and private hospitals
i	No any institution served	0																				
ii	1	3																				
iii	2 to 3	5																				
iii	4 to 5	8																				
iii	6 to 7	12																				
iii	8 and above	15																				
2	Market experience in quoted items	<table border="1"> <tr> <td>i</td> <td>1 - 3 years</td> <td>2</td> </tr> <tr> <td>ii</td> <td>3 - 5 years</td> <td>4</td> </tr> <tr> <td>iii</td> <td>Above 5 years</td> <td>5</td> </tr> </table>	i	1 - 3 years	2	ii	3 - 5 years	4	iii	Above 5 years	5	5	Bidders having less than 1 year experiences are ineligible. Experience will be confirmed from the date of Registration									
i	1 - 3 years	2																				
ii	3 - 5 years	4																				
iii	Above 5 years	5																				
3	Credibility & Certification	<table border="1"> <tr> <td>i</td> <td>Valid GMP Certification</td> <td>5</td> </tr> <tr> <td>ii</td> <td>Valid ISO Certification</td> <td>3</td> </tr> <tr> <td>iii</td> <td>Any other international reputed certification</td> <td>2</td> </tr> </table>	i	Valid GMP Certification	5	ii	Valid ISO Certification	3	iii	Any other international reputed certification	2	10	GMP certificate issued by the concerned Drug Regulatory Authority is required									
i	Valid GMP Certification	5																				
ii	Valid ISO Certification	3																				
iii	Any other international reputed certification	2																				
4	Financial status	<table border="1"> <tr> <td>i</td> <td>Last year Audited Balance Sheet</td> <td>7</td> </tr> <tr> <td>ii</td> <td>Tax Returns (Last 3 years)</td> <td>5</td> </tr> <tr> <td>iii</td> <td>Bank Certificate<sup>1</sup></td> <td>3</td> </tr> </table>	i	Last year Audited Balance Sheet	7	ii	Tax Returns (Last 3 years)	5	iii	Bank Certificate <sup>1</sup>	3	15	Bank Statements are not required. Bidder can provide more than one Bank certificates									
i	Last year Audited Balance Sheet	7																				
ii	Tax Returns (Last 3 years)	5																				
iii	Bank Certificate <sup>1</sup>	3																				

<sup>1</sup> The Bank will certify about the Bidder's financial worth, liquidity status, reputation and that they have never defaulted in financial transactions and letter of credits (L.Cs).

5	Technical Staff	i	Plant Manager	B. Pharm	2	10	The bidder is required to attach attested copy of the relevant Degree and appointment letter of concerned technical staff
				PhD/M. Phil	3		
		ii	Production Manager	B. Pharm	2		
				PhD/M. Phil	3		
		iii	Quality Control Manager	B. Pharm/MSc Chemistry	2		
iv	Quality Assurance Manager	B. Pharm/MSc Chemistry	2				
6	Production Capacity	Per day production capacity of quoted items against the total advertised quantity:			10		
		i	Less than 1%	0			
		ii	1%	5			
		iii	1.1% - 1.5%	7			
		iv	1.6% - 2%	10			
7	Product Sample	Samples will be examined per following parameters:			10	Product that 100% comply with the advertised specifications will be considered for evaluation	
		a. Labeling and Packing Rules 1986					
		b. Outer packing					
		c. Inner packing					
		d. Physical appearance					
i	Excellent	10					
ii	Good	7					
iii	Satisfactory	5					
iv	Unsatisfactory	0					

**Total marks: 75**

**Qualifying marks: 65% (48.75) and above**

# Annexure 29: Summary of Technical Evaluation

Name of Procuring Agency \_\_\_\_\_

Form SPF 4

Page \_\_ of \_\_

Procurement Number					
Agency	Department/ Project	Financial Year	Sequence Number	Bid Number	Contract Number

No	Bidder	Technical Compliance	Score out of 75	Comments (Reasons for non compliance)
1		C/NC		
2		C/NC		
3		C/NC		
4		C/NC		
5		C/NC		
6		C/NC		

KEY: **C** DENOTES COMPLIANT **NC** DENOTES NON-COMPLIANT

This examination eliminated [number] companies, [Names of Companies].

List names of companies eliminated on separate sheet(s).

Attach Combined Technical Specification and Compliance Sheets for each Quotation/ Tender if technical evaluation is complex.



# Annexure 30: Table 5 - Bid Prices (as Read Out)

Bidder Identification			Read-out Bid Price(s) <sup>1</sup>		Modifications or Comments <sup>2</sup> (f)
Name (a)	City / Province (b)	Country (c)	Currency (ies) (d)	Amount(s) or % (e)	

<sup>1</sup> For single currency option (see Annex 1, Para. 6(d)(ii)), secondary currencies are expressed in column e as a percentage of the total bid price  
<sup>2</sup> Describe any modifications to the read-out bid, such as discounts offered, withdrawals and alternative bids. Note also the absence of any required bid security or other critical items



# Annexure 3 I: Table 6 - Corrections and Unconditional Discounts

Bidder (a)	Read-out Bid Price(s)		Corrections		Corrected Bid Price(s) (f) = (c) + (d) - (e)	Unconditional Discounts <sup>2</sup>		Corrected / Discounted Bid Price(s) (i) = (f) - (h)
	Currency(ies) (b)	Amount(s) (c)	Computational Errors <sup>1</sup> (d)	Provisional Sums (e)		Percent (g)	Amount(s) (h)	

**Note:** Only bids accepted for preliminary examination (Table 5, column g) should be included in this and subsequent tables. Columns a, b, and c are from Table 4 (columns a, d, and e, respectively).

<sup>1</sup> Corrections in column d may be positive or negative.

<sup>2</sup> If the discount is offered as a percent, column h is normally the product of the amounts in columns f and g. If the discount is provided as an amount, it is entered directly in column h. A price increase is a negative discount.



# Annexure 32: Bid Security Checklist

## Bid Security Checklist

Name of Bidder \_\_\_\_\_ Contract No. \_\_\_\_\_

1. Is bid accompanied by bid security? (yes/no)
2. Does the amount of the bid security conform to the amount required in the bidding documents? (yes/no)
3. Does the period of the bid security conform to the period required in the bidding documents? (yes/no)
4. If bid security is issued as a bank guarantee, is it consistent with the wording of the bid security form provided in the bidding document? (yes/no/ not applicable)
5. If the bid is submitted by a joint venture, is the bid security in the name of all of partners of the joint venture? (yes/no/not applicable)



# Annexure 33: Ranking Worksheet

## Ranking Worksheet

Bid No. \_\_\_\_\_

Bid Opening Date: \_\_\_\_\_

Bidder	Total Bid Price	Ranking*

*\* Prior to any cross discounts that may be applicable*



# Annexure 34: Bid Evaluation Report

(From Manual of Procurement Policies and Standard Operating Procedures for the NHF Programs of the former Ministry of Health and the former Ministry of Population Welfare, Government of Pakistan.)

Name of Procuring Agency \_\_\_\_\_

Form SPF 4

Page \_\_ of \_\_

## BID EVALUATION REPORT

Procurement Number					
PA	Department/Project	Financial Year	Sequence Number	Bid Number	Contract Number

### Introduction

The requirement is for the procurement of [subject of procurement].

The procurement method used and approved by the RA was [Open Tender/ Limited Tender/ Request for Quotations/Direct Procurement].

### Details of Invitation

The bidding documents were approved by the RA on [date]. The announcement was advertised on the [date] in [name of publications]. A list of bidders purchasing the Bidding Documents is attached.

{Or for Limited Tender/RFQ/ or following Pre-qualification for this Tender}

The bidding documents were approved by the RA on [date]. The shortlist of bidders was selected by the following method [explain method of selection].

### Other Bidding Information

[List any other information on the bidding process, including any Pre-Bid Meeting, clarifications requested, or extensions of bidding period, and list and attach the appropriate records.]

### Bid Closing

Bids were closed on [date] at [time] at [location].

### Details of Bid Opening/Quotation Opening

Bids were opened in public at [location] by the Bid Opening Committee on [date] at [time]. Copies of the Record of Bid Opening, the Register of Attendance, and the Record of Samples Received are attached.

[Explain any important issues that arose during the bid opening procedures.]

The sealed quotations were opened at [location] by the Bid Opening Committee on [date] at [time]. Copies of the Record of Bid Opening, the Register of Attendance, and the Record of Samples Received are attached.

### **Evaluation Procedures**

The Technical (Evaluation) Committee consisted of the following officials:

[Name] [Position] (Chairman of Evaluation Committee)

[Name] [Position]

[Name] [Position]

[Name] [Position]

### **Evaluation Methodology**

The evaluation method specified in the bidding documents was the lowest priced bid (Least Cost Selection) of the technically compliant and responsive bids.

[Explain important evaluation criteria such as evaluated price adjustments (e.g., for delays) to be used in determining the best evaluated bid, acceptable deviations from the confidential price estimate, or other criteria as specified in the bidding documents.]

### **Preliminary Examination of Bids**

Bids were examined to determine the:

- submission of the required bid security;
- commercial responsiveness of each bid to the Invitation; and
- eligibility and qualifications of the bidder.

The results of this preliminary examination are given in Table 1 attached.

[Explain why any bids were declared non-responsive and rejected during the preliminary examination.]

### **Technical Evaluation**

- i. Technical evaluation determined the compliance of each responsive bid to the technical specification issued in the bidding documents.
- ii. {Samples submitted were inspected and confirmed to be acceptable.}
- iii. Technical evaluation was conducted on a pass/fail basis only. Only bids that passed both the preliminary responsiveness and technical compliance tests were considered for financial evaluation.

The evaluation of the technical specifications of all bids is summarized in Table 2.

[Give a brief description of the results of the Technical Evaluation, with detailed justification as to why any bids were declared non-compliant.]

Financial evaluation (of technically compliant and responsive bids)

All responsive and technically compliant bids were examined and tabulated in Table 3 to:

- i. record the submitted bid prices;

- ii. correct for any omissions or arithmetic mistakes;
- iii. convert the bid prices to Pakistani Rupees (if necessary); and
- iv. adjust the bid prices for criteria specified in the bidding document (such as delayed delivery penalties) to arrive at the evaluated bid price for comparison;
- v. rank bids on the basis of the lowest evaluated price.

[Describe for each bid any corrections, errors in calculations, penalties added to the bid price for evaluation purposes and conversion to a common currency if necessary.]

Qualification (when no pre-qualification procedure was used)

The Qualification as per Rule 17 is subject to reasons to be recorded and may be applied whether Pre-Qualification under Rule 15 has been done or not.

The best ranked bid submitted by [Name of Company] was subjected to Qualification examination covering (add/delete as applicable):

- i. experience and performance on similar contracts;
- ii. equipment and manufacturing/construction facilities
- iii. qualifications and experience of personnel;
- iv. financial position;
- v. local facilities and representation;
- vi. current capacity available;

[Record any constraints or limitations, and accept or reject (with full justifications) the bidder.]  
 {If the bidder is rejected, repeat the Qualification test for the next ranked bidder.} [Name of Company] is confirmed to have passed the Qualification requirements. The original estimated market price of the procurement was [insert amount]

**Recommendation**

On the basis of the evaluation criteria stated in the bidding document, it is recommended that the award be made to [Name of Company] for a total contract value of [currency and amount] for the procurement of [list all items that the award relates to]. {Or recommend negotiations with the recommended Company and state the purpose of negotiations.}

Signed by the Technical (Evaluation) Committee:

Signature:.....Name:.....

Signature:.....Name:.....

Signature:.....Name:.....

Date:.....(DD/MM/YY)

Attachments: (where applicable)

List of Bidders who purchased or received the bidding documents.

Record of Bid Opening

Record of Samples Received

Bid Opening Attendance List.

Evidence of Exchange Rates used for conversion to Pakistani Rupees



## TABLE 2 - SUMMARY OF TECHNICAL EVALUATION

(ONLY BIDS THAT ARE RESPONSIVE)

Form SPF 4

Procurement Number					
Agency	Department/ Project	Financial Year	Sequence Number	Bid Number	Contract Number

No	Bidder	Technical Compliance	Comments (Reasons for non compliance)
1		C/NC	
2		C/NC	
3		C/NC	
4		C/NC	
5		C/NC	
6		C/NC	

KEY: **C** DENOTES COMPLIANT **NC** DENOTES NON-COMPLIANT

This examination eliminated [number] bidders, [Names of Bidders].

List names of bidders eliminated on separate sheet(s).

Attach Combined Technical Specification and Compliance Sheets for each Quotation/ Tender if technical evaluation is complex.



## TABLE 3 - SUMMARY OF PRICE EVALUATION

(ONLY BIDS THAT ARE RESPONSIVE AND TECHNICALLY COMPLIANT)

Form SPF 4

Procurement Number					
PA	Department/ Project	Financial Year	Sequence Number	Bid Number	Contract Number

No.	Bidder	Amount of Bid and Currency	Corrections to Bid Price	Exchange rate	Amount in Pakistani Rs	Adjustments to Bid Price	Evaluated Bid Price	Rank
1								
2								
3								
4								
5								
6								
7								
8								



# Annexure 35: Request for Evaluation Report Approval

(From Manual of Procurement Policies and Standard Operating Procedures for the NHF Programs of the former Ministry of Health and the former Ministry of Population Welfare, Government of Pakistan.)

Name of Procuring Agency \_\_\_\_\_

Form SPF 2 - B

## SUBMISSION TO RELEVANT AUTHORITY CHAPTER-B: REQUEST FOR APPROVAL OF EVALUATION REPORT

Procurement Number					
Entity	Department/Project	Financial Year	Sequence Number	Bid Number	Contract Number

<b>Subject of Procurement:</b>	
--------------------------------	--

SUBMISSION INFORMATION		
1	Type of evaluation Report (Technical only or Combined Financial and Technical)	
2	Have negotiations been held with the recommended Bidder or other bidders – if yes give details	
3	Name and address of Supplier/Contractor recommended for contract award	
4	Currency and total amount of recommended contract award	
5	Any other relevant information	

Documents Attached: (List any other documents or delete if not applicable)

1. Evaluation Report for Goods
2. Record of Negotiations (if applicable)
3. Copies of all Bids submitted

**Related Documents Submitted Previously:** *(Available for reference from the Secretariat to the Tender Committee)*

1. Approved Bidding Document

<b>Previous Submission:</b> <i>(Chapter letter and title)</i>		<b>Date Approved:</b>	
--	--	-----------------------	--

The information contained in this form and the attached documents is complete, true and accurate and in accordance with the Department's Procurement Manual and Standard Bidding Documents.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*Responsible Officer*

*(DD/MM/YY)*



# Annexure 36: Recommendation for Contract Award

Name of Procuring Agency \_\_\_\_\_

Form SPF 2 - C

**SUBMISSION TO RELEVANT AUTHORITY**  
CHAPTER-C: RECOMMENDATION FOR CONTRACT AWARD

Procurement Number					
Entity	Department/Project	Financial Year	Sequence Number	Bid Number	Contract Number

<b>Subject of Procurement:</b>	
--------------------------------	--

SUBMISSION INFORMATION		
1	Name and address of Supplier/Contractor	
2	Total value of Contract	
3	Proposed date of contract signature	
4	Any other relevant information	

Documents Attached: (List any other documents or delete if not applicable)

1. Draft Contract
2. Draft Notice of Award

Related Documents Submitted Previously:(Available for reference from the Secretariat to the Tender Committee)

1. Approved Bidding Document
2. Approved Evaluation Report

<b>Previous Submission:</b> <i>(Chapter letter and title)</i>		<b>Date Approved:</b>	
--	--	-----------------------	--

The information contained in this form and the attached documents is complete, true and accurate and in accordance with the Department's Procurement Manual and Standard Bidding Documents.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Responsible Officer

(DD/MM/YY)



# Annexure 37: Notification of Acceptance - Sample Format

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

**Government of Punjab  
Health Department**

*(insert address)*

To

M/S *(insert name and address of the bidder)*

**Subject:** Award Notification against bid package no. \_\_\_\_\_ for supplying *(insert short description of goods)*

Dear Sirs,

We are pleased to award you the contract for bid package no. *(insert no.)* for the goods and price as mentioned below:

<b>Bid Package No. and short description of goods</b>	<b>Total Contract Price with Currency</b>	<b>Basis of Contract</b>
<i>(insert short description of goods)</i>	<i>(insert price with currency)</i>	<i>(insert whether it is a CIF, CFR or EXW contract or otherwise)</i>

Please note that the contract will include, among others, the following documents:

- i) The Form of Contract,
- ii) The Bid Form and the Price Schedule submitted by the Bidder,
- iii) The Schedule of Requirements (offered by the Bidder and accepted by the Purchaser),
- iv) The Technical Specifications (offered by the Bidder and accepted by the Purchaser),
- v) The General Conditions of Contract,
- vi) The Special Conditions of Contract (duly filled in), and,
- vii) The Performance Security submitted by the Bidder.

Two copies of the contract form are enclosed herewith for your signing and returning tous. Please also submit a Performance Security in the amount not less than *(insert percentage)* of the contract price within *(insert number of days)* of receipt of this award notification.



# Annexure 38: Responsibilities for Contract Performance

## Responsibilities for Contract Performance (Example)

### Supplier

1. Provides performance security.
2. Notifies purchaser in writing of all subcontracts awarded under contract, if not stated in bid.
3. Provides reasonable facilities and assistance to inspection agents, including access to production data and quality control records, for inspection purposes.
4. Provides packing sufficient to prevent damage or deterioration of goods during transit.
5. Includes appropriate temperature monitoring devices with packing, if needed.
6. Complies with requested routing.
7. Arranges and pays for shipping and insurance (CIF terms).
8. Notifies purchaser by fax, telex, cable, or e-mail of full details of shipment.
9. Forwards shipping documents and quality assurance documents to purchaser.
10. Delivers goods in accordance with time schedule of the contract.
11. Requests payment in writing from purchaser (or purchaser's bank).
12. Pays taxes, stamp duties, license fees, and any other levies imposed outside of the destination country (foreign supplier).
13. Pays taxes, duties, and license fees incurred or imposed locally, prior to delivery (local supplier).
14. Replaces rejected goods.
15. Notifies purchaser in writing of any impending delay in delivery, likely duration, and its causes.
16. Claims any adjustment in price within 30 days after receipt of change order.
17. Notifies purchaser in writing of any force majeure situation.

### Purchaser

1. Opens Letter of Credit in favor of supplier.
2. Arranges and prepares for pre- and post-shipment inspections and tests.
3. Pays for pre-shipment inspections and tests.
4. Notifies supplier (in writing) of identity of any representatives retained for inspections and tests.
5. Authorizes (in writing) shipment of goods based on pre-shipment inspection and test results.
6. Provides transportation of goods after delivery.
7. Arranges for payment of contract price to supplier upon receipt of invoice and documents.
8. Provides Acceptance Certificate for each delivery.
9. Discharges and returns performance security to supplier not later than 30 days following the date of completion of the supplier's performance obligation, including any warranty obligation, under the contract.
10. Notifies supplier (in writing) of any claims arising under warranty.
11. Issues change orders (in writing) to supplier for any modification to specifications, method of shipment, place of delivery, or services.
12. Notifies supplier (in writing) of default(s).
13. Notifies supplier (in writing) of intention to terminate contract for any reason



# Appendix



# Appendix I: Pre-qualification

This Appendix contains information about:

- A. Pre-qualification Issues
- B. Stringent Regulatory Authorities
- C. World Health Organization Pre-qualification

## A. Pre-qualification Issues

Procuring entities sometimes choose to limit competition for contract awards to a list of potential bidders and products they have prescreened and approved through a prequalification process. This involves advertising the opportunity to pre-qualify and providing a set of documents to applicants that establishes rules and requirements, as well as evaluating every application. In addition, WHO's Prequalification of Medicines Program results in a list of pre-qualified products and manufacturers. WHO's pre-qualification program is described in more detail in Chapter 2 of this appendix.

Pre-qualification focuses on two separate aspects of the selection process:

- Quality, safety, and efficacy of the product.
- Reliability of the supplier.

In countries with weak regulatory systems, pre-qualification can be a valuable tool for helping to ensure product quality as well as reliability of the supplier. In countries with satisfactory regulatory systems, pre-qualification tends to focus more on supplier reliability.

Pre-qualification may be an attractive time-saver in situations in which a large number of bids from questionable sources are routinely received. It may be less so for procurement that attracts bids from smaller, more regulated markets.

Curative pharmaceuticals are produced by many manufacturing firms in nearly every country in the world, and open bids can result in an excess of questionable offers. In small countries with weak regulatory systems, pre-qualification can be used to develop a core of reliable suppliers of quality products from which to draw repeatedly.

The biological medicines marketplace is much smaller than the general pharmaceutical marketplace, and it is dominated by products that have been licensed by stringent regulatory authorities such as those belonging to the Pharmaceutical Inspection Convention and Pharmaceutical Inspection Co-operation Scheme and the International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use. Thus, reliability of the supplier rather than quality of the product would be the most likely focus of pre-qualification.

Vaccines and biological medicines purchasers should consider their product profiles, the availability of suppliers prequalified by WHO, the size of the marketplace and their own objectives in deciding whether or not to prequalify suppliers.

## B. Stringent Regulatory Authorities

Another option available to help ensure quality products is to procure medicines that are approved and registered by countries with a stringent regulatory authority. A stringent regulatory authority is defined as a national regulatory authority participating in the International Conference on Harmonization (ICH) or the

Pharmaceutical Inspection Convention and Cooperation Scheme (PIC/S). A description of both organizations and a list of their member countries is provided below. Limiting procurement of medicines from manufacturers whose medicines are manufactured and registered in a country belonging to one of these agencies can also serve as another method of product pre-qualification.

### **International Conference on Harmonization**

The International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) is a unique project that brings together the regulatory authorities and pharmaceutical industry experts of Europe, Japan and the United States to discuss scientific and technical aspects of product registration. The purpose is to make recommendations on ways to achieve greater harmonization in the interpretation and application of technical guidelines and requirements for product registration in order to reduce or obviate the need to duplicate the testing carried out during the research and development of new medicines. The objective of such harmonization is to facilitate more economical use of human, animal and material resources; and to eliminate unnecessary delay in the global development and availability of new medicines while maintaining safeguards on quality, safety, efficacy and regulatory obligations to protect public health.

ICH Participating Regulatory Authorities ([www.ich.org](http://www.ich.org))

- European Union\*
- Japan
- United States

*\*Members include: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Slovakia, Slovenia, Spain, Sweden, the Netherlands and the United Kingdom*

### **Pharmaceutical Inspection Convention and Co-operation Scheme**

The Pharmaceutical Inspection Convention and Pharmaceutical Inspection Co-operation Scheme (jointly referred to as PIC/S) are two international instruments between countries and pharmaceutical inspection authorities. Together, they facilitate active and constructive cooperation in the field of GMP. PIC/S's stated mission is "to lead the international development, implementation, and maintenance of harmonized Good Manufacturing Practice (GMP) standards and quality systems of inspectorates in the field of medicinal products". This is to be achieved by developing and promoting harmonized GMP standards and guidance documents; training competent authorities, especially inspectors; assessing (and reassessing) inspectorates; and facilitating the cooperation and networking for competent authorities and international organizations.

PIC/S Participating Regulatory Authorities ([www.picscheme.org](http://www.picscheme.org))

- Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Finland, France
- Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein
- Malaysia, Netherlands, Norway, Poland, Portugal, Romania, Singapore Slovak Republic
- Spain, Sweden, Switzerland, South Africa, United Kingdom

## **C. World Health Organization Pre-qualification**

WHO has pre-qualification programs for vaccines, diagnostics, medical devices, and medicines. Reproductive health products are included in the medicines program. The WHO Prequalification of Medicines Program results in a list of prequalified products and manufacturers that comply with unified international standards. The guiding principles of the pre-qualification process require that it be:

- **Voluntary:** Manufacturers can freely choose to participate or not to participate; however, countries will be increasingly required to use the WHO pre-qualification process for procurement

of donor-funded products, as it is becoming widely required by donors such as the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) and other agencies within the Reproductive Health Supplies Coalition.<sup>2</sup>

- **Legitimate:** The general procedures and standards for pre-qualification are reviewed and approved by the WHO Expert Committee system, which includes all WHO member states and governing bodies.
- **Endorsement:** The pre-qualification system was presented to and supported by the 10<sup>th</sup> and 11<sup>th</sup> International Conference of Drug Regulatory Authorities (ICDRA) meetings in 2002 and 2004. ICDRA is a forum for drug regulatory authorities of WHO member states that strengthens collaboration and identifies priorities for the regulation of medicines.
- **Transparent:** All information from the pre-qualification process is available on the WHO pre-qualification website. The pre-qualification process for medicines and devices is open to both innovator (patented) products and generic products. For pre-qualification to work, there must be multiple manufacturers participating. The WHO Pre-qualification Program is efficient in recognizing that some medicines have been through rigorous regulatory testing by credible agencies.
- **Capacity-strengthening:** The pre-qualification process helps manufacturers strengthen capacity. If a manufacturer does not initially meet standards, it receives a specific report of findings and recommendations for improvements. Pre-qualification is not a strict pass/fail process. Manufacturers can make improvements and correct deficiencies and then resubmit and continue to pursue pre-qualification.

#### **Roles and responsibilities in the WHO pre-qualification process are divided as follows:**

- WHO provides technical support, scientific support and a guarantee that international norms and standards are incorporated and adhered to throughout the entire pre-qualification process (including assessment, inspection and quality control).
- For medicines, the assessment of dossiers and inspection of manufacturing sites are primarily done by qualified personnel appointed by WHO from the national regulatory authorities of the Pharmaceutical Inspection Convention and Pharmaceutical Inspection Cooperation Scheme (PIC/S, <http://www.picscheme.org>) and the International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH, <http://www.ich.org>) member countries. WHO also arranges for site inspection of manufacturers to assess compliance with current good manufacturing practices (cGMPs). A representative of the national regulatory authority traditionally accompanies the inspection team for the site inspection.
- Condom and intrauterine device pre-qualification is overseen and implemented by the UNFPA on behalf of WHO and is supported by independent technical experts with in-depth knowledge and expertise in the manufacturing and quality assurance (QA) issues related to these products.

#### **WHO pre-qualification systems cover these QA activities:**

- Development, establishment and promotion of norms and international standards to ensure safety and QA for products.
- Assistance to countries in building national regulatory capacity through networking, training and information sharing.

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<sup>2</sup>The Reproductive Health Supplies Coalition is a global partnership of public, private and non-governmental organizations dedicated to ensuring that all people in low- and middle-income countries can access and use affordable, high-quality supplies to ensure their better reproductive health. For more information, see <http://www.rhsupplies.org/>.

- Provision of expertise and technical assistance through various activities in the areas of QA, regulation and legislation, safety and efficacy.
- Provision of guidance in regulation, safety and QA.
- Assessment of data from manufacturers regarding the quality, safety and efficacy of their products, including details about the purity of all ingredients used in manufacturing, data about finished products (such as information about stability) and the results of in vivo bioequivalence tests (clinical trials conducted in healthy volunteers).
- Performance of inspections at the manufacturing sites and assessment of working procedures for compliance with WHO cGMPs.
- Shipment of products to professional control testing laboratories for analytical verification of quality.
- Re-qualification of all medicines after 1 to 3 years and at a minimum every 5 years.
- Performance of random quality control testing of pre-qualified medicines that have been supplied to countries.
- Investigation and resolution of complaints.
- Monitoring of supplier quality and taking corrective action if standards are not maintained.

# Appendix II: Technical specifications & EMLs

## A. General Information about Technical Specifications

Technical specifications are one of the most important elements of procurement:

- They provide detailed information to bidders about the goods to be purchased.
- They are the benchmarks against which the purchaser will judge the technical responsiveness of bids.
- They form the basis for the contractual obligation of the supplier to the purchaser.
- They are the criteria against which the purchaser will determine the acceptability of specific goods prepared by the seller for shipment.

Technical specifications must be clear, accurate and complete; otherwise, the procurement will not be able to proceed on schedule and the entire procurement process may need to be cancelled:

- Questions raised by bidders can force the procuring entity to push back the deadline for bid submission to accommodate amendments to the bidding documents.
- A significant number of bidders may misunderstand the requirements and quote items that do not meet program needs, forcing the procuring entity to reject all bids and re-start the process.
- It may be impossible for the evaluation committee to correctly identify a winning bid, and if one is chosen for any other reason than what is specifically stated in the bidding documents, bidder protests may result, which can create delays in the procurement process.
- Goods that do not meet program needs may be delivered because the supplier is under no obligation to supply goods other than what is specifically described in the bidding documents.

Under any of the above scenarios, time and resources will be wasted: at a minimum, the delivery schedule will be delayed. Further up the consequence scale, needs will not be met, legal problems may ensue, mis-procurement may be declared and funding may be lost.

In addition to specifications that are clear, accurate and complete, public sector procurement requires that specifications be prepared in a way that will encourage maximum competition. They must be “product neutral”. In other words, they must use generic terms, relative characteristics and performance requirements rather than brand names and superficial descriptions. If there is no way to avoid stating a brand name, it must be followed by “or equivalent”. Non-functional requirements such as colour and exact dimensions must have strong justification and may not be used simply to eliminate all but a specific brand.

Specifications must be written in industry-standard vocabulary so there is no question about what is required. Medicines must be identified by the International Non-proprietary Name (INN) or generic name and described in scientific terms with reference to a specific pharmacopoeia. Medical devices can be described according to a system developed in the European Community which is used in the US and some other countries as well, the Global Medical Device Nomenclature (GMDN). The use of standard nomenclature eliminates misunderstanding and miscommunication due to variation in the use of terms (in English) by different countries and through translations from other (main) languages.

Specifications are not just about the physical product in terms of technical and performance characteristics, size, units and quantity, but should also include a description of:

- Intended use
- Packaging and marking
- Packing and shipping marks
- Regulatory requirements
- Standards and required certifications
- Quality assurance criteria including detailed tests required
- Acceptance criteria
- Detailed activities to be performed by the supplier
- Documentation

Considering the depth of knowledge and specialized information required for writing effective, unambiguous procurement specifications, it is a job best done by a person with specific technical expertise. Line Directors and end users are aware of their requirements from the standpoint of using a product, but they are not usually the best authority on how the product is put together. In addition, they may not be familiar with the scientific terms needed to accurately describe it.

The role of procurement staff in specification development includes gathering information, facilitating communication between technical personnel and end users, consulting with the technical expert, and placing the completed specification in the bidding documents. Actually writing specifications is not a job for procurement officers.

Specifications that have been developed in the past and preserved in a file or database for future use are very convenient; however, a technical expert should be asked to review them to make sure they accurately and completely reflect the current requirement before they are adopted for use in a procurement action.

## **B. Technical Specifications for Medicines**

The following checklist can be used as a guide in preparing or reviewing a medicine technical specification to ensure that all of the key components of a medicine specification have been included in the bidding document. It is always beneficial to have any technical specification reviewed before release by a technical expert as discussed above.

### **Checklist of Elements for Inclusion in Specifications for Pharmaceuticals and Medicines**

- **Description:** Generic name (INN); Type of product; Intended use
- **Formulation (medicine content):** Strength of Active Pharmaceutical Ingredients(API)
- **Registration number:** Number issued by Drug Regulatory Authority
- **Drug Manufacturing License Number:** Number issued by Drug Regulatory Authority
- **Presentation: Dosage form;** Tablets, Pills, Injectables, Cream, Solution etc.
- **Filling Volume (as applicable):** milliliter (ml), gram (gm)
- **Identification (markings):** Marking/labeling of product
- **Primary Packaging:** Materials and description; Package layout/dimensions; Markings; Special labeling/logo (if desired)
- **Over packing (cartons):** Materials and description; Markings
- **Exterior Packing (for shipping):** Materials and description; Markings
- **Shelf Life:** In months or years; Stability/storage temperature; Minimum remaining shelf life

upon receipt in warehouse

- **Printed Materials:** Language; Patient inserts; Physician inserts; Special instructions
- **Regulatory Requirements**
- **Quality Assurance Requirements:** Pharmacopoeia standard (if applicable)
- **Documentation:** Test data; Certificate of Analysis; GMP certificates
- **Quality Compliance Provisions:** Pre or Post shipment inspection (of physical attributes); Pre or Post shipment sampling and testing (for analysis of suspect products)

## **C. Visual Inspection Review Guidelines**

### **Oral & Injectable Medicines**

Oral medicines come in different forms i.e. tablets, pills, capsules, syrup, granules or powder for suspension etc. Most oral tablets / capsules are packed in blister packages with a cardboard over-pack. Blister packing provides good protection from adverse environmental conditions. Syrups or powder for suspension come in bottles.

Injectable medicines come in several formulations and packaging, e.g. single or multi-dose vials or ampoules. Generally the shelf life ranges from two to five years at room temperature (15-30° C).

The labeling criteria listed below are comprehensive and useful not just in identifying the product, but in managing it successfully within the logistics system. However, not all medicines are procured with such extensive labeling specifications. If any of the labeling criteria listed below are not applicable, mark the appropriate box in the N/A column. Product procurement specifications should be consulted prior to finalizing the inspection criteria.

Date: _____	Receipt Report Number: _____																																											
Product: _____	lot Number: _____																																											
Brand Name: _____	Manufacturer: _____																																											
Expiration Dale: _____	Date of Manufacture: _____																																											
Inspection lot Size: _____	Sample Size: _____																																											
Warehouse Location: _____	Second Sample Size: _____																																											
VISUAL INSPECTION CRITERIA	MEETS CRITERIA	DEFECT CLASSIFICATION																																										
<p>SHIPPING CARTONS</p> <p>Examine 100 percent of the shipping cartons against the shipping documents.</p> <p><u>Inspection criteria</u></p> <p><b>Carton labeling:</b></p> <p>Product/brand name</p> <p>Lot/batch number</p> <p>Expiration date</p> <p>Manufacturer's name, address</p> <p>Date of manufacture</p> <p>Contents and Quantity</p> <p>Drug registration number</p> <p>Storage instructions</p> <p><b>Carton condition/content:</b></p> <p>Carton in good condition, undamaged</p> <p>All inner boxes present, none missing</p> <p>Proper nap/closure</p>	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	N/A	<input type="checkbox"/>	<p>Major</p> <p>Major</p> <p>Major</p> <p>Minor</p> <p>Minor</p> <p>Minor</p> <p>Minor</p> <p>Minor</p> <p>Major</p> <p>Major</p> <p>Minor</p>																																						
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VISUAL INSPECTION CRITERIA	MEETS CRITERIA			DEFECT CLASSIFICATION
INNER BOXES				
<u>Inspection criteria</u>				
<b>Inner box labeling:</b>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	
Product/brand name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Lot/batch number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Expiration date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Date of manufacture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
Manufacturer's name. address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
Contents and Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
Drug registration number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
Storage instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
<b>Inner box condition/content:</b>				
Inner box in good condition. undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major
All unit packages present, none missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major
Inner box contains no foreign matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
UNIT PACKAGES:				
<u>Inspection criteria</u>				
<b>Unit package labeling:</b>				
Product/brand name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Lot/batch number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Expiration date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Date of manufacture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Manufacturer's name, address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Product use instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Contents and quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major
Drug registration number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major
Storage instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
Print on unit package is legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
Product use instructions properly folded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor
<b>Unit package condition/content Oral:</b>				
Unit package in good condition (undamaged, unopened)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Tablets / Capsules / Syrup in good condition (unbroken, correct color, none missing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Good package seal, no breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Unit package contains no foreign matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
<b>Unit package condition/content Injectable:</b>				
Glass vial or ampoule in good condition (undamaged, unopened)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Vial or ampoule free of foreign matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Vial or ampoule free of leakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Vial or ampoule free of solid material or caking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Correct colour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical
Good vial seal no breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical

## D. Essential Medicines Lists for Primary & Secondary level Healthcare Facilities

### EXPLANATORY NOTES

The segregated core lists presents the list of minimum medicine needs for a basic health-care system, listing the most efficacious, safe and cost-effective medicines for priority conditions. Priority conditions are selected on the basis of current and estimated future public health relevance, and potential for safe and cost-effective treatment.

The square box ☐ symbol is primarily intended to indicate similar clinical performance within a pharmacological class. The listed medicines are the example of the class for which there is the best evidence for effectiveness and safety. In some cases, this may be the first medicine that is licensed for marketing; in other instances, subsequently licensed compounds may be safer or more effective. Where there is no difference in terms of efficacy and safety data, the listed medicine is the one that is usually available at the lowest price, based on international drug price information sources. Not all square boxes are applicable to medicine selection for children. Therapeutic equivalence is only indicated on the basis of reviews of efficacy and safety and when consistent with WHO clinical guidelines.

The ✦ symbol indicates that there is an age or weight restriction on use of the medicine; details for each medicine can be found in Table 1.

The © symbol signifies that there is a specific indication for restricting its use to children.

An entry on the *Essential Medicines List* does not ensure pharmaceutical quality. It is the responsibility of the relevant procurement authority to ensure that each product is of appropriate pharmaceutical quality (including stability) and when relevant, different products are interchangeable.

Medicines and dosage forms are listed in alphabetical order within each Chapter and there is no implication of preference for one form over another. Standard treatment guidelines should be consulted for information on appropriate dosage forms.

# Table I: Medicines with age or weight restrictions

atazanavir	>25 kg
atropine	>3 months
benzyl benzoate	>2 years
betamethasone topical preparations	Hydrocortisone preferred in neonates
cefazolin	>1 month
ceftriaxone	>41 weeks corrected gestational age
chlorphenamine	>1 year
diloxanide	>25 kg
doxycycline	>8 years (except for serious infections e.g. cholera)
efavirenz	>3 years or >10 kg
emtricitabine	>3 months
fluoxetine	>8 years
ibuprofen	>3 months (except IV form for patent <i>ductus arteriosus</i> )
mefloquine	>5 kg or >3 months
metoclopramide	Not in neonates
ondansetron	>1 month
saquinavir	>25 kg
silver sulfadiazine	>2 months
tetracaine	Not in preterm neonates
trimethoprim	>6 months
xylometazoline	>3 months

## EML for BHUs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anaesthetics Local	1	lidocaine (hydrochloride) ☐	vial/ ampoule	2%/w/v (10ml)
				topical	2%gel (15 gm)
B	Analgesics / NSAIDs	2	acetylsalicylic acid (dispersible/soluble)	tablets	100 mg to 500 mg
				suppository	50 mg to 150 mg
		3	diclofenac (sodium)	tablets	50mg
				ampoule	75 mg in 3ml
		4	ibuprofen ✦	tablets	200mg, 400 mg
				syrup	200mg/5ml
		5	paracetamol	tablets	500 mg
				syrup	125 mg / 5ml
				suppository	100 mg
		C	Antiallergics and Medicines used in Anaphylaxis	6	chlorpheniramine (hydrogen maleate) ☐ ✦
syrup	2.5mg / 5ml				
7	dexamethasone (disodium phosphate)			injection	4 mg / ml
8	pheniramine (maleate)			injection	22.7mg/2ml
9	hydrocortisone (sodium succinate)			injection	100mg, 250 mg
10	loratadine			tablets	10 mg
		syrup	1 mg/ml		
	<b>ANTI-INFECTIVES</b>				
D	Antibiotics/ Antimicrobials	11	amoxicillin (preferably dispersible tablets)	capsules/tablet	250mg, 500 mg
				syrup ☉	125mg & 250mg /5ml
				injection	250mg, 500 mg
		12	ampicillin (as sodium salt)	injection	500 mg and 1 g
		13	ciprofloxacin (hydrochloride) ☐	tablets	250mg, 500 mg
		14	cotrimoxazole ✦ (sulfamethoxazole + trimethoprim)	tablets ☉	400mg + 80 mg
				syrup ☉	200mg + 40mg/5 ml
		15	metronidazole ☐	tablets	200mg, 400 mg
syrup	200 mg / 5ml				

### EML for BHUs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
E	Antihelminthic	16	mebendazole (chewable)	tablets	500 mg (with caution only for adults)
				suspension	100mg/5ml
F	Anti-Fungal	17	nystatin	tablets	500,000 iu
				drops ☉	100,000 iu/ml
				vaginal tablets	100 000 iu
		18	clotrimazole	skin cream	1 % w/v
vaginal tablets	100mg and 500 mg				
G	Anti-Tuberculosis Medicines As per TB Control Program guidelines	19	isoniazid + rifampicin	tablets	75mg + 150mg and 150mg + 300mg
		20	rifampicin + isoniazid + pyrazinamide + ethambutol	tablets	150mg+75mg+400mg+275 mg
		21	ethambutol + isoniazid + rifampicin	tablets	275mg + 75mg + 150 mg
H	Antimalarials  <i>For Vivax</i>	22	chloroquine (phosphate or sulfate)	tablets	150 mg
		23	primaquine (diphosphate)	tablets	15 mg
	<i>For Falciparum</i>	24	artesunate plus sulfadoxine and pyrimethamine	tablets	Co-blister of (6+2) tablets. two large tablets, has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P & 6 small tablets, each contains artesunate 50mg U.S.P.
		25	artesunate plus sulfadoxine and pyrimethamine	tablets	Co-blister of (6+3) tablets. 3 large tablets each has sulfadoxine 500mg U.S.P.+ pyrimethamine 25mg U.S.P. 6 small tablets, each tablet contains artesunate 100mg U.S.P.
<i>To be used in combination (co-blister)</i>					
I	Anti-Diabetics	26	glibenclamide	tablets	5 mg
		27	metformin (hydrochloride)	tablets	500 mg
J	Cardiovascular Medicine	28	furosemide ☐	tablets	20mg, 40mg

## EML for BHUs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				injection	10 mg
		29	methyldopa	tablets	250 mg
		30	amlodipine	tablet	5mg, 10mg
		31	atenolol	tablet	50mg
		32	enalapril (maleate)	tablets	5mg, 10 mg
<b>K</b>	<b>GIT Medicines</b>	33	hyoscine (butylbromide)	injection	20mg/ml
				tablets	10 mg
		34	metoclopramide (hydrochloride) †	tablets	10 mg
				syrup	5 mg / 5ml
				injection	5mg/ml
		35	omeprazole ☐	capsules	10mg, 20mg, 40mg
		36	ranitidine	tablet	150mg
				injection	25 mg / ml in 2ml
37	aluminium hydroxide + magnesium trisilicate	tablets	250mg +500mg		
	<i>Recommended in combination with Zinc Sulphate 20 mg dispersible tablet in case of acute diarrhea</i>	38	ORS (low osmolarity)	sachet	dry mixture (low osmolarity formula) in sachet for 1 liter of solution; each sachet contains glucose anhydrous 13.5gm B.P. , trisodium citrate dihydrate 2.9 gm B.P. , potassium chloride 1.5gm B.P. , sodium chloride 2.6gm B.P.
<b>L</b>	<b>Respiratory Medicine</b>	39	salbutamol (sulfate) ☐	tablets	2 and 4 mg
				syrup	2mg/5ml
				solution	5 mg/ml for nebulizer
		40	aminophylline	injection	25 mg/ml
<b>M</b>	<b>Miscellaneous</b>	41	atropine (sulfate) †	ampoule	1 mg in 1ml
		42	charcoal activated	powder	
		43	diazepam	injection	10 mg

### EML for BHUs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				gel or rectal solutions	5 mg/ml in 0.5 ml; 2-ml; 4-ml
		44	magnesium sulphate	injection	tubes
		45	oxygen concentrator / cylinder		
N	Ophthalmic / ENT	46	boroglycerine	ear drops (only for wax removing)	40.00%
		47	polymyxin B sulphate + lignocaine	ear drops	each ml is containing polymyxin B (sulphate):10000IU+propylene glycol:0.92ml+lignocaine:50mg;5ml plastic bottle.
		48	chloramphenicol *	*eye drops	0.50%
		49	gentamicin (sulfate)	eye drops	0.30%
		50	polymyxin B (sulphate)+ bacitracin zinc	eye oint	10000iu/g + 500iu/g
		O	I/V Infusions Plasma Substitutes	51	dextrose + saline
52	dextrose			infusion	5, 10 % (1000ml)
53	normal saline			infusion	0.9% (1000ml)
54	ringer's lactate			infusion	infusion,1000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6 gm U.S.P.; sodium lactate 3.1gm U.S.P.; sterile water for injection
55	water for injection			ampoule	5 ml and 10 ml
P	Vitamins & Minerals <i>Micronutrients</i>	56	ascorbic acid	tablets	50mg, 100mg, 500 mg
		57	calcium lactate	tablets	500mg, 1gm
		58	ferrous salt (fumarate)	tablets	equivalent to 60 mg iron
				syrup	equivalent to 25 mg/ml
		59	folic acid	tablets	0.5mg, 1mg and 5mg
	<i>Nutritional supplement for use during pregnancy</i>	60	ferrous salt + folic acid	tablets (DRAP approved)	tablet, equivalent to 60 mg iron + 400 mcg folic acid

## EML for BHUs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		61	multiple micronutrients	sachet	UNICEF approved
		62	retinol (vitamin A)	tablets/capsule	50 000 iu; 100 000 iu; 200 000 iu (as palmitate)
		63	zinc sulphate	dispersible tablets	20 mg
		64	B complex (B1, B6 and B12)	tablets	DRAP approved
		65	multivitamins	tablets	DRAP approved
Q	Dermatologicals	66	benzyl benzoate ☐ ✦	lotion	25%
		67	calamine ☐	lotion	
		68	hydrocortisone ☐	cream	1%
		69	polymyxin B (sulphate)+ bacitracin zinc	ointment	10000iu/g + 500iu/g
		70	silver sulphadiazine ☐ ✦	cream	1%
R	Oxytocic Medicines	71	ergometrine ((hydrogen maleate) ☐	injection	200 mcg in 1ml
		72	misoprostol	tablets	200 mcg
		73	oxytocin	injection	10 iu in 1-ml
S	Contraceptives	74	condoms		
		75	ethynylestradiol ☐ + norethisterone ☐	CO pills	35mcg + 1mg
		76	levonorgestrel ☐	PO pills	30 mcg
		77	copper T / multiload	IUCD	
		78	DMPA (medroxyprogesterone acetate)	injection	150 mg /1ml
		79	norethisterone enanthate	injection	200 mg/ml in 1ml
T	Vaccines & Sera	80	BCG vaccine		WHO approved / as per national EPI program
		81	hepatitis B vaccine		
		82	measles vaccine		
		83	polio vaccine (OPV trivalent)/ IPV	oral/ injection	
		84	pentavalent vaccine		
		85	pneumococcal vaccine		
		86	tetanus toxoid		
		87	anti-rabies vaccine (PVRV)	single dose vial	>2.5 iu
		88	anti-snake venom serum		

### EML for BHUs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
U	Antiseptics/ Disinfectants  <i>Only chlorine based compound in stable dry granular form</i>	89	povidone-iodine	solution	10 %w/v
		90	halogenated sodium phosphate	powder	100gms
	91	chlorhexidine + ceterimide	solution	1.5%w/v + 15%w/v	
	92	chlorhexidine digluconate (7.1%) for cord care  <i>Antiseptics for cord care</i>	gel	equivalent to 4 % chlorhexidine	
V	Disposable Supplies	93	syringe (auto disable) (DRAP approved)	sterile packs	1cc and 5cc
		94	I.V sets	sterile packs	DRAP approved
		95	I.V cannula (DRAP approved)	sterile packs	18g, 20g, 22g, 24g
		96	adhesive tape (hypoallergenic)	roll	1 and 2 inch
		97	surgical gauze		32 pix, 40 m
		98	cotton bandage	roll	6.5cm x 2m
		99	absorbent cotton wool	pack	500gm
		100	examination gloves	pairs	box of 100 (small, medium and large size) [1:2:1]
		101	sterile surgical gloves	pairs	6½, 7, 7½
		102	silk sutures	sterile packs	1/0, 2/0, 3/0
		103	face masks disposable		
		104	airways	all sizes	
		105	resuscitator bag with mask		
		106	blood lancets	sterile packs	
		107	slides		
					<ul style="list-style-type: none"> <li>● 1 bath soap, 50 gram wrapped</li> <li>● 1 apron</li> <li>● 2 paper towel</li> <li>● 2 pairs of latex examination gloves (m)</li> <li>● 1 plastic under sheet (about one square meter)</li> <li>● 1 under pads 60cmx90cm</li> </ul>

### EML for BHUs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		108	clean delivery kits	sterile packs	<ul style="list-style-type: none"> <li>●2 alcohol pads</li> <li>●2 packs of sponges (4 sponge)</li> <li>●1 sterile bulb sucker</li> <li>●2 sterile umbilical cord clamp</li> <li>●1 sterile surgical blade</li> <li>●2 cotton thread (cord ties)</li> <li>●1 maternity pad</li> <li>●1 white poly bag for disposal</li> <li>●1 unbleached dignity drape</li> <li>●1 instruction sheet</li> </ul>

## EML for BHUs

Emergency Tray for BHU			
Sr#	Items Name	Strength	Qty
1	injection tranexamic acid	250mg/5ml	10
2	injection atropine	1mg/1ml	10
3	injection adrenaline	0.1mg/ml	10
4	injection diazepam	5mg/ml	10
5	injection diclofenac sodium	25mg/ml	10
6	injection pheniramine (maleate)	22.7mg/2ml	10
7	injection hydrocortisone sodium	100mg	1
8	injection lidocaine	2% W/V	5
9	water for injection,	5ml	5
10	injection ringer lactate	1000ml	10
11	injection normal saline	1000ml	10
12	injection 25% DW	25 ml ampoule	2
13	glyceryl trinitrate sublingual	500 mcg	50
14	isosorbide dinitrate sublingual	5 mg	10
15	lidocaine	gel	1
16	cotton roll BPC	500gms	1
17	compression bandage BPC		5
18	D/S	5 cc	30
19	IV set		20
20	IV cannula	18G, 20G, 22G, 24G	20 (1:2:2:1)
21	silk sutures sterile packs	0, 1/0, 2/0	10
22	ETT	(3 mm, 3.5 mm, 4 mm, 7.5 mm, 8 mm)	10
23	Foleys catheter	All sizes (10 F to 28 F)	12
24	NG tube	(14-18 Fr, infant/child: 10-14 Fr)	10

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anaesthetics Local	1	bupivacaine (hydrochloride)	vial	0.25%; 0.5%
		2	ketamine (hydrochloride)	injection	50mg /ml in 10ml
		3	lidocaine (hydrochloride) ☐	vial/ ampoule	5% (hydrochloride) in 2-ml ampoule to be mixed with 7.5% glucose solution.
				topical forms	2%gel, 4%solution
		4	lignocaine + epinephrine (adrenaline)	injection	2% + 1:200 000
		5	lignocaine + epinephrine (adrenaline)	dental cartridge	2% + 1:80 000
B	Analgesics / NSAIDs	6	acetylsalicylic acid (dispersible/ soluble)	tablets	300 mg
		7	mefenamic acid	tablets	250 mg
		8	diclofenac (sodium)	tablets	50 mg
				ampoule	75 mg in 3ml
		9	ibuprofen ✦	tablets	200mg, 400 mg
				syrup	200 mg/5ml
		10	paracetamol	tablets	500 mg
				syrup	125 mg/5ml
				suppository	100 mg
		C	Antiallergics and Medicines used in Anaphylaxis	11	chlorpheniramine (hydrogen maleate) ☐ ✦
syrup ☉	2 mg / 5ml				
12	dexamethasone (disodium phosphate)			injection	4 mg / ml
				tablets	0.5 mg
13	epinephrine (adrenaline)			ampoule	0.1mg /ml
14	hydrocortisone (sodium succinate)			injection	100mg, 250 mg
15	loratadine			tablets	10 mg
				syrup	1 mg/ml
16	prednisolone ☐	tablets	5 mg		
D	Antidotes and Other Substances used in Poisonings	17	atropine (sulfate) ✦	ampoule	1 mg in 1ml
		18	charcoal activated	powder	
		19	diazepam	injection	10 mg
		20	naloxone (hydrochloride)	ampoule	400 mcg in 1ml

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
E	Anti-Epileptics Anti-Convulsants	21	carbamazepine	tablets	200 mg
				syrup	100mg / 5ml
		22	magnesium sulphate	injection	500mg/ml
		23	phenobarbital (sodium)	tablets	30 mg
				injection	200 mg /2ml
		24	phenytoin (sodium)	tablets	100 mg
		25	valproic acid (sodium valproate)	oral liquid	200 mg/5 ml
tablets	<i>(crushable)</i> 100 mg				
tablets	<i>(enteric-coated)</i> 200mg, 500 mg				
F	Anthelmintic	26	albendazole	tablets	200 mg
				syrup	100 mg / 5ml
		27	mebendazole (chewable)	tablets	500 mg <i>(with caution only for adults)</i>
		28	pyrantel (pamoate)	tablets	250 mg
				syrup	250 mg / 5ml
G	Anti-Fungal	29	clotrimazole	cream	1% w/v
				pessary	100, 500 mg
		30	nystatin	tablets	500,000 iu
				drops ©	100,000 iu/ml
				pessary	100 000 iu
<b>ANTI-INFECTIVES</b>					
H	Antibiotics/ Antmicrobials  <i>Only for Epidemic Meningitis</i>	31	amoxicillin (trihydrate) <i>(preferably dispersible tablets)</i>	capsules / tablet	250mg, 500 mg
				syrup ©	125mg& 250mg /5ml
				injection	250mg, 500 mg
		32	ampicillin (as sodium salt)	injection	500 mg and 1 g
		33	azithromycin ☐	capsules	250mg, 500 mg
				suspension	125mg / 5ml in 22.5ml
		34	benzyl penicillin (potassium)	injection ©	600 mg (= 1 million iu); 3 g (= 5 million iu) (sodium or potassium salt) in vial
35	chloramphenicol (palmitate)	capsules	250 mg		

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	<i>Only listed for single-dose treatment of uncomplicated anogenital gonorrhoea.</i>		(sodium succinate)	syrup	125 mg / 5ml
				injection	1 gm
		36	cefixime* (trihydrate)	capsules	400 mg
		37	ciprofloxacin ☐ (hydrochloride)	tablets	250mg, 500 mg
		38	cotrimoxazole ✦ (sulfamethoxazole + trimethoprim)	tablets ☉	400mg+ 80 mg
				syrup ☉	200mg + 40mg/5 ml
		39	doxycycline (hyclate) ✦	caps	100 mg
		40	gentamicin (sulfate) ☐	injection	40mg, 80 mg
		41	metronidazole ☐  (benzoate)	tablets	200mg, 400 mg
				syrup	200 mg / 5ml
				infusion	5mg/ml in 100ml
		42	nitrofurantoin	tablets	100 mg
43	procaine benzyl penicillin	injection	1m iu, 3m iu		
44	phenoxymethyl penicillin (potassium)	tablets	250mg, 500 mg		
		syrup	125 mg / 5ml		
I	Anti-Virals	45	ribavirine	tablets	200mg, 400 mg
J	Anti-Tuberculosis Medicines <i>As per TB Control Program guidelines</i>	46	isoniazid + rifampicin	tablets	75mg+ 150mg; 150mg + 300mg
		47	rifampicin + isoniazid + pyrazinamide + ethambutol	tablets	150mg+75mg+ 400mg+275 mg
		48	ethambutol + isoniazid + rifampicin	tablets	275mg + 75mg + 150 mg
K	Anti-Diabetics	49	glibenclamide	tablets	5 mg
		50	metformin (hydrochloride)	tablets	500 mg
		51	insulin regular	injection	100 iu / ml
		52	insulin compound	injection	30%+ 70 % w/v
L	Antimalarials  <i>For Vivax</i>  <i>For Falciparum</i>	53	chloroquine (phosphate or sulfate)	tablets	150 mg
		54	primaquine (diphosphate)	tablets	15 mg
		55	sulfadoxine + pyrimethamine co-blisters / combined therapy	tablets	500mg+ 25 mg

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	<i>To be used in combination (co blister)</i>	56	artesunate plus sulfadoxine and pyrimethamine	tablets	co blister of (6+2) tablets. two large tablets, has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P & 6 small tablets, each contains artesunate 50mg U.S.P.
		57	artesunate plus sulfadoxine and pyrimethamine	tablets	co blister of (6+3) tablets. 3 large tablets each has sulfadoxine 500mg U.S.P.+ pyrimethamine 25mg U.S.P. 6 small tablets, each tablet contains artesunate 100mg U.S.P.
	<i>Management of Severe Malaria</i>	58	artemether	ampoule	80 mg/ml in 1-ml
<b>M</b>	<b>GIT Medicines</b>	59	hyoscine (butylbromide)	injection	20 mg/ml
				tablets	10 mg
		60	metoclopramide (hydrochloride) ð	tablets	10 mg
				syrup	5 mg / 5ml
				injection	5mg/ ml
		61	omeprazole ☐	capsules	10mg, 20mg, 40mg
		62	ranitidine	tablet	150mg
				injection	25 mg / ml in 2ml
		63	aluminium hydroxide + magnesium trisilicate	tablets	250mg +500mg
		64	ORS (low osmolarity)	sachet	dry mixture (low osmolarity formula) in sachet for 1 liter of solution; each sachet contains glucose anhydrous 13.5gm B.P. , trisodium citrate dihydrate 2.9 gm B.P , potassium chloride 1.5gm B.P. , sodium chloride 2.6gm B.P.
65	bisacodyl	tablets	5 mg		
66	glycerin	suppository			
<b>N</b>	<b>Cardiovascular Medicines</b>	67	glyceryl trinitrate	sublingual	500 mcg
		68	atenolol	tablet	50mg
		69	isosorbide dinitrate ☐	sublingual	5 mg
		70	nifedipine	tablets	20 mg
		71	methyldopa	tablets	250mg, 500 mg
injection	250 mg				

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		72	hydrochlorothiazide ☐	injection	20 mg
				tablets	25mg, 50 mg
		73	enalapril (maleate)	tablets	5mg, 10 mg
		74	propranolol	tablets	10mg, 40mg, 80mg
		75	furosemide ☐	tablets	20mg, 40 mg
injection	10 mg				
O	Oxytocic Medicines	76	ergometrine (hydrogen maleate) ☐	injection	200 mcg in 1ml
		77	misoprostol	tablets	200 mcg
		78	oxytocin	injection	10 iu in 1-ml
P	Respiratory Medicines	79	salbutamol (sulfate) ☐	tablets	2mg and 4mg
				syrup	2mg/5ml
				inhaler	100 micrograms
		80	aminophylline	injection	25 mg/ml
Q	Ophthalmic / ENT	81	boroglycerine	ear drops (only for wax removing)	40.00%
		82	chloramphenicol	eye drops	0.50%
		83	polymyxin B sulphate+lignocaine	ear drops	each ml is containing polymyxin B (sulphate):10000 IU +propylene glycol:0.92ml +lignocaine:50mg;5ml plastic bottle.
		84	gentamicin (sulfate) ☐	eye drops	0.30%
		85	tetracycline (hydrochloride) ☐	eye ointment	1%
		86	polymyxin B (sulphate)+ bacitracin zinc	eye ointment	10000iu/g + 500iu/g
R	I/V Infusions Plasma Substitutes	87	plasma expander	infusion	dextran 6 %w/v, glucose 5 %w/v
		88	dextrose	infusion	5%, 10 % (1000ml)
				ampoule	25% (20ml/25ml)
		89	normal saline	infusion	0.9% (1000ml)
		90	dextrose + saline	infusion	5 % + 0.9% w/v (1000ml)
91	ringer's lactate ☐	infusion	infusion,1000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6 gm U.S.P.; sodium lactate 3.1gm U.S.P.; sterile water for injection		

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		92	potassium chloride	solution	11.2% in 20ml/25ml ampoule
		93	sodium bicarbonate	injection	1.4% isotonic (50ml)
		94	water for injection	ampoule	5 ml, 10 ml
S	Vitamins & Minerals	95	ascorbic acid	tablets	50mg, 100mg, 500 mg
		96	calcium gluconate	injection	100 mg/ml in 10-ml
		97	calcium lactate	tablets	500mg, 1gm
		98	calcium chloride	injection	200 mg/ml
		99	ergocalciferol (vitamin D) ☐	tablets	1.25 mg (50 000 iu)
		100	ferrous salt (fumarate)	tablets	equivalent to 60 60 mg iron
				syrup	equivalent to 60 25 mg/ml iron
		101	folic acid	tablets	0.5mg, 1mg & 5mg
		102	ferrous salt + folic acid	tablets (DRAP approved)	tablet, equivalent to 60 mg iron + 400 mcg folic acid
		103	multiple micronutrients	sachet	UNICEF approved
		104	retinol (vitamin A)	tablets/ capsules	50 000 iu; 100 000 iu; 200 000 iu (as palmitate)
		105	potassium chloride	tablets	500mg
		106	zinc sulphate	dispersible tablets	20 mg
		107	vitamin K	injection	10 mg
108	B complex (B1, B6 and B12)	tablets	DRAP approved		
109	multivitamins	tablets	DRAP approved		
T	Miscellaneous	110	tranexamic acid	injection	250mg, 500mg /5ml
				caps	250mg, 500mg
		111	oxygen (medicinal gas) cylinder	inhalation	
U	Dermatologicals	112	benzyl benzoate ☐ ✦	lotion	5% & 25%
		113	permethrin	cream, lotion	5%w/w
		114	calamine ☐	lotion	15%
		115	hydrocortisone ☐	cream	1%
		116	polymyxin b (sulphate)+ bacitracin zinc	ointment	10000iu/g + 500iu/g
		117	silver sulphadiazine ✦	cream	1%
V	Contraceptives	118	condoms		

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		119	ethynylestradiol ☐ + norethisterone ☐	CO pills	35mcg + 1mg
		120	levonorgestrel	PO pills	30 mcg
		121	levonorgestrel	EC pills	750 mcg (pack of 2)
		122	copper T / multiload	IUCD	
		123	DMPA (medroxyprogesterone acetate)	injection	150 mg lml
		124	norethisterone enanthate	injection	200 mg/ml in 1ml
		125	estradiol cypionate + medroxyprogesterone acetate	injection	5 mg + 25 mg
W	Vaccines & Sera	126	BCG vaccine		<i>WHO approved/ as per national EPI program</i>
		127	polio vaccine (OPV trivalent)/IPV	oral/ injection	
		128	hepatitis B vaccine		
		129	measles vaccine		
		130	tetanus toxoid		
		131	pentavalent vaccine		
		132	pneumococcal vaccine		
		133	anti-rabies vaccine (PVRV)	single dose vial	
		134	anti-snake venom serum		
X	Anxiolytics	135	alprazolam	tablets	0.5 mg
		136	diazepam	tablets	2 mg
Y	Antiseptics/ Disinfectants  <i>Only chlorine based compound in stable dry granular form</i>	137	povidone-iodine	solution	10 %w/v
		138	halogenated sodium phosphate	powder	100gms
		139	chlorine base compound	powder	(0.1% available chlorine) for solution
		140	chlorhexidine + ceterimide	solution	1.5%w/v + 15%w/v
		141	chlorhexidine digluconate (7.1%) for cord care	gel	equivalent to 4 % chlorhexidine
Z	Disposable Supplies	142	syringe (auto disable)	sterile packs	1cc and 5cc
		143	I.V sets	sterile packs	DRAP approved
		144	scalp vein set	sterile packs	DRAP approved
		145	volumetric chamber (I.V. burette)	sterile packs	100 ml size
		146	I.V cannula (DRAP approved)	sterile packs	16g, 20g, 24g

## EML for RHCs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		147	adhesive tape (hypoallergenic)	roll	1, 2 inch
		148	sterile gauze dressing		7.5 x 7.5 cm (10 ply)
		149	cotton bandage BPC	roll	6.5cm x 2m
		150	absorbent cotton wool BPC	pack	500gm
		151	crepe bandage BPC		7.5, 10 cm x 2.7m
		152	examination gloves	pairs	box of 100 (small, medium and large size) [1:2:1]
		153	sterile surgical gloves	pairs	6½, 7, 7½
		154	silk sutures sterile	12 / pack	0, 1/0, 2/0, 3/0, 4/0
		155	chromic catgut sterile	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		156	face masks disposable		
		157	blood lancets	sterile packs	
		158	glass slides		
		159	endotracheal tube (ETT)	sterile packs	set of 12 (all sizes)
		160	resuscitator bag with mask		
		161	nasogastric (NG) tube	all sizes	adult / paed
					<ul style="list-style-type: none"> <li>•1 bath soap, 50 gram wrapped</li> <li>•1 apron</li> <li>•2 paper towel</li> <li>•2 pairs of latex examination gloves (m)</li> <li>•1 plastic under sheet (about one square meter)</li> <li>•1 under pads 60cmx90cm</li> <li>•2 alcohol pads</li> </ul>
		162	clean delivery kits	sterile packs	<ul style="list-style-type: none"> <li>•2 packs of sponges (4 sponge)</li> <li>•1 sterile bulb sucker</li> <li>•2 sterile umbilical cord clamp</li> <li>•1 sterile surgical blade</li> <li>•2 cotton thread (cord ties)</li> <li>•1 maternity pad</li> <li>•1 white poly bag for disposal</li> <li>•1 unbleached dignity drape</li> <li>•1 instruction sheet</li> </ul>

## EML for RHCs

<b>Emergency Tray for RHC</b>			
Sr#	Items Name	Strength	Qty
1	Injection Dobutamine	50 mg/ml	5
2	Injection Tranexamic Acid	250mg/5ml	10
3	Injection Furosemide	10mg/ml	10
4	Injection Calcium Gluconate	100 mg/ml in 10-ml	10
5	Injection Dimenhydrinate	50mg/ml	10
6	Injection Sodium Bicarbonate	8.4%W/V , 25ml	10
7	Injection Potassium Chloride	11.2% in 20-ml ampoule	5
8	Injection Atropine	1mg/1ml	10
9	Injection Adrenaline	0.1mg/ml	10
10	Injection Diazepam	5mg/ml	10
11	Injection Diclofenac Sodium	25mg/ml	10
12	Injection Plasma Expander	500ml	5
13	Injection Hydrocortisone sodium	100mg and 250mg	20 (1:1)
14	Injection Ranitidine	25mg/ml	10
15	Injection Aminophylline	25mg/ml	10
16	Injection Lidocaine	2% W/V , 10ml	10
17	Water for Injection,	5ml	5
18	Injection 25% DW	25ml ampoule	10
19	Ringer Lactate Infusion	1000ml	10
20	Dextrose Infusion	10%,500ml	10
21	Normal Saline Infusion	1000ml	10
22	Normal saline with Dextrose Infusion	5%, 1000ml	10
23	Lidocaine	gel	5
24	Cotton Roll BPC	500gms	5
25	Cotton bandage BPC	4,6inch	24
26	D/S (AD)	5 cc	10
27	D/S	10CC	5
28	D/S	1CC	5
29	D/S	20Cc	1
30	Volumetric Chamber (I.V. Burette)		5
31	IV set		45
32	IV Cannula	16 G, 18G, 20G, 22G, 24G	25 (1:1:2:2:1)
33	ETT	(3 mm, 3.5 mm, 4 mm, 7.5 mm, 8 mm, )	10
34	Foleys catheter	all sizes (10 F to 28 F)	10
35	NG Tube	(14-18 Fr, infant/child: 10-14 Fr)	12

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anaesthetics General	1	halothane	inhalation	
		2	isoflurane	inhalation	
		3	nitrous oxide	inhalation	
		4	oxygen (medicinal gas) cylinder	inhalation	
		5	ketamine (hydrochloride)	injection	50mg /ml in 10ml
		6	thiopental sodium	injection	10 mg/ml; 20 mg/ml
B	Muscle Relaxants	7	neostigmine (metilsulfate) (bromide)	injection	2.5 mg in 1ml
				tablets	15 mg
		8	suxamethonium (chloride)	ampoule	50 mg /ml in 2-ml
C	Anaesthetics Local	9	bupivacaine (hydrochloride) ☐ injection for spinal anaesthesia	vial /ampoule	0.25%; 0.5% (5mg/ml) 0.5% in 4-ml
				ampoule	
		10	lidocaine (hydrochloride) ☐	vial/ ampoule	5% (hydrochloride) in 2-ml ampoule to be mixed with 7.5% glucose solution.
				topical forms	2%gel, 4%solution
		11	lignocaine + epinephrine (adrenaline)	injection	2% + 1:200 000
				dental cartridge	2% + 1:80 000
12	ephedrine (hydrochloride)	ampoule	30 mg in 1-ml		
<i>Complementary List</i>					
D	Analgesics Opioid	13	morphine (sulphate or hydrochloride)	ampoule	10 mg 1-ml
		14	tramadol HCL	injection	100mg/2ml
		15	ketorolac trometamol	injection	30mg/ml
		16	nalbuphine HCL	injection	20mg/ml
		17	pethidine (hydrochloride)	ampule	50 mg/ml in 2ml
				injection	1 mg/ml
				oral liquid ©	2 mg/ml
18	midazolam	tablets	7.5 mg and 15mg		
<i>Preoperative Medication</i>					
E	Analgesics / NSAIDs	19	acetylsalicylic acid	dispersible/ tablets	soluble 300 mg
				tablets	
		20	diclofenac (sodium)	tablets	50 mg
				ampoule	75 mg in 3ml
		21	ibuprofen ✦	tablets	200mg, 400 mg
				syrup	200 mg/5ml
22	piroxicam	injection	20mg / ml		
23	naproxen	tablets	250, 500 mg		

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		24	paracetamol	tablets	500 mg
				syrup	125 mg / 5ml
				suppository	100 mg
<b>F</b>	<b>Medicines to treat gout</b>	25	allopurinol	tablets	100 mg and 300mg
<b>G</b>	<b>Antiallergics and Medicines used in Anaphylaxis</b>	26	chlorpheniramine (maleate) ☐ ✦	tablets	4 mg
				syrup ☉	2 mg / 5ml
		27	loratadine	tablets	10 mg
				syrup	1 mg/ml
		28	promethazine (HCL)	tablets	25 mg
				syrup	25 mg/5ml
				injection	25 mg/ml in 2ml
		29	dexamethasone (disodium phosphate)	injection	4 mg / ml
				tablets	0.5 mg
		30	epinephrine (adrenaline)	ampoule	0.1mg /ml
31	hydrocortisone (sodium succinate)	injection	100mg, 250 mg		
32	prednisolone ☐	tablets	5 mg		
33	pheniramine (maleate)	injection	22.7mg/2ml		
<b>H</b>	<b>Antidotes and Other Substances used in Poisonings</b>	34	atropine (sulfate) ✦	ampoule	1 mg in 1ml
		35	charcoal activated	powder	
		36	methylthionium (methylene blue) chloride	ampoule	10mg/ml -in 10ml
		37	naloxone (hydrochloride)	ampoule	400 mcg in 1ml
<b>I</b>	<b>Antiepileptics Anticonvulsants  For Eclampsia only</b>	38	carbamazepine	tablets	200 mg
				syrup	100mg / 5ml
		39	magnesium sulphate	injection	500mg/ml
		40	phenobarbital (sodium)	tablets	30 mg
				injection	200 mg /2ml
		41	phenytoin (sodium)	tablets	100 mg
syrup	30 mg/5 ml				
42	divalproex sodium (semi sodium valproate)	tablet	250mg		
	<b>ANTI-INFECTIVES</b>				
<b>J</b>	<b>Antibiotics/ Antimicrobials</b>	43	amoxicillin (trihydrate) (preferably dispersible tablets)	capsules / tablet	250mg, 500 mg
				powder for suspension ☉	125mg & 250mg /5ml
				injection	250mg, 500 mg

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength	
	<i>Only listed for single-dose treatment of uncomplicated anogenital gonorrhoea.</i>	44	ampicillin (sodium)	capsules	250mg, 500 mg	
				powder for suspension ☉	125mg & 250 /5ml	
				injection	500 mg and 1 g	
		45	amoxicillin + clavulanic acid	tablets	375 mg	
				syrup	125 mg amoxicillin + 31.25 mg clavulanic acid/5 ml and 250 mg amoxicillin + 62.5 mg clavulanic acid/5 ml	
				injection	1 gm	
		46	benzyl penicillin (potassium)	injection ☉	600 mg (= 1 million IU); 3 g (= 5 million IU) (sodium or potassium salt) in vial	
		47	cloxacillin	capsules	250, 500 mg	
				powder for suspension ☉	125mg & 250mg /5ml	
		48	cefixime* (trihydrate)	capsules	400 mg	
		49	ceftriaxone (sodium) ☉	powder for injection	250mg, 500mg, 1gm	
		50	<i>Only for Epidemic Meningitis</i>	chloramphenicol (palmitate) (sodium succinate)	capsules	250 mg
					syrup	125 mg / 5ml
					injection	1 gm
		51	ciprofloxacin (hydrochloride) ☐	tablets	250mg, 500 mg	
52		azithromycin ☐	capsules	250mg, 500 mg		
			suspension	125mg / 5ml in 22.5ml		
53		clarithromycin	tablets	500 mg		
			suspension	125 mg / 5ml		
54		clindamycin (hydrochloride) (phosphate)	capsules	150mg, 300mg		
			injection	150mg / ml		
55		cotrimoxazole ✦ (sulfamethoxazole + trimethoprim)	tablets ☉	400 + 80 mg		
			syrup ☉	200mg + 40mg/5 ml		
	<i>Recommended for use in combination regimens for eradication of H. Pylori in adults.</i>					

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		56	doxycycline (hydrate) †	capsules ©	100 mg
		57	gentamicin (sulfate) ☐	injection	40mg, 80 mg
		58	levofloxacin	tablets	250mg, 500 mg
		59	metronidazole ☐ (benzoate)	tablets	200mg, 400 mg
				injection	500 mg in 100-ml
				syrup	200 mg / 5ml
		60	nitrofurantoin	tablets	100 mg
		61	moxifloxacin	tablets/capsule	400mg
				injection	400mg/250ml
		62	cephradine	capsule	500mg
				syrup	250mg/5ml
				injection	500mg
		63	procaine benzyl penicillin	injection	1, 3 m iu
		64	phenoxymethyl penicillin (potassium)	tablets	250mg, 500 mg
				syrup	125 mg / 5ml
<b>K</b>	<b>Anthelmintic</b>	65	albendazole	tablets	200 mg
				syrup	100 mg / 5ml
		66	mebendazole (chewable)	tablets	500 mg (with caution only for adults)
		67	pyrantel (pamoate)	tablets	250 mg
syrup	250 mg / 5ml				
<b>L</b>	<b>Anti-Fungal</b>	68	clotrimazole	skin cream	1%w/v
				vaginal tablet	100mg, 500 mg
		69	fluconazole ☐	capsules	50 mg
				injection	2 mg/ml
				syrup	50 mg/5 ml
		70	nystatin	tablets	500,000 iu
drops ©	100,000 iu/ml				
<b>M</b>	<b>Antiherpes Medicines</b>	71	acyclovir ☐	tablets	200 mg
				injection	500mg
<b>N</b>	<b>Antileishmaniasis Medicines</b>	72	amphotericin B	injection	50 mg in vial
		73	sodium stibogluconate	injection	100 mg/ml in 30ml vial
<b>O</b>	<b>Anti-Tuberculosis Medicine</b>	74	ethambutol	tablets	400 mg

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength	
	<i>As per TB Control Program guidelines</i>			oral liquid ©	25 mg/ml	
		75	isoniazid	tablets/syrup ©	50mg, 100mg, 300 mg	
		76	pyrazinamide	tablets	500 mg	
		77	rifampicin	caps / syrup ©	150mg,300mg,450mg,600mg	
		78	streptomycin	injection	1 gm	
		79	ethambutol + isoniazid	tablets	400mg + 150 mg	
		80	isoniazid + rifampicin	tablets	75mg +150mg ; 150mg+300mg	
		81	isoniazid + pyrazinamide + rifampicin	tablets	75mg + 400mg + 150 mg.	
		82	rifampicin + isoniazid + pyrazinamide + ethambutol	tablets	150mg+75mg+ 400mg+275 mg	
		83	ethambutol + isoniazid + rifampicin	tablets	275mg + 75mg + 150 mg	
<b>P</b>	<b>Anti-Diabetics</b>	84	glibenclamide	tablets	5 mg	
		85	metformin (hydrochloride)	tablets	500 mg	
		86	insulin NPH	injection	100 IU / ml	
		87	insulin regular	injection	100 IU / ml	
		88	insulin comp	injection	30% w/v + 70 % w/v	
		89	sitagliptin	tablet	50mg	
		90	gliclazide	tablet	80mg	
<b>Q</b>	<b>Antimalarials</b>  <i>For Vivax</i>  <i>For Falciparum</i>	91	chloroquine (phosphate or sulfate)	tablets	150 mg	
		92	primaquine (diphosphate)	tablets	15 mg	
		93	sulfadoxine + pyrimethamine	tablets	500 mg + 25 mg	
		<i>To be used in combination (coblister)</i>	94	artesunate plus sulfadoxine and pyrimethamine	tablets	coblister of (6+2) tablets. two large tablets, has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P. & 6 small tablets, each contains artesunate 50mg U.S.P.
	95		artesunate plus sulfadoxine and pyrimethamine	tablets	coblister of (6+3) tablets. 3 large tablets each has sulfadoxine 500mg U.S.P.+ pyrimethamine 25mg U.S.P. 6 small tablets, each tablet contains artesunate 100mg U.S.P.	
	96		artemether	ampoule	80 mg/ml in 1-ml	
	97		artemether + lumefantrine	tablets ©	20 mg + 120 mg	
	<i>Management of Severe Malaria</i>					

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
R	GIT Medicines  <i>Recommended in combination with Zinc Sulphate 20 mg dispersible tablet in case of acute diarrhea</i>	98	hyoscine (butylbromide)	injection	20 mg/ml
				tablets	10 mg
		99	phloroglucinol	tablets	phloroglucinol 80mg + trimethylphloroglucinol 80 mg
		100	domperidone	tablets	10mg
		101	metoclopramide (hydrochloride) †	tablets	10 mg
				syrup	5 mg / 5ml
				injection	20 mg/ml
		102	omeprazole ☐	injection	40 mg
				capsules	10mg, 20mg, 40mg
		103	ranitidine	tablet	150mg
				injection	25 mg / ml in 2ml
		104	aluminium hydroxide + magnesium trisilicate	tablets	250mg +500mg
		105	ORS (low osmolarity)	sachet	dry mixture (low osmolarity formula) in sachet for 1 liter of solution; each sachet contains glucose anhydrous 13.5gm B.P. , trisodium citrate dihydrate 2.9 gm B.P , potassium chloride 1.5gm B.P. , sodium chloride 2.6gm B.P.
		106	sodium phosphate	enema	7.2g /120ml
107	bisacodyl	tablets	5 mg		
108	glycerin	suppository			
109	magnesium oxides and hydroxides	suspension	7.9 %w/v		
S	Cardiovascular Medicines	110	acetylsalicylic acid	tablets	100 mg
		111	bisoprolol ☐	tablets	1.25 mg; 5 mg
		112	digoxin	tablets	62.5, 250mcg
				injection	250mcg /ml in 2ml
		113	dopamine (hydrochloride)	injection	40 mg/ml in 5ml vial
		114	amlodipine	tablet	5mg, 10mg
		115	losartan potassium	tablet	50mg
		116	atenolol	tablet	50mg
117	enalapril (maleate) ☐	tablets	2.5mg, 5 mg		

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	<i>For severe PIH only</i>	118	glyceryl trinitrate	sublingual	500 mcg
		119	hydralazine (hydrochloride)	injection	20 mg
				tablets	25mg, 50 mg
		120	isosorbide dinitrate ☐	sublingual	5 mg
				tablets	5mg, 10mg, 50 mg
	infusion			10 mg/10ml	
	<i>For severe PIH only</i>	121	methyldopa	tablets	250mg, 500 mg
				injection	250 mg
	122	streptokinase	powder for injection	1.5 million IU	
	123	propranolol	tablet	10mg, 40mg, 80 mg	
	124	simvastatin ☐	tablet	5mg, 10mg, 20mg, 40 mg	
125	verapamil (hydrochloride)	tablet	40 mg; 80 mg		
126	amiodarone HCL	injection	150mg		
		tablet	100mg		
<b>T</b>	<b>Diuretics</b>	127	furosemide ☐	tablets	20 mg, 40 mg
				injection	10 mg
		128	hydrochlorothiazide ☐	tablets	12.5mg, 25 mg
		129	spironolactone + furosemide	tablet	50mg + 20mg
130	spironolactone	tablets	25 mg, 100mg		
<b>U</b>	<b>Antivirals for Hepatitis</b>	131	interferon alpha 2b	injection	3 MIU
		132	tenofovir (disoproxil fumarate)	tablet	300mg
		133	entecavir	tablet	0.5mg
		134	ribavirine	tablets	200mg, 400mg, 600 mg
<b>V</b>	<b>Medicines Affecting Coagulation</b>	135	heparin sodium	injection	1000, 5000, 20000 IU/ml
		136	tranexamic acid	injection	100 mg/ml in 10-ml
				capsules	250mg, 500mg
		137	clopidogrel	tablets	75mg, 150mg, 300 mg
138	warfarin (sodium) ☐	tablets	1mg, 2mg, 5 mg		
<b>W</b>	<b>Oxytocic Medicines</b>	139	ergometrine ((hydrogen maleate) ☐	injection	200 mcg in 1ml
		140	misoprostol	tablets	200 mcg
		141	oxytocin	injection	10 IU in 1-ml
<b>X</b>	<b>Respiratory Medicines</b>	142	aminophylline	injection	25mg/ml in 10ml
				tablets	100 mg

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		143	beclomethasone (dipropionate)	inhaler	50 mcg/actu
		144	salbutamol (sulfate) ☐	tablets	2mg, 4 mg
				syrup	2mg/5ml
				inhaler	100 micrograms
				injection	50 micrograms in 5ml
				solution for nebulizer	5 mg /ml
		145	montelukast	tablets	4mg, 5mg, 10 mg
		146	ammonium chloride + chloroform + menthol + diphenhydramine + sodium citrate	antitussive expectorant	131.5mg/5ml + 22mg/5ml + 1mg/5ml + 13.5mg/5ml + 55mg/5ml
		147	dextromethorphan + diphenhydramine	antitussive syrup	12.5mg/5ml + 12.5mg/5ml
Y	Ophthalmics	148	dexamethosone	eye drops	0.1 %w/v
		149	gentamicin (sulfate) ☐	eye drops	0.30%
		150	tropicamide	eye drops	1 %w/v
		151	chloramphenicol	eye drops	0.50%
		152	pilocarpine (hydrochloride or nitrate)	eye drops	2%; 4%
		153	tetracycline (hydrochloride) ☐	eye ointment	1%
				eye drops	0.50%
		154	sulphacetamide	eye drops	10, 20 %w/v
		155	miconazole (nitrate)	eye ointment	2%
		156	polymyxin B (sulphate)+ bacitracin zinc	eye ointment	10000IU/g + 500IU/g
		157	tetracaine (hydrochloride) ☐ ✦	drops	0.50%
158	timolol (hydrogen maleate) ☐	eye drops	0.25%; 0.5%		
Z	ENT	159	boroglycerine	ear drops (only for wax removing)	40%
		160	ciprofloxacin	ear drops	0.30%
		161	polymyxin B sulphate+lignocaine	ear drops	each ml is containing polymyxin B (sulphate):10000IU+propyl ene glycol:0.92ml+lignocaine:50 mg;5ml plastic bottle.
		162	ephedrine	nasal drops	0.5%
		163	lignocaine	topical solution	4%
		164	saline nasal drops	nasal drops	0.9%
		165	xylometazoline ☐ ✦	nasal spray	0.05%

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
AA	I/V Infusions Plasma Substitutes	166	plasma expander	infusion	dextran 6 %w/v, glucose 5 %w/v
		167	dextrose	infusion	5, 10, % (1000ml)
				ampoule	25% (20ml/25ml)
		168	normal saline	infusion	0.9% (1000ml)
		169	dextrose + saline	infusion	5 % + 0.9% w/v (1000ml)
		170	dextrose + saline	infusion	5 % + 0.9% w/v
		171	ringer's lactate ☐	solution	infusion, 1000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6 gm U.S.P.; sodium lactate 3.1gm U.S.P.; sterile water for injection
		172	potassium chloride	injection	1.4% isotonic (50ml)
		173	mannitol	infusion	10% and 20 %w/v (500ml)
		174	water for injection	ampoule	5 ml, 10 ml
AB	Dermatologicals	175	benzyl benzoate ☐ ✦	lotion	5% & 25%
		176	betamethasone ☐ ✦	cream / ointment	0.1%
		177	calamine ☐	lotion	15%
		178	coal tar	lotion	5%
		179	hydrocortisone ☐	cream	1%
		180	permethrin	cream / lotion	5 % / 1 %
		181	salicylic acid	solution	5%
		182	miconazole (nitrate)	cream / ointment	2%
		183	polymyxin B (sulphate)+ bacitracin zinc	ointment	10000IU/g + 500IU/g
		184	silver sulphadiazine ✦	cream	1%
		185	sodium thiosulphate	solution	15%
AC	Vitamins & Minerals	186	ascorbic acid	tablets	50mg, 100mg, 500 mg
		187	calcium gluconate	injection	100 mg/ml in 10-ml
		188	calcium lactate	tablets	500mg, 1gm
		189	ergocalciferol (vitamin D) ☐	tablets	1.25 mg (50 000 IU)
		190	ferrous salt (fumarate)	tablets	equivalent to 60 mg iron
				syrup	equivalent to 25 mg/ml iron
191	folic acid	tablets	0.5mg, 1mg & 5mg		

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	<i>For Acute Diarrhoea</i>	192	ferrous salt + folic acid	tablets (DRAP approved)	tablet, equivalent to 60 mg iron + 400 mcg folic acid
		193	vitamin K	injection	10 mg
		194	hydroxocobalamin	ampule	1 mg in 1ml
		195	multiple micronutrients	sachet	UNICEF approved
		196	potassium chloride	tablets	500mg
		197	retinol (vitamin A)	tablets/ capsules	50 000 IU; 100 000 IU; 200 000 IU (as palmitate)
		198	zinc sulphate	dispersible tablets	20 mg
		199	B complex (B1, B6 And B12)	tablets	DRAP approved
		200	multivitamins	tablets	DRAP approved
<b>AD</b>		<b>Contraceptives</b>	201	condoms	
	202		ethynylestradiol $\square$ + norethisterone $\square$	CO pills	35mcg + 1mg
	203		levonorgestrel $\square$	PO pills	30 mcg
	204		levonorgestrel	EC pills	750 mcg (pack of 2)
	205		copper T / multiload	IUCD	
	206		DMPA (medroxyprogesterone acetate)	injection	150 mg/ 1ml
	207		norethisterone enanthate	injection	200 mg/ml in 1ml
	208		estradiol cypionate + medroxyprogesterone acetate	injection	5 mg + 25 mg
	209		levonorgestrel-releasing implant	sub dermal implant	2 rod 75mg each (Use life: 5 years)
	210		etonogestrel- releasing implant	sub dermal implant	1 rod 68mg each (Use life: 3 years)
<b>AE</b>	<b>Vaccines &amp; Sera</b>	211	BCG vaccine		<i>WHO approved/as per national EPI program</i>
		212	polio vaccine (OPV trivalent)/IPV	oral/ injection	
		213	hepatitis B vaccine		
		214	measles vaccine		
		215	tetanus toxoid		
		216	pentavalent vaccine		
		217	pneumococcal vaccine		
		218	meningococcal vaccine		
		219	anti-rabies vaccine (PVRV)	single dose vial	>2.5 iu
		220	anti-snake venom serum		
		221	anti D immunoglobulin (human)	single dose vial	250 micrograms

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		222	diphtheria antitoxin	vial	10 000 IU; 20 000 IU
		223	tetanus immunoglobulin (human)	injection	500 IU in vial
		224	rabies immunoglobulin (human)	vial	150 IU/ml
AF	Medicines for Mental & Behavioral Disorders	225	chlorpromazine $\square$ (hydrochloride)	injection	25mg in 2ml
				tablets	100 mg
	Tranquilizers	226	haloperidol	injection	5mg/ml
				tablets	5mg
		227	alprazolam	tablets	0.5 mg
		228	diazepam	tablets	2, 5mg
injection	10mg				
AG	Anti-parkinsonism	229	biperiden	injection	5 mg (lactate) in 1-ml
				tablets	2 mg (hydrochloride)
		230	levodopa + carbidopa	tablets	100mg + 10 mg;250mg + 25 mg
		231	procyclidine (HCL)	tablets	5mg
		232	ortho-phthalaldehyde	solution	0.55%
AH	Antiseptics/ Disinfectants	233	povidone-iodine	solution	10 %w/v
	<i>Only chlorine based compound in stable dry granular form</i>	234	halogenated natrium phosphate	powder	100gms
		235	chlorine based compound	powder	(0.1% available chlorine) for solution
		236	chlorhexidine + ceterimide	solution	1.5%w/v + 15%w/v
	<i>Antiseptics for cord care</i>	237	acriflavine	cream	0.1 %w/w
		238	tincture benzoin compound	solution	7.5 %w/v
		239	chlorhexidine digluconate (7.1%) for cord care	gel	equivalent to 4 % chlorhexidine
AI	Disposable Supplies	240	syringe (auto disable) (DRAP approved)	sterile packs	1cc, 5cc
		241	disposable syringe (DRAP approved)	sterile packs	50 cc
		242	I.V sets	sterile packs	DRAP approved
		243	scalp vein set	sterile packs	DRAP approved
		244	volumetric chamber (I.V. burette)	sterile packs	100 ml size
		245	I.V cannula (DRAP approved)	sterile packs	16G, 20G, 22G, 24G

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		246	adhesive tape (hypoallergenic)	roll	1, 2 inch
		247	sterile gauze dressing BPC		7.5 x 7.5 cm (10 ply)
		248	cotton bandage BPC	roll	6.5cm x 2m
		249	absorbent cotton wool BPC	pack	500gm
		250	crepe bandage BPC	roll	7.5, 10 cm x 2.7m
		251	examination gloves	pairs	box of 100 (small, medium and large size) [1:2:1]
		252	sterile surgical gloves	pairs	6½, 7, 7½, 8
		253	silk sutures sterile	12 / pack	0, 1/0, 2/0, 3/0, 4/0
		254	chromic catgut sterile	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		255	silk sutures sterile	12 / pack	8/0, 10/0
		256	prolene / vicryl sterile sutures	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		257	plaster of paris bandage BPC	roll	10cm, 20cm x 6m
		258	face masks disposable		
		259	blood lancets	sterile packs	
		260	glass slides	sterile packs	
		261	endotracheal tube (all sizes)	sterile packs	Adult / Paeds
		262	nasogastric tube (all sizes)	sterile packs	Adult / Paeds
		263	Foley's catheter (all sizes)	sterile packs	All Sizes
		264	urine bags	sterile packs	Adult / Paeds
		265	blood transfusion set	sterile packs	
		266	blood bags	sterile packs	Single
		267	disposable airways	sterile packs	All Sizes
		268	suction catheter	sterile packs	
		269	sterilized cord clamps	sterile packs	
		270	spinal needle	sterile packs	
		271	surgical blades	sterile packs	
		272	clean delivery kits	sterile packs	<ul style="list-style-type: none"> <li>●1 bath soap, 50 gram wrapped</li> <li>●1 apron</li> <li>●2 paper towel</li> <li>●2 pairs of latex examination gloves (m)</li> <li>●1 plastic under sheet (about one square meter)</li> <li>●1 under pads 60cmx90cm</li> <li>●2 alcohol pads</li> </ul>

## EML for THQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
					<ul style="list-style-type: none"> <li>● 2 packs of sponges (4 sponge)</li> <li>● 1 sterile bulb sucker</li> <li>● 2 sterile umbilical cord clamp</li> <li>● 1 sterile surgical blade</li> <li>● 2 cotton thread (cord ties)</li> <li>● 1 maternity pad</li> <li>● 1 white poly bag for disposal</li> <li>● 1 unbleached dignity drape</li> <li>● 1 instruction sheet</li> </ul>
AL	Radio contrast Media	273	amidotrizoate	injection	140 to 420 mg iodine /ml in 20 ml
		274	barium sulfate	aqueous suspension	
		275	iohexol	injection	140 mg to 350 mg iodine/ml in 5-ml; 10-ml; 20-ml ampoules.
AM	Dental Materials	276			

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anaesthetics General	1	halothane / isoflurane	inhalation	
		2	nitrous oxide	inhalation	
		3	oxygen (medicinal gas) cylinder	inhalation	
		4	ketamine (hydrochloride)	injection	50mg /ml in 10ml
		5	thiopental (sodium)	injection	10 mg/ml; 20 mg/ml
B	Muscle Relaxants	6	atracurium (besylate) ☐	injection	10 mg/ml
		7	neostigmine (metilsulfate) (bromide)	injection	2.5 mg in 1ml
				tablets	15 mg
8	suxamethonium (chloride)	ampoule	50 mg /ml in 2-ml		
C	Anaesthetics Local	9	bupivacaine (hydrochloride) ☐	vial	0.25%; 0.5%
		10	injection for spinal anaesthesia	ampoule	(5mg/ml) 0.5% in 4-ml
		11	lidocaine (hydrochloride) ☐	vial/ ampoule	5% (hydrochloride) in 2-ml ampoule to be mixed with 7.5% glucose solution.
				topical forms	2%Gel, 4%Solution
		12	lignocaine + epinephrine (adrenaline)	injection	2% + 1:200 000
		13	lignocaine + epinephrine (adrenaline)	dental cartridge	2% + 1:80 000
		14	ephedrine (hydrochloride)	ampoule	30 mg in 1-ml
<i>Complementary List</i>					
D	Analgesics Opioid	15	morphine (sulphate or hydrochloride)	ampoule	10 mg 1-ml
		16	pethidine (hydrochloride)	ampoule	50 mg/ml in 2ml
		17	midazolam	injection	1 mg/ml
				tablets	7.5 mg
		18	tramadol HCL	injection	100mg/2ml
		19	ketorolac trometamol	injection	30mg/ml
		20	nalbuphine HCL	injection	20mg/ml
<i>Preoperative Medication</i>					
E	Analgesics / NSAIDs	21	acetylsalicylic acid	dispersible/ soluble tablets	300 mg
				suppository	50 mg to 150 mg
		22	diclofenac (sodium)	tablets	50 mg
				ampoule	75 mg in 3ml
		23	piroxicam	injection	20mg / ml
		24	naproxen	tablets	250mg, 500 mg

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		25	meloxicam	tablets	7.5mg, 15 mg
		26	ibuprofen ✦	tablets	200mg, 400 mg
				syrup	200 mg/5ml
		27	paracetamol	tablets	500 mg
				syrup	125 mg / 5ml
				suppository	100 mg
<b>F</b>	<b>Medicines To Treat Gout</b>	28	allopurinol	tablets	100 mg
<b>G</b>	<b>Antiallergics and Medicines used in Anaphylaxis</b>	29	chlorpheniramine (hydrogen maleate) ☐ ✦	tablets	4 mg
				syrup ☉	2 mg / 5 ml
		30	loratadine	tablets	10 mg
				syrup	1 mg/ml
		31	promethazine (HCL)	tablets	25 mg
				syrup	25 mg/5ml
				injection	25 mg/ml in 2ml
		32	dexamethasone (disodium phosphate)	injection	4 mg / ml
				tablets	0.5 mg
		33	epinephrine (adrenaline)	ampoule	0.1mg /ml
34	hydrocortisone (sodium succinate)	injection	100mg, 250 mg		
35	prednisolone ☐	tablets	5 mg		
36	pheniramine (maleate)	injection	22.7mg/2ml		
<b>H</b>	<b>Antidotes and Other Substances used in Poisonings</b>	37	atropine (sulfate) ✦	ampoule	1 mg in 1ml
		38	charcoal activated	powder	
		39	methylthionium chloride (methylene blue)	ampoule	10mg/ml -in 10ml
		40	naloxone (hydrochloride)	ampoule	400 mcg in 1ml
<b>I</b>	<b>Antiepileptics Anticonvulsants</b>  <i>For Eclampsia only</i>	41	carbamazepine	tablets	200 mg
				syrup	100mg / 5ml
		42	valproic (as sodium)	tablets	500mg
		43	magnesium sulphate	injection	500mg/ml
		44	phenobarbital (sodium)	tablets	30 mg
				injection	200 mg /2ml
45	phenytoin (sodium)	tablets	100 mg		

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				syrup	30 mg/5 ml
J	Antibiotics/ Antimicrobial	46	amoxicillin (trihydrate) (preferably dispersible tablets)	capsules / tablet	250mg, 500 mg
				powder for suspension ⊙	125mg & 250mg /5ml
				injection	250 mg, 500 mg
		47	ampicillin (sodium)	capsules	250mg, 500 mg
				powder for suspension ⊙	125mg & 250mg /5ml
				injection	500 mg and 1 g
		48	cephradine	capsule	500mg
				syrup	250mg/5ml
				injection	500mg
		49	amikacin (sulfate)	injection	500mg, 1gm
		50	azithromycin ⊞	capsules	250, 500 mg
				suspension	125mg / 5ml in 22.5ml
		51	amoxicillin + clavulanic acid	tablets	375 mg
				syrup	125 mg amoxicillin + 31.25 mg clavulanic acid/5 ml and 250 mg amoxicillin + 62.5 mg clavulanic acid/5 ml
				injection	1 Gm
		52	benzyl penicillin (potassium)	injection ⊙	600 mg (= 1 million IU); 3 g (= 5 million IU) (sodium or potassium salt) in vial
		53	cloxacillin	capsules	250mg, 500 mg
				powder for suspension ⊙	125 mg & 250 mg /5ml
		54	cefixime (trihydrate)	capsules	400 mg
		55	ceftriaxone (sodium) ✦	powder for injection	250mg, 500mg, 1gm
56	chloramphenicol (palmitate) (sodium succinate)	capsules	250 mg		
		syrup	125 mg / 5ml		
		injection	1 gm		
57	ciprofloxacin (hydrochloride) ⊞	tablets	250mg, 500 mg		
58	moxifloxacin	injection	400mg/250ml		

*Reserved 2nd line*

*Only listed for single-dose treatment of uncomplicated anogenital gonorrhoea.*

*Only for Epidemic Meningitis*

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	<p><i>Recommended for use in combination regimens for eradication of H. Pylori in adults.</i></p> <p style="text-align: center;"><i>for MDR-TB</i></p>			tablets	500mg
		59	clarithromycin	tablets	500 mg
				suspension	125 mg / 5ml
		60	clindamycin (hydrochloride) (phosphate)	capsules	150mg, 300mg
				injection	150mg / ml
		61	cotrimoxazole ✦ (sulfamethoxazole + trimethoprim)	tablets ©	400mg+ 80 mg
				syrup ©	200mg + 40mg/5 ml
		62	doxycycline (hydrate) ✦	capsules ©	100 mg
		63	flucloxacillin [floxacin sodium]	injection	250mg, 500 mg
				capsules	250mg, 500 mg
		64	gentamicin (sulfate) ☐	injection	40mg, 80 mg
		65	kanamycin (sulfate)	injection	500mg, 1gm
		66	levofloxacin	tablets	250, 500 mg
		67	metronidazole ☐ (benzoate)	tablets	200, 400 mg
				injection	500mg/100-ml
				syrup	200 mg / 5ml
		68	nitrofurantoin	tablets	100 mg
69	vancomycin (HCL)	injection	500 mg		
70	procaine benzyl penicillin	injection	1, 3 m IU		
71	phenoxymethyl penicillin (potassium)	tablets	250mg, 500 mg		
		syrup	125 mg / 5ml		
K	Anthelmintic	72	albendazole	tablets	200 mg
				syrup	100 mg / 5ml
		73	mebendazole (chewable)	tablets	500 mg (with caution only for adults)
		74	pyrantel (pamoate)	tablets	250 mg
		syrup	250 mg / 5ml		
L	Anti-Fungal	75	clotrimazole	vaginal cream	1% w/v
				vaginal tablet	100, 500 mg
		76	fluconazole ☐	capsules	50 mg

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				injection	2 mg/ml
				syrup	50 mg/5 ml
		77	nystatin	tablets	500,000 IU
				drops ☉	100,000 IU/ml
			vaginal tablet	100 000 IU	
M	Anti-Tuberculosis Medicines <i>As per TB Control Program guidelines</i>	78	ethambutol	tablets	400 mg
				Oral Liquid ☉	25 mg/ml
		79	isoniazid	tablets/syrup ☉	50mg, 100mg, 300 mg
		80	pyrazinamide	tablets	500 mg
		81	rifampicin	caps / syrup ☉	150mg, 300mg, 450mg,600mg
		82	streptomycin	injection	1 gm
		83	ethambutol + isoniazid	tablets	400mg + 150 mg
		84	isoniazid + rifampicin	tablets	75mg + 150mg; 150mg + 300mg
		85	isoniazid + pyrazinamide + rifampicin	tablets	75mg + 400mg + 150 mg.
		86	rifampicin + isoniazid + pyrazinamide + ethambutol	tablets	150mg+75mg+ 400mg+275 mg
87	ethambutol + isoniazid + rifampicin	tablets	275 + 75 + 150 mg		
N	Antih herpes Medicines	88	acyclovir ☐	tablets	200 mg
				injection	500mg
O	Antileishmaniasis Medicines	89	amphotericin B	injection	50 mg in vial
		90	sodium stibogluconate	injection	100 mg/ml in 30ml vial
P	Anti-Diabetics	91	glibenclamide	tablets	5 mg
		92	sitagliptin	tablets	50mg
		93	gliclazide	tablets	80mg
		94	metformin (hydrochloride)	tablets	500 mg
		95	insulin NPH	injection	100 IU / ml
		96	insulin regular	injection	100 IU / ml
		97	insulin comp	injection	30% w/v + 70 % w/v
Q	Antimalarials  <i>For Vivax</i> <i>For Falciparum</i>	98	chloroquine (phosphate or sulfate)	tablets	150 mg
		99	primaquine (diphosphate)	tablets	15 mg
		100	sulfadoxine + pyrimethamine	tablets	500 + 25 mg

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength		
	<i>To be used in combination (coblister)</i>	101	artesunate plus sulfadoxine and pyrimethamine	tablets	coblister of (6+2) tablets. two large tablets, has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P & 6 small tablets, each contains artesunate 50mg U.S.P.		
		102	artesunate plus sulfadoxine and pyrimethamine	tablets	coblister of (6+3) tablets. 3 large tablets each has sulfadoxine 500mg U.S.P.+ pyrimethamine 25mg U.S.P. 6 small tablets, each tablet contains artesunate 100mg U.S.P.		
	<i>Management of severe malaria</i>	103	artemether	ampoule	80 mg/ml in 1-ml		
		104	artemether + lumefantrine	tablets ©	20 mg + 120 mg		
R	GIT Medicines	105	hyoscine (butylbromide)	injection	20 mg/ml		
				tablets	10 mg		
		106	phloroglucinol	tablets	phloroglucinol 80mg + trimethylphloroglucinol 80mg		
		107	metoclopramide (hydrochloride) ✦	tablets	10 mg		
				syrup	5 mg / 5ml		
				injection	5mg/ ml		
		108	omeprazole ☐	injection	40 mg		
				capsules	10mg, 20mg, 40mg		
		109	domperidone	tablets	10mg		
		110	ranitidine	tablet	150mg		
				injection	25 mg / ml in 2ml		
		111	aluminium hydroxide + magnesium trisilicate	tablets	250mg +500mg		
			<i>Recommended in combination with Zinc Sulphate 20 mg dispersible tablet in case of acute diarrhea</i>	112	ORS (low osmolarity)	sachet	dry mixture (low osmolarity formula) in sachet for 1 liter of solution; each sachet contains glucose anhydrous 13.5gm B.P. , trisodium citrate dihydrate 2.9 gm B.P , potassium chloride 1.5gm B.P. , sodium chloride 2.6gm B.P.
		113		bisacodyl	tablets	5 mg	
114	glycerin	suppository					

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength	
		115	sodium phosphate	enema	7.2g /120ml	
		116	magnesium oxides and hydroxides	suspension	7.9 %w/v	
S	Antivirals for Hepatitis	117	interferon alpha 2b	injection	3 MIU	
		118	tenofovir (disoproxil fumarate)	tablet	300mg	
		119	entecavir	tablet	0.5mg	
		120	ribavirine	tablets	200mg, 400mg, 600 mg	
		121	lamivudine	tablets	150 mg	
T	Cardiovascular Medicines	122	acetylsalicylic acid	tablets (enteric coated)	75 mg	
		123	amiodarone HCL	tablets	200mg	
		124		injection	150mg	
		125	bisoprolol ☐	tablets	1.25 mg; 5 mg	
		126	digoxin	tablets	62.5, 250mcg	
				injection	250mcg /ml in 2ml	
		127	dopamine (hydrochloride)	injection	40 mg/ml in 5ml vial	
		128	dobutamine (hydrochloride)	injection	50mg/ml in 5ml	
		129	enalapril (maleate) ☐	tablets	2.5mg, 5 mg	
		130	amlodipine	tablet	5mg, 10mg	
		131	losartan potassium	tablet	50mg	
		For severe PIH only	132	glyceryl trinitrate	sublingual	500 mcg
			133	hydralazine (hydrochloride)	injection	20 mg
					tablets	25mg, 50 mg
		For severe PIH only	134	isosorbide dinitrate ☐	sublingual	5 mg
					tablets	5mg, 10mg, 50 mg
					infusion	10 mg/10ml
		135	methyldopa	tablets	250mg, 500 mg	
				injection	250 mg	
		136	atenolol	tablet	50 mg	
137	propranolol	tablets	10mg, 40mg, 80 mg			
138	streptokinase	powder for injection	1.5 million IU			
139	simvastatin ☐	tablets	5mg, 10mg, 20mg, 40 mg			
140	verapamil (hydrochloride)	tablets	40 mg; 80 mg			

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength	
U	Diuretics	141	furosemide ☐	tablets	20mg, 40 mg	
				injection	10 mg	
		142	hydrochlorothiazide ☐	tablets	12.5mg, 25 mg	
		143	furosemide + spironolactone	tablets	50mg/20mg	
		144	spironolactone	tablets	25mg, 100mg	
V	Medicines affecting coagulation	145	heparin (sodium)	injection	1000, 5000, 20000 IU/ml	
		146	tranexamic acid	injection	100 mg/ml in 10-ml	
				capsules	250mg, 500mg	
		147	clopidogrel	tablets	75, 150, 300 mg	
		148	warfarin (sodium) ☐	tablets	1mg, 2mg, 5 mg	
W	Oxytocic Medicines	149	ergometrine (hydrogen maleate) ☐	injection	200 mcg in 1ml	
		150	misoprostol	tablets	200 mcg	
		151	oxytocin	injection	10 IU in 1-ml	
X	Respiratory Medicines	152	aminophylline	injection	25mg/ml in 10ml	
				tablets	100 mg	
		153	beclomethasone (dipropionate)	inhaler	50 mcg/actu	
		154	salbutamol (sulfate) ☐	tablets	2mg, 4 mg	
				syrup	2mg/5ml	
				inhaler	100 micrograms	
				injection	50 micrograms/ ml	
					solution for nebulizer	5 mg /ml
		155	terbutaline	tablets	2.5mg	
		156	ipratropium bromide	injection	250mg/ml	
		157	beclomethasone (dipropionate)	solution	800mcg/2ml	
		158	montelukast	tablets	4mg, 5mg, 10 mg	
		159	ammonium chloride + chloroform + menthol + diphenhydramine + sodium citrate	antitussive expectorant	131.5mg/5ml + 22mg/5ml + 1mg/5ml + 13.5mg/5ml + 55mg/5ml	
		160	dextromethorphan + diphenhydramine	antitussive syrup	12.5mg/5ml + 12.5mg/5ml	
Y	Ophthalmic	161	dexamethosone	eye drops	0.1 %w/v	
		162	gentamicin (sulfate) ☐	eye drops	0.30%	

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		163	tropicamide	eye drops	1 %w/v
		164	pilocarpine (hydrochloride or nitrate)	eye drops	2%; 4%
		165	ciprofloxacin	eye drops	0.3 %w/v
		166	sulphacetamide	eye drops	10, 20 %w/v
		167	chloramphenicol	eye drops	0.50%
		168	miconazole (nitrate)	eye ointment	2%
		169	polymyxin B (sulphate)+ bacitracin zinc	eye ointment	10000IU/g + 500IU/g
		170	tetracycline (hydrochloride) ☐	eye ointment	1%
				eye drops	0.50%
		171	tetracaine (hydrochloride) ☐ ✦	drops	0.50%
		172	timolol (hydrogen maleate) ☐	eye drops	0.25%; 0.5%
Z	ENT	173	boroglycerine	ear drops (only for wax removing)	40%
		174	ciprofloxacin	ear drops	0.30%
		175	polymyxin B sulphate + lignocaine	ear drops	each ml is containing polymyxin B (sulphate):10000IU+propylene glycol:0.92ml+lignocaine:50 mg;5ml plastic bottle.
		176	ephedrine	nasal drops	0.5%
		177	lignocaine	topical solution	4%
		178	saline nasal drops	nasal drops	0.9%
		179	xylometazoline ☐ ✦	nasal spray	0.05%
		AA	I/V Infusions Plasma Substitutes	180	plasma expander
181	dextrose			infusion	5%, 10, % (1000ml)
				ampoule	25% (20ml/25ml)
182	normal saline			infusion	0.9% (1000ml)
183	dextrose + saline (1000ml)			infusion	5 %w/v + 0.9% w/v
184	ringer's lactate ☐			infusion	infusion,1000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6 gm U.S.P.; sodium lactate 3.1gm U.S.P.; sterile water for injection



## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		214	silver sulphadiazine †	cream	1%
		215	sodium thiosulphate	solution	15%
AD	Medicines for Mental & Behavioral Disorders Tranquilizers	216	amitriptyline (hydrochloride)	tablets	25 mg
		217	carbamazepine	tablets	100 mg; 200 mg
		218	☐ chlorpromazine (hydrochloride)	injection	25mg in 2ml
				tablets	100 mg
		219	clomipramine (hydrochloride)	tablets	10 mg; 25 mg
		220	olanzapine	tablets	5mg, 7.5 mg
		221	fluoxetine (hydrochloride) † ©	tablets	20 mg
		222	haloperidol	injection	5mg/ml
				tablets	5mg
		223	☐ fluphenazine (decanoate or enanthate)	tablets	25 mg
		224	diazepam	tablets	2, 5mg
				injection	10mg
		225	procyclidine	tablets	5mg
226	escitalopram	tablets	10mg		
227	alprazolam	tablets	0.5 mg		
AE	Contraceptives	228	condoms		
		229	ethinylestradiol ☐ + norethisterone ☐	CO pills	35mcg + 1mg
		230	levonorgestrel ☐	PO pills	30 mcg
		231	levonorgestrel ☐	EC pills	750 mcg (pack of 2)
		232	copper T / multiload	IUCD	
		233	medroxyprogesterone acetate (DMPA)	injection	150 mg /1ml
		234	norethisterone enanthate	injection	200 mg/ml in 1ml
		235	estradiol cypionate + medroxyprogesterone acetate	injection	5 mg + 25 mg
		236	levonorgestrel-releasing implant	sub dermal implant	2 rod 75mg each (use life: 5 years)
		237	etonogestrel- releasing implant	sub dermal implant	1 rod 68mg each (use life: 3 years)
AF	Vaccines & Sera	238	BCG vaccine		<i>WHO approved/as per national EPI program</i>
		239	polio vaccine (OPV trivalent)/ IPV	oral/ injection	
		240	hepatitis B vaccine		
		241	measles vaccine		

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		242	tetanus toxoid		
		243	pentavalent vaccine		
		244	pneumococcal vaccine		
		245	meningococcal vaccine		
		246	anti-rabies vaccine (PVRV)	single dose vial	>2.5 iu
		247	anti-snake venom serum		
		248	anti D immunoglobulin (human)	single dose vial	250 micrograms
		249	diphtheria antitoxin	vial	10 000 IU; 20 000 IU
		250	tetanus immunoglobulin (human)	injection	500 IU in vial
		251	rabies immunoglobulin (human)	vial	150 IU/ml
AG	Peritoneal Dialysis Solutions	252	intraperitoneal dialysis solution	parenteral solution	of appropriate composition
AH	Immunosuppressive	253	azathioprine (as sodium salt)	tablets	50 mg
				injection	100 mg in vial
		254	cyclosporine	capsule	25 mg
AI	Anti-parkinsonism	255	biperiden	injection	5 mg (lactate) in 1-ml
				tablets	2 mg (hydrochloride)
		256	kemadrin	tablets	5mg
		257	levodopa + carbidopa	tablets	100mg + 10 mg; 250mg + 25 mg
AJ	Antiseptics/ Disinfectants  <i>Only chlorine based compound in stable dry granular form</i>	258	povidone-iodine	solution	10 %w/v
		259	halogenated natrium phosphate	powder	100gms
		260	chlorine based compound	powder	(0.1% available chlorine) for solution
		261	chlorhexidine + ceterimide	solution	1.5%w/v + 15%w/v
		262	acriflavine	cream	0.1 %w/w
		263	tincture benzoin compound	solution	7.5 %w/v
		264	chlorhexidine digluconate (7.1%) for cord care	gel	equivalent to 4 % chlorhexidine
AK	Disposable Supplies	265	syringe (auto disable) (DRAP approved)	sterile packs	1cc, 3cc, 5cc, 10cc
		266	disposable syringe (DRAP approved)	sterile packs	50 cc
		267	I.V sets	sterile packs	DRAP approved
		268	scalp vein set	sterile packs	DRAP approved

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		269	volumetric chamber (I.V. burette)	sterile packs	100 ml size
		270	I.V cannula (DRAP approved)	sterile packs	16G, 20G, 22G, 24G
		271	adhesive tape (hypoallergenic)	roll	1, 2 inch
		272	sterile gauze dressing		7.5 x 7.5 cm (10 ply)
		273	cotton bandage	roll	6.5cm x 2m
		274	absorbent cotton wool	pack	500gm
		275	crepe bandage	roll	7.5, 10 cm x 2.7m
		276	examination gloves	pairs	box of 100 (small, medium and large size) [1:2:1]
		277	sterile surgical gloves	pairs	6½, 7, 7½, 8
		278	silk sutures sterile	12 / pack	0, 1/0, 2/0, 3/0, 4/0
		279	chromic catgut sterile	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		280	silk sutures sterile	12 / pack	8/0, 10/0
		281	prolene / vicryl sterile sutures	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		282	plaster of paris bandage	roll	10cm, 20cm x 6m
		283	face masks disposable		
		284	blood lancets	sterile packs	
		285	slides	sterile packs	
		286	endotracheal tube (ETT)	sterile packs	set of 12
		287	nasogastric (NG) tube	sterile packs	adult / paed
		288	Foley's catheter (all sizes)	sterile packs	all sizes
		289	urine bags	sterile packs	adult / paed
		290	blood transfusion set	sterile packs	
		291	blood bags	sterile packs	
		292	disposable airways	sterile packs	all sizes
		293	suction catheter	sterile packs	
		294	disposable cord clamps	sterile packs	
		295	spinal needle	sterile packs	all sizes
		296	surgical blades	sterile packs	all sizes
		297	clean delivery kits	sterile packs	<ul style="list-style-type: none"> <li>● 1 bath soap, 50 gram wrapped</li> <li>● 1 apron</li> <li>● 2 paper towel</li> <li>● 2 pairs of latex examination gloves (m)</li> </ul>

## EML for DHQs

No	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
					<ul style="list-style-type: none"> <li>•1 plastic under sheet (about one square meter)</li> <li>•1 under pads 60cmx90cm</li> <li>•2 alcohol pads</li> <li>•2 packs of sponges (4 sponge)</li> <li>•1 sterile bulb sucker</li> <li>•2 sterile umbilical cord clamp</li> <li>•1 sterile surgical blade</li> <li>•2 cotton thread (cord ties)</li> <li>•1 maternity pad</li> <li>•1 white poly bag for disposal</li> <li>•1 unbleached dignity drape</li> <li>•1 instruction sheet</li> </ul>
AL	Radio contrast Media	298	amidotrizoate	injection	140 to 420 mg iodine /ml in 20 ml
		299	barium sulfate	aqueous suspension	
		300	iohexol	injection	140 mg to 350 mg iodine/ml in 5-ml; 10-ml; 20-ml ampoules.
AM	Dental Materials	301			



# Appendix III:



TEL: 9201139  
9201140  
FAX: 9201142

**DIRECTOR GENERAL HEALTH-PUNJAB**

24 - COOPER ROAD, LAHORE - 54000

NO. 8713-16 /PA

Dated Lahore the 18/12 2014

To

Dr. Muhammad Tariq  
Country Director,  
USAID DELIVER PROJECT, Lahore.

**SUBJECT: FINALIZATION OF PROCUREMENT MANUAL FOR MEDICINES AND SUPPLIES DoH, GOVERNMENT OF THE PUNJAB.**

With reference to USAID DELIVER Project letter dated 6<sup>th</sup> November, 2014 on the subject cited above.

Kindly find enclosed Procurement Manual for Medicine and Supplies DoH, Government of the Punjab duly endorsed by Department of Health Punjab for further processing at your end.

The Health Department, Government of the Punjab highly appreciates the efforts and support of USAID DELIVER Project for developing Procurement Manual for Medicines and Supplies. I am confident that this manual will certainly contribute in improving and strengthening procurement process of essential medicines and supplies within the Department of Health.

**DIRECTOR GENERAL HEALTH SERVICES,  
PUNJAB**

CC

1. Secretary, Government of the Punjab, Health Department, Lahore.
2. Dr. Nisar Ahmad Cheema, Technical Advisor, USAID DELIVER Project, Punjab.
3. Maj. (Rtd.) Iftikhar Bin Niaz, Senior Provincial Logistics Manager USAID DELIVER Project, Lahore.



# Glossary

accountee	Legal banking term that describes the party—usually, the buyer—who is ultimately responsible for paying an amount guaranteed through a commercial <i>letter of credit</i> .
accrued	Accumulated through growth, over time; for example, accrued penalties, accrued income.
acceptable quality level (AQL)	Used in QA to classify defects into critical, major, and minor categories.
advising bank	In documentary credits (letter of credit)—a commercial bank that notifies a beneficiary and/or transmits documents without assuming a financial obligation.
agent	Independent contractor authorized by a manufacturer to promote and sell the manufacturer’s products within a designated geographic area. Often an agent will contract with several manufacturers to represent non-competing products.  Also, describes an independent contractor or <i>agent</i> of an organization hired to inspect goods.  Also, an independent contractor or <i>agent</i> hired to carry out procurement tasks.
airway bill	Shipping document issued by airlines and air-freight carriers when cargo is loaded on an aircraft. Includes a description of the commodity being shipped, shipping instructions, terms and conditions of the shipment, and applicable transportation charges.
applicant	Legal banking term that describes a party—usually, the buyer—asking the bank to issue a commercial letter of credit in favor of a specified beneficiary—usually, the seller. After the letter of credit is issued, the <i>applicant</i> becomes the <i>accountee</i> .
arbitration	Process to avoid costly and lengthy litigation when impartial individuals help resolve a disagreement between two or more parties, called arbitrators. The ICC maintains a court of arbitration, as do many individual countries.
authorized person	Any person who has been granted the power to authorize a transaction, or otherwise commit a procuring agency.
award notification	Notification from the purchaser to the successful bidder recommended for a contract—usually based on the lowest evaluated bid.
batch	Manufacturing term meaning a single, uniform, and homogeneous quantity produced from one compounding formulation, in one manufacturing and production operation; and that has received entirely the same processing treatment. Used interchangeably with (manufacturing) lot.
batch number	Identification number assigned to a manufactured batch; see <i>lot</i> .
beneficiary	Legal banking term that describes the party who is entitled to collect funds

	guaranteed by a commercial letter of credit upon presentation of specified documents—usually shipping and QA documents.
bid	Procurement term describing a written offer for a quantity of goods, works, or services, at a stated price, based on a technical specification and specific terms and conditions. Bids are submitted to an intending purchaser by an intending seller, in response to an invitation to bid.
bidder	Intending seller or supplier who submits a bid offering goods or services in response to an invitation or request for bids and offers.
bid documents	Papers constituting a bid; the intending purchaser specifies the requirements.
bidding documents	Written description and set of terms and conditions for an intended purchase and that the intending buyer circulates to prospective sellers.
bid offer	Procurement term meaning an offer for goods or services submitted or received in response to a specific invitation to bid.
Bid Evaluation Committee	Committee established by an authorized person, or by the federal procurement cell of a ministry, to evaluate bids and quotations for procurement.
Bid Opening Committee	Committee established by an authorized person, or by the federal procurement cell of a ministry, to open bids and quotations for procurement.
bid security	Financial instrument used to guarantee compensation to the prospective buyer for inconvenience and expense if a winning bidder rescinds his offer after the bid is closed and an award is made to him. Each bidder provides an amount stated in the bidding documents with their bid submission; bid security is refunded promptly to all losing bidders.
bill of lading (B/L)	Shipping document issued by a carrier—usually an ocean freight line—to a shipper; it is a written receipt for the goods, describes the conditions on which transport is made, and includes a written commitment to deliver goods at a stated destination to the lawful holder of the B/L.
boat note	Report of a marine insurance survey conducted on board an incoming ship to assess a consignment's loss or damage.
boilerplate	Selected text or part of a document that is repeatedly used without change.
buffer stock	Term used in supply systems to describe extra quantities of stock kept on hand to cover unanticipated shortages—25% above expected usage is common.
buyer	Party to a purchase transaction who pays a seller in exchange for goods; the buyer does not have to be the recipient or consignee of the goods.
carrying and forwarding agent (C and F)	Licensed professional agent appointed by an importer to clear its consignment coming from abroad through the port and customs authority.
carrier (carriage)	Any person who, in a contract of carriage, performs or procures the performance of carriage by rail, road, sea, air, inland waterway, or a combination of these transport modes.

census data	Statistics gathered about individuals in a national population; primarily, numbers; used by public health programs to estimate annual commodity requirements and to determine the quantities that need to be purchased to meet these requirements.
Certificate of Free Sale	See <i>Lot Release Certificate</i> .
Certificate of Inspection	Document often required with shipments of perishable or other goods; certification attests to the good condition of the merchandise immediately prior to shipment.
Certificate of No Objection	See <i>No Objection Certificate</i> .
Certificate of Origin	Shipping document certifying that the goods in a shipment were produced in the stated country of origin.
claim bill	Bill prepared by an insured party to file its claim for compensation.
Clean Report of Findings	Certificate issued by an inspection company stating that no discrepancies were found between the specified criteria and the product as prepared for shipment. Pre-shipment inspection at the manufacturer's facility is recommended for most health sector goods. Some countries require routine (cursory) visual inspections at the port of loading for all goods entering the country.
coercive practice	Impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party, to improperly influence the actions of the party.
cold chain	System to maintain perishable medicines and vaccines at low temperatures from the time of manufacture until given to a child or adult. All vaccines and some medicines are sensitive to too much heat; some are sensitive to freezing.
collateralize	Banking term meaning that money (or other security) is deposited or otherwise made available to cover a future payment; for example, letters of credit must be <i>collateralized</i> .
collusive practice	Arrangement between two or more parties to achieve an improper purpose, including to improperly influence the actions of another party.
commercial bank	<i>For profit</i> bank that provides services to the public.
commercial invoice	Shipping document, issued by the seller, that identifies the buyer and includes a description of the goods, agreed-to price, delivery and payment terms, shipping date, mode of transport, and assigned invoice number.
commodity	Commonly used to describe consumable products.
competitive bidding	Procurement process in which clearly stated product specifications and contract requirements are issued to multiple suppliers to solicit pricing and performance responses (bids). The purpose is to generate competition among several suppliers, which, theoretically, elicits the lowest possible prices. Several types of competitive bidding procedures include International Competitive Bidding, Local Competitive Bidding, and Limited Competitive Bidding; and Request for

	Quotation.
conditional discount; cross discount	Potential suppliers sometimes offer a discount by bidding on two or more contracts, simultaneously; the discount will apply only if two or more contracts are awarded to the supplier.
consignee	Used in shipping to describe the party to whom something is entrusted; e.g., the <i>ship to</i> party.
confirming bank	In documentary credits (letter of credit)—a commercial bank that promises to pay the beneficiary if the issuing bank defaults.
consignment	Shipment with part or whole of the contracted quantity of (imported) goods.
context	Circumstances that surround and influence—as in program context and market context.
contract	Agreement entered into by two parties for executing a certain activity; e.g., sale and purchase, construction, providing services, etc.
contractor	Party entered into a contract with the purchaser to supply certain goods or perform certain works or provide certain services.
convertible currency	Currency that can be quickly bought and sold for other currencies; commonly traded internationally.
correspondent relationship	Relationship between two banks when they formally agree to perform services for each other.
corrupt practice	Offering, giving, receiving, or soliciting, directly or indirectly, anything of value to improperly influence the actions of another party.
coverage	Health sector program term for the estimated number of individuals actually served, as a percentage of the target population.
criteria	Specific points, standards, qualities, and requirements against which something is judged.
debarment	Shut out, exclude, or prohibit (a firm) from participating in future competition for contracts.
defects—critical, major, minor	QA terms used to evaluate a product’s appearance, packaging, and packing using visual examination and comparison, with a precise description of requirements; results in a classification of any defects, according to importance. Published standards specify how many defects are allowable in a particular lot size, under different assumptions. Used in condom procurement.
defect, critical	Defect that, based on experience and professional criteria, makes a product dangerous or not viable for its intended use.
defect, major	Defect that may make the product more difficult to use, but does not have the safety and efficacy risk associated with a critical defect.
defect, minor	Defect that is unlikely to affect usability, but represents a departure from the specifications.

determination	Decision that has been reached. For example, World Bank's no objection determination based on a review of draft bidding documents.
demurrage charges	Charges assessed against the consignee by a carrier, shipping agent, or customs agent for delay beyond the time allowed or agreed upon for unloading and/or removal of goods from port facilities.
development partner	Financing institutions extending credits for government development programs; for the Health and Population Sector Program (HPSP), it is the World Bank (International Development Association).
direct contracting	Procurement method used when price and terms are settled with one chosen supplier without asking for other bids (e.g., without competition).
direct purchase	World Bank term to mean purchase from a pre-selected source without competition; for example, when there is only one manufacturer of a required product.  Sometimes used in government health programs to mean purchasing vaccine and medicines directly from a manufacturer rather than through UNICEF or another third party.
discrepancy	Used in banking and trade to mean lack of agreement with stated requirements and/or documents.
documentary evidence	Being, consisting of, or contained exclusively in documents.
domestic preference allowance	World Bank term for procurement documents that describe a competitive advantage, expressed as a percentage that is sometimes given to local manufacturers of goods competing for contracts against international sources.
medicine formulary	Sub-set of <i>essential medicines</i> keyed to specific levels of healthcare (facility).
duties	Tax charged by a government, especially on imports.
eligibility (criteria)	Not excluded from competing for contracts, in general, by reason of nationality, debarment, lack of regulatory approval, etc.
entity	Business and legal term describing something that exists and functions as a separate and distinct body; for example, a corporation, a ministry of health, a committee.
eligible bid	Bid that meets the basic eligibility criteria in a preliminary screening and then goes forward for evaluation. Mandatory eligibility criteria may include registration as a company, possession of a business license, etc. A bid may also specify that a bid security for a specified amount and in a specified format be enclosed with the tender. If there is no bid security, the bid is <i>non-compliant</i> and, therefore, not eligible to go forward to the evaluation stage.
Essential Medicines List (generic: essential medicines list)	Model list of approximately 300 medicines that provide for the health needs of the majority of the population.

estimate of procurement requirements	Judgment or approximate calculation of future commodity needs; quantification is based on a forecast of use, plus buffer stock requirements, minus existing stock and undelivered purchases.
evaluated cost	Offered price adjusted for corrections, discounts, domestic preference, and usage.
evaluation criteria	Basis for judgment—announced in bidding documents—that will be used to select the winning bidder.
expiry date	Supply term for a date established by the manufacturer that appears on a medicine or vaccine; beyond which the manufacturer will not guarantee the potency, purity, uniformity, or bio-availability of the product.
financial instrument	Legal document that conveys financial commitment, such as a bond.
financial powers	Authority to spend, given to an officer when performing his duties. In most government systems, the amount of expenditure officers may authorize is related to the level of their responsibility, as well as their seniority.
forecast	Term used in public health programs to describe a rational projection of future commodity demand, based on population, birth rate, and past consumption data.
force majeure	Event or affect that cannot be reasonably anticipated or controlled.
fraudulent practice	Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation.
generic	Applicable to all of a kind; common, not protected by trademark or patent; used extensively in medicines procurement.
general procurement notice	Annual notice placed in United Nations publication, <i>Development Business</i> , about scope of anticipated International Competitive Bidding (ICB) procurement to be financed by World Bank loans; amount and purpose of loans; and name and address of borrower's agency responsible for procurement.
specific procurement notice	Invitations to bid (or pre-qualify) for specific contracts advertised in newspapers, etc.
good manufacturing practice (GMP)	Organized set of activities and performance standards covering personnel, premises and equipment, animal quarters and care, production, labeling, lot processing records and distribution records, QA, and quality control. A facility following GMP can be relied on to consistently produce good quality products that conform to established specifications, because it maintains high standards of performance and adheres to written procedures. Used mainly in pharmaceutical, vaccine, and medical device production.
guarantor	Person or firm that guarantees to pay for someone else's debt if they default on a loan or other financial obligation.
Harmonized Tariff System (HTS) Code	International codification of merchandise for classifying goods for tariffs and customs. The HTS assigns a 6-digit code for general categories of goods. Countries that use the HTS are allowed to define commodities at a more detailed level than 6

	digits, but all definitions must be within that 6-digit framework.
implementation requirements	Defined procedures and milestones associated with a project.
implementing agency	Agency responsible for carrying out project activities and monitoring progress toward defined milestones, goals, and objectives.
Incoterms	International rules for interpreting the most commonly used terms in foreign trade; published by the ICC.
indent	Request from the end user for certain goods, works, or services to be purchased.
inspection agent	A party (or organization) appointed by the purchaser to inspect certain goods works or services.
inspection criteria	Instructions and specifications against which an inspection agent will examine a shipment, usually before it leaves the manufacturer's site.
inter-lineation	Notations written between the lines—of original bidding documents.
International Chamber of Commerce (ICC)	Nongovernmental organization that serves world business by harmonizing trade practices, formulating terminology, and establishing guidelines for importers and exporters.
International Competitive Bidding (ICB)	Procurement method initiated with a widely advertised notice of the bidding opportunity. Sealed bids are required, based on clearly stated product specifications and performance expectations. Submissions are evaluated on their technical, commercial, contractual, and financial merit, with awards going to the supplier that makes the most advantageous and cost-effective offer. All bids are final and no negotiation is allowed, except for minor contractual points, after a winning bid is selected. The ICB provides all eligible prospective bidders with an equal opportunity to participate in the competition. Also known as open, or unrestricted, bidding.
international shopping	Used by the World Bank and others to describe a procurement process that relies on informal quotations and catalog pricing to establish a minimum level of competition; see <i>Request for Quote</i> .
inventory	Stock of goods available in a store or warehouse or go-down on a particular date.
invoice	Document showing a short description of the cargo and its unit and total price; see <i>commercial invoice</i> .
joint venture	Business enterprise when two or more companies enter into a temporary partnership.
labeling	Used for pharmaceuticals, vaccines, and medicines to describe written text on packaging, boxes, and accompanying leaflets. For products that are regulated by a government authority, labeling is an important part of the product; changes must be approved.
lead time	Time interval needed to complete a procurement cycle. It begins when the need

	for new stock is recognized and ends when that stock is received and available for issue. Alternate definition: Time from order to delivery; e.g., manufacturing and shipping time.
letter of commitment	Committing funds for payment to a supplier against a contract.
letter of intent	Written expression of the purchaser made to the supplier to issue an award in favor of the supplier.
letter of credit	Arrangement by banks for settling commercial transactions; specifically, a written promise by a bank given to the seller, in accordance with the instructions (and cash deposit) of the buyer to pay up to a given sum of money, within a prescribed time limit, when and if the seller presents specified documents that give evidence of his performance.
licensed product	For pharmaceuticals, vaccines, and medicines, licensing by the regulatory authority of both the importing and exporting country implies a quality standard based on verified GMPs, QA data, and appropriate oversight.
liquidated damages	In sales contracts, specified sum to be paid to the purchaser should the seller default on its obligation—usually pertaining to a delivery schedule.
Limited International Bidding (LIB)	Procurement term describing the bidding process that limits participation to international and domestic suppliers that are pre-qualified, pre-selected, or short-listed by the purchaser. See <i>restricted bid</i> and <i>pre-qualification</i>
lot	Supply term that can be used in two ways: production lot (see <i>batch manufacturing</i> ) and shipping lot.
lot or batch number	Manufacturing term that describes the series of numbers or letters or both that are used to record production and control of a single, uniform, and homogeneous quantity of medicines, chemicals, or biological produced from one formulation; in one manufacturing and production operation, and which had exactly the same processing treatment.
Lot Release Certificate	Regulatory term describing a certificate issued by the NRA of the country of manufacture that states the (manufacturing) lot number being shipped has been tested by the government's laboratory, or checked in some other way; was found to conform to the regulations of the country of manufacture and is released for sale. In some cases, this document may be a <i>Certificate of Free Sale</i> .
lowest evaluated bid	Bid (1) most closely conforming to evaluation criteria and other conditions specified in the bidding document; and (2) having the lowest evaluated cost.
manufacturer's representative	Direct employee of a manufacturer with responsibility to promote the use of, provide information about, and sell the manufacturer's products. In some cases, the representative also facilitates importation. Sometimes the term <i>agent</i> is used for the same relationship.
margin of preference	See <i>domestic preference</i> .
marking	Used in packing and shipping to apply numbers, letters, labels, tags, symbols, or colors for handling and identification during shipment and storage.

material deviation	Used in evaluating bids to describe a significant and unacceptable difference from the requirements stated in bidding documents. More precisely, a material deviation is one that affects, in any way, the price, quantity, quality, or delivery of the goods, as required in the bid documents; or limits in any way the responsibilities, duties, or liabilities of the bidder or any rights of the purchaser.
merit point system	Numerical system used to evaluate and compare offers or bids. Points (based on a total of 100) are assigned according to how well an offer is judged to match evaluation criteria and preferences—which the purchaser states in the original bidding documents—and its relative standing in the range of prices offered.
middleman	Independent broker who purchases product from a manufacturer or wholesaler and resells the product. This adds to the final cost of the product because the middleman’s revenue from the transaction is the difference between his acquisition and holding cost and his sales price. Purchasing vaccines, pharmaceuticals, and medicines through middlemen can increase the risk of receiving poor quality, mishandled, or counterfeit product unless shipments are made directly from the manufacturer to the purchaser, including appropriate original documentation.
National Competitive Bidding (NCB)	Procurement method that follows the same format as International Competitive Bidding, but is limited to local participants.
National Control Authority (NCA)	See <i>National Regulatory Authority</i> . Both terms are currently in use.
National Control Laboratory (NCL)	Laboratory advisory to the National Control Authority.
national dailies	Widely circulated daily newspapers in the native or other language.
National Regulatory Authority (NRA)	Independent government entity responsible for establishing procedures to ensure that medicines—and biological products—intended for use in the country are safe, potent, and effective.
negotiated (document)	International trade term meaning that the title to the goods has been transferred to a new owner by delivery; normally, requires that funds must be transferred from the buyer to the seller.
negotiable shipping document	Document establishing ownership of goods and, therefore, has monetary value; usually, an ocean B/L.
nongovernmental organization (NGO)	Organization that is not part of the structure of a government, but can perform complementary activities.
non-responsive	Does not meet basic requirements; for bids, this would include critical items including signatures, bid security, completeness, agreement to terms and conditions, etc.
No Objection Certificate	Shipping/import document sometimes required by a country’s customs, tax, or other laws; certifying that domestic manufacturers of pharmaceuticals, biological, and medical devices have <i>no objection</i> to the import of a competing, similar, or identical product.

no objection determination	World Bank procurement term to describe the Bank's approval of draft bidding documents and recommendation for award.
obstructive practice	Deliberately destroying, falsifying, altering, or concealing evidence material to the investigation; or making false statements to investigators, in order to materially impede an investigation into allegations.
offer	Used interchangeably with <i>bid</i> and <i>proposal</i> .
open bid	Formal procurement procedure when bids are accepted from any interested local or international source for the required product.
packaging	Product's primary containers and coverings. For injectables, vials and ampoules are the primary packaging; while boxes and bags containing several, up to 100, vials or ampoules are secondary packaging. For tablets, blister packs or tins may be the primary packaging.
packaging for bidding	For bidding purposes, a term used by the World Bank and others to organize very large, diverse schedules of goods to be purchased into groupings of like-items.
packing	Assembling of items into a unit for shipment; carton, over-wrapping, and insulation for protecting products against damage or deterioration during shipment.
packing requirements	Identifies how to pack products to withstand the handling and climatic conditions during transit. Heat-sensitive pharmaceuticals and vaccines require instructions on the specific temperature range in which the product must ship and whether it can or cannot be frozen; as well as the type of packaging and strength of packaging material to be used and the inclusion of cold chain monitoring devices.
packing list	Schedule showing detailed packing information, including items and totals, number of units or items per box or crate, total number of boxes or crates with individual identification numbers, shipping marks, total volume of the cargo, weights and dimensions per box or crate, etc.
patent	Exclusive rights granted by a government to an inventor to manufacture, use, or sell an invention for a specified number of years. U.S. drug patents are usually for 17 years.
payment terms	Description of how, where, and when payment will be made; for example, letter of credit, cash in advance, open account.
Performance Security	Procurement term describing the financial instrument used to guarantee compensation to the buyer for inconvenience and expense if the seller does not perform; i.e., does not produce and ship the contracted goods or provide the contracted services within the stated period. The seller puts up their own funds, often through a bank or an insurance company, to be held in reserve until the contract terms have been met.
pharmacopoeia	Book, usually published under the jurisdiction of the government and containing a list of medicines, their formulas and methods for making medicinal preparations, requirements, and tests for their strength and purity; and other related information.

port of entry	The port—including airport and land port—designated in the bid and mentioned in the B/L or air waybill (AWB), where the consignment(s) under a contract are to be delivered.
port of loading	The port—including airport and land port—designated in the bid and mentioned in the B/L or AWB, where the consignment is loaded onto the ship for onward transportation to the port of entry.
pre-qualification (of supplier)	Pre-approving suppliers for participation in bids, based on a judgment of reliability, technical competence, and financial stability.
pre-qualification (of product)	Pre-determining that a specific product—usually a pharmaceutical or vaccine—of a specific manufacturer meets stated requirements and can be considered for purchase contracts in the approving country. Licensing by the NRA in the purchasing country automatically confers pre-qualification status.
pre-shipment inspection	Inspection of the contracted goods, by or on behalf of the purchaser, to ensure its conformity to the bid specification; this is done at the premises of the supplier or manufacturer before the goods are shipped.
prior review	World Bank terminology for its right to review and approve certain procurement decisions of a borrower before they are acted upon.
procurement	Formal process to acquire goods, works, or services.
procurement agent	Individual or organization paid to act on a purchaser's behalf.
procurement entity	Body functioning as the purchaser in a commercial transaction (see <i>entity</i> ).
procurement package	Goods of a similar nature that have been grouped together for procurement, under a single contract, for efficiency.
procurement plan	Package-wise schedule for purchasing activities, including description of goods to be purchased, budget amount and source of funds, time period in which goods will be procured, and the method of procurement; separate from <i>Operational Plan</i> .
procurement requirements	Complete description of the product to be purchased, including technical attributes—especially manufacturing and quality assurance norms—program specifications (including packaging, packing), shipping terms, payment terms, port of delivery, delivery date, quantity, documentation, and any other relevant detail about the expected purchase.
procurement transaction	Agreements and actions of a buyer and a seller around a specific purchase; usually documented and legally binding.
procurement unit	Officer or team designated by a procuring agency to procure on its behalf.
procuring agency	Program with responsibility to procure.
performa invoice	Abbreviated invoice prepared by a supplier in advance of a sale or shipment. Includes a close approximation of weight and value of the shipment and other relevant data. Used in some international procurement situations to support the purchaser's request to government authorities for import permits and foreign

	exchange. It is not binding on the seller until the order is confirmed.
proposal	Procurement term that describes an offer to supply goods or services, made in response to a specific RFP. Less formal in structure and process than sealed bidding (ICB, NCB, and LIB).
proprietary goods	Goods manufactured and sold only by a particular firm, usually under patent.
protocol	Describes a formal plan and specific methods for inspecting and testing goods.
public fund	As defined in PPRA Ordinance 2002, “public fund” means the Federal Consolidated Fund and the Public Account of the Federation and includes funds of enterprises which are owned or controlled by the Federal Government.
Public Procurement Regulatory Authority	Autonomous body that prescribes regulations and procedures for public procurements by the provincial government-owned, public sector organizations; to improve governance, management, transparency, accountability, and quality of public procurement of goods, works, and services.
public sector supply service	Organization that contracts annually with manufacturers for large quantities of products; it then supplies them in smaller quantities to individual clients in the public sector on a reimbursable, but non-profit basis. UNICEF and UNFPA are examples.
pull system	Used in distribution systems to indicate that peripheral levels request deliveries of specific kinds and amounts from a central level.
procurement office	Offices that will undertake and accomplish the procurement of goods under the HPSP.
push system	Term used in distribution systems to indicate that a central authority is sending goods to lower levels, based on its calculations of need, rather than specific requests from the lower levels; i.e., it <i>pushes</i> goods to the lower levels.
qualification (criteria)	Attribute that must be met or complied with and that fits a competing firm for performing a specific contract.
qualified remarks	In international shipping, written list of deficiencies or damage noted by inspecting agent.
quality assurance (QA)	Combination of organized activities that demonstrate a product meets quality criteria and specifications for its intended application. QA within the manufacturing organization provides confidence to management; outside the manufacturing organization, it gives the purchaser confidence. In the context of pharmaceuticals, vaccines, and medicines, it is typically done before a shipment leaves the manufacturer’s facility and/or, before the product is released for use in a country.
quality control	Manufacturing term that describes internal operational techniques and activities to monitor the manufacturing process and eliminate the causes of unsatisfactory performance. Some quality control and QA actions are interrelated.
registration	Used in regulating pharmaceuticals and vaccine; exact usage varies from country to country; often synonymous with licensing, but it can mean that the particulars

	about a shipment are recorded as it enters a country.
Request for Proposal (RFP)	Commonly used for bidding documents when procuring consultancy services.
responsive bid	Bid that meets the technical requirements of the bidding document in the evaluation stage. Technically, non-responsive bids do not go forward to the financial evaluation stage.
reservations (to)	Negative findings, exceptions, disagreements, and lack of approval.
restricted bidding	Bid procedures other than open competitive bidding; refers to bidding based on a shortlist of suppliers, on pre-qualification, or on the various methods of procurement concerned with sole suppliers or a limited number of suppliers.
retention money	Certain percentage of the bill money payable to a contractor for the contracted goods works or services; it is held back and retained by the purchaser and paid after the contractor fulfills certain obligations.
revenue funds, budget	Funds, budget from a government's activities—usually tax collection—rather than from development loans or grants, such as HNPSP.
safeguard	Protect, guard, and keep safe.
sampling	Process of selecting a small, representative quantity of materials from a much larger batch, shipment, or consignment. Inspecting this representative sample allows judgment about the quality of the entire batch or shipment of products without inspecting each individual unit.
Schedule of Requirements	Part of a bidding document that describes the quantity of goods and expected delivery time.
sealed bids	Procurement process when formal bids are submitted in sealed envelopes and held unopened until an appointed date and time; then opened and read out in public with bidders in attendance. See <i>International Competitive Bidding</i> , <i>Local Competitive Bidding</i> , and <i>Limited International Bidding</i> .
securities	Something given or deposited as surety for fulfilling a promise or obligation, the payment of a debt, etc.
seller	Party to a contract who offers goods, commits to seeing that the buyer receives them, and (usually) receives payment from the buyer. The seller is not necessarily the supplier of the goods.
shelf life	Length of time designated by the manufacturer that a product can be stored without affecting its usability. Shelf life varies from product to product; medicines vary from 3–5 years. After the expiry date, the potency, purity, and <i>bio-availability</i> of active ingredients are not guaranteed; they must be discarded and destroyed.
shipping marks	Mark or written inscription that the purchaser instructs the seller to paint or write visibly and legibly on the outer side(s) of the boxes or crates so the purchaser's goods can be easily seen and identified; this is usually specified in the bidding document.

shipping terms	Description of how goods will be shipped, who is responsible for them at each stage of the process, and who pays which costs. See <i>Incoterms</i> .
short list	In procurement, a list of potential suppliers or contractors who have been qualified, approved, or pre-selected.
sole source	Procurement term that describes purchasing from a single manufacturer, without competition, among potential suppliers; most often applies to items that are not available from any other source. Also, see <i>direct procurement</i> .
solicitation	Procurement term for the process of inviting bids, or requesting proposals, for the supply of a product or service; also used to refer to the document requesting bids or proposals.
specification	Detailed, precise written description.
specification committee	A committee formed by an authorized person, relevant authority, or a federal procurement cell to prepare specifications and documents for procurement.
standard	Something established by authority as a rule to measure quantity, weight, extent, value, or quality. For example, the ISO establishes <i>rules</i> for the vial closures commonly used for injectables.
substantially responsive	In World Bank procurement, a bid that contains no material deviations from or reservations of the terms, conditions, and specifications in the bidding documents.
supplier	Party who transfers goods out of his own control to a named recipient.
surety	Person or firm that is legally responsible for the debt, default, or delinquency of another.
survey report	Report of the insurance survey.
target population	Program term for the total number of intended clients, based on expected coverage rates.
Technical Evaluation Committee	Committee established to assist a procurement unit, committee relevant authority, bid evaluation committee, or a federal procurement cell to review documents and make technical evaluations.
threshold level	Point of entry or beginning. In World Bank terminology, it is a monetary level that determines whether the World Bank should review a particular contract prior to being invited and executed, and which government committee is responsible for bid evaluation; these levels are set in the loan or development credit agreement.
trademark	Name, symbol, figure, letter, word, or mark adopted and used by a manufacturer or merchant to designate their goods and to distinguish them from those manufactured or sold by others. Trademarks must be registered with a patent and trademark office to ensure exclusive use by their owners.
transparency	Openness and accountability in all activities and actions concerned with procurement.

turnover	Number of times a particular stock of goods is sold and restocked during a given period of time; the amount of business transacted during a given period of time.
Uniform Customs and Practice for Documentary Credits (UCP)	A set of rules for cross-border transactions relating to letters of credit (also known as documentary credits and documentary letters of credit) codified by the International Chamber of Commerce.
unresponsive bid	Procurement term for an offer that does not comply with the most basic instructions and requirements stated in the bidding documents provided by the purchasing organization. For example, it may be one that is not signed, is in the wrong language, or does not offer the required product(s).
weighting (factor)	System of units in a scale measuring weight (or value). In procurement, used to assign values to non-monetary items prior to comparing bids.
wholesaler	Supply term for a dealer who purchases supplies from a manufacturer on his own behalf and resells them for a profit.
work order	Purchaser's communication to a contractor instructing them to undertake the obligations of a contract; is usually part of the contract.





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