

REQUEST FOR PROPOSAL

HIRING OF MEDICAL CONSULTANT/ FIRM

Background

Trade Development Authority of Pakistan (TDAP) is a Federal Government entity working under the administrative control of Ministry of Commerce. TDAP undertakes various export promotional activities such as participation in int'l exhibitions, sending/ receiving business delegations, management/ operations of Karachi Expo Centre etc. TDAP invites Expression of Interest from Consultant/ Firm based in Karachi. The Trade Development Authority of Pakistan (TDAP) has sixteen (16) offices operating all over Pakistan, and employees around 800 people. As per TDAP's Service and Federal Government Rules, the employees, pensioners and their families are entitled to get reimbursement of their medical expenditures.

Scope of Work:

The Medical Consultant/ Firm will be required to perform the following jobs:-

- i.) Devise a medical policy for the employees/ pensioners in accordance with TDAP's Service Rules and Federal Government Rules.
- ii.) To assist management of TDAP in identifying reputable hospitals / Clinics / Labs etc. to enlist on the panel of TDAP.
- iii.) To assist management of TDAP to negotiate rates with identified / enlisted Hospitals / Clinics / Labs etc. and develop a payment mechanism.
- iv.) Scrutinize the medical bills/reimbursement claims submitted by the officers / officials and recommend for approval.
- v.) He/She will be required to visit TDAP office for 02 to 03 hours on daily basis during working hours to scrutinize the claims of employees from all over Pakistan and also provide free medical advice/ consultancy.
- vi.) He/she will also be required to randomly visit the employees or their families at the respective hospitals where they are admitted, once hospital get enlisted on the panel of TDAP.
- vii.) The period of contract shall be three (03) years initially.

Payment Schedule

The TDAP will make payments of the overall amount on monthly basis after deduction of applicable taxes.

Technical Evaluation Criteria

S.no	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1.	Qualification (Individual / Team of Firm)		<u>20</u>
	• MBBS from HEC recognized University	10	
	• <u>MCPS / M phil /MRCOG / FRCOG / DCPS, DMRD/DIPCARD etc</u>	15	
	• <u>FCPS / FRCS</u>	20	
2.	Registration		<u>15</u>
	PMDC – MBBS – (Mandatory)	10	
	PMDC – Post graduation	15	
3.	Private Experience		<u>10</u>
	≤ 2 year	1	
	≥ 3 ≤ 6 years	3	
	≥ 7 ≤ 10 years	7	
	≥ 11 years	10	
4.	Public Sector Experience		<u>10</u>
	≤ 2 year	1	
	≥ 3 ≤ 6 years	3	
	≥ 7 ≤ 10 years	7	
	≥ 11 years	10	
5.	Retainer – ship Projects Handled		<u>15</u>
	≥ 1 ≤ 3 Retainer – ship Projects.	5	
	≥ 4 ≤ Retainer – ship Projects.	7	
	≥ 9 Retainer – ship Projects.	10	
	Qualifications of proposed managerial staff, ≥ 8 year experience in management fields.	15	

6.	Financial Strength of the Firm		<u>20</u>
	Audited/certified accounts or statements showing cash Flow greater than 0.5 Million and less than Rs. 1 million in the relevant year.	10	
	Audited/certified accounts or statements showing cash flows of more than Rs.15 million in the relevant year	20	
5	Proposed Work Plan / Presentation		<u>10</u>
	Do not conform as per the Schedule of Requirements / TORs	05	
	Partially conform to the Schedule of Requirements / TORs	07	
	Fully conform to the Schedule of Requirements / TORs.	10	
		Total	100

Passing Marks: 70

WEIGHTAGE	Technical	60%
	Financial	40%

Instruction about submission:

5. The EoI document may be obtained from the office of the undersigned at below given address or downloaded from www.tdap.gov.pk. Sealed proposals (technical and financial in separate envelopes) shall be submitted latest by 11:00 a.m. on 25-10-2019 at the address given below. Technical proposals submitted will be opened on the same day at 12:00 Noon in the presence of representatives of the participating firms.

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

BID FORM FOR MEDICAL CONSULTANT/ FIRM

Reference your advertisement which appeared in the daily _____
dated _____, we offer the following rates for Medical Consultation:

FUNCTIONS	Rate of monthly retainer ship fee without sales taxes (in Rupees)	Provincial Sales Tax (in Rupees)	Gross Amount inclusive of Provincial Sales Tax (in Rupees)
All responsibilities as mentioned by TDAP in tender documents.			

2. We have thoroughly read the Expression of Interest and all Terms and Conditions of the tender and accepted un-conditionally and we also confirm that we shall abide by all the terms and conditions of the tender un-conditionally.

Signature:

Name:

CNIC No.

Designation:

Firm:

NTN No.

Date:

Stamp: