PREQUALIFICATION DOCUMENT

Prequalification Document for Procurement of Foot & Mouth Disease (FMD) Vaccine.

Azad Government of the State of Jammu & Kashmir

LIVESTOCK & DAIRY DEVELOPMENT DEPARTMENT,

Muzaffarabad,

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Livestock & Dairy Development Department

Invitation for Prequalification

For

Procurement of Foot & Mouth Disease (FMD) Vaccine.

Livestock & Dairy Development Department, AJ&K, intends to procure vaccine for Foot & Mouth Disease (FMD) in bulk quantity for its field formations during financial year 2022-23 at an estimated cost of Rs. 60.000 million approx. Importers and authorized sole distributors of the FMD vaccine will be prequalified for three years through open framework method according to the provisions of PPRA Rules, 2017 (16), to ensure transparency, competitiveness, and efficiency. In the procurement process applications for prequalification are invited from well-reputed, financially sound, Income Tax/Sales Tax registered Firms having experience in the field of Livestock vaccines etc. The applications must accompany following information/documents: -

1. In case of manufacturer (hereafter called as Principal) directly participating for prequalification, year of its establishment, full address, contact information of person duly authorized by the principal for further correspondence.

2. In case of an authorized firm (hereafter called as Representative), authorization from Principal, full address, contact information of person duly authorized by the Representative for further correspondence.

3. Proof of experience of yearly Production of FMDV by the principal, with details since its establishment.

4. Proof of registration of Principal with the Competent Authority in the respective country of its origin.

5. Valid Manufacturing / Import License of Firm from the Competent Authority in the respective country of its origin.

6. Details of staff and machinery owned by the principal.

7. Financial statement issued by scheduled Banks in the name of authorized Firm, preferably, for last three years.

8. Proof of present assets owned and held by the Firm.

9. Detail of any arbitration / litigation or similar proceedings against any Govt. / Semi- Govt. Department/Organization.

10. Undertaking on judicial paper that the Firm was never blacklisted by any of the Government / Semi Govt. Organization in the past.

11. Registration of Firm (local only) with the income tax Department along with a certificate of payment of income tax / sales tax and should be an active taxpayer.

12. In case of company/ limited Firm, partnership deed / article of association with power of attorney.

13. Any concealment about the information / details mentioned above will result in dis- qualification of the Firm.

14. The Representative, in case of import, should have certificate / proof of registration / permission to import Foot and Mouth Disease Vaccine with the Drug Registration Authority of Pakistan (DRAP).

15. In case of incomplete information, the application will not be considered for prequalification.

16. The firm is required to give undertaking that it has carefully studied the prequalification notice / documents and it will abide by the rules and regulations as detailed in the pre- qualification document.

Acronyms & Abbreviations

FMD	Foot and Mouth Disease
ICB	International Competitive Bidding
IFB	Invitation for Bids
ITA	Instructions to Applicants
IFP	Invitation for Prequalification
JV	Joint Venture
NCB	National Competitive Bidding
PDS	Prequalification Data Sheet
PQ	Prequalification
PQD	Prequalification Document
PDS	Prequalification Data Sheet
SBD	Standard Bidding Documents
SPD	Standard Prequalification Document

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully.

1	**Scope of Bid**	1.1 Office of The **Director General, Livestock and Dairy Development Department, AJ&K** invites sealed bids for Supply, of Vaccine and Goods as specified in detail in the Schedule of Requirements along with Technical Specifications at Livestock Complex, Domail, Muzaffarabad.
2	**Source of Funds**	2.1 Azad Government of the State of Jammu & Kashmir (Public Fund)
3	**Eligible Bidders**	This Invitation for Bids is open to all original manufacturers/ their **authorized agents**/ suppliers and in case of imported goods their **authorized agents**/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Taxpayers List of FBR and/or CBR AJK etc). The eligibility conditions are more specifically described in the Schedule of Requirements (**Section III**). 3.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or AJK) or a public sector organization are **NOT ELIGIBLE**. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also **NOT ELIGIBLE**. 3.3 Further requirements for determining eligibility of bidders are specified in **Section III.**
4	**Corruption and Fraud**	4.1 The Government of AJK defines Corrupt and Fraudulent Practices as "corrupt and fraudulent practices" which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty". 4.2 Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period.

5	**(A) Eligible Goods and Services**	5.1 All goods and related services to be supplied under the contract shall conform to the policies of the Government of AJK in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term "Goods" includes any goods that are the subject of this Invitation for Bids and (b) the term "Services" includes related ancillary services such as transportation, insurance, installation, after sale service /support and trainings etc.
	(B)The Governing Rules	5.2 The Bidding procedure shall be governed by the Public Procurement Rules-2017 (16) issued and amended time to time, by the AJK Public Procurement Regulatory Authority (AJKPPRA).

B. Contents of the Prequalification Document		
6.	Sections of Prequalification Document	6.1 The document for the prequalification of Applicants (hereinafter - "prequalification document") consists of all the sections indicated below and should be read in conjunction with any Addendum if issued. • Section I. Instructions to Applicants (ITA) • Section II. Prequalification Data Sheet (PDS) • Section III Qualification Criteria and Requirements • Section IV. Application Forms • Section V. Scope of Product 6.2 The "Invitation for Prequalification Applications" (IPA) issued by the Procuring Agency is not part of the prequalification document. A sample form is provided as an attachment to this Prequalification Document for information only. 6.3 The Procuring Agency accepts no responsibility for the completeness of the prequalification document and its addenda unless they were obtained directly from the Procuring Agency. 6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.
7.	Clarification of Prequalification Document	7.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than ten (10) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Procuring Agency including a description of the inquiry but without identifying its source. Should the Procuring Agency deem it necessary to amend the prequalification document as a result of a clarification it shall do under intimation to all the applicants who have obtained the prequalification documents.
8.	Amendment of Prequalification Document	8.1 At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Document by issuing addenda. 8.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the Procuring Agency.

		8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications.
Preparation of Applications		
9.	Cost of Applications	The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
10.	Language of Application	10.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the application, the translation shall govern.
11.	Documents Comprising the Application	11.1 The application shall comprise the following: (a) Application Submission Form, in accordance with ITA 12; (b) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13; (c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) Any other document required as specified in the PDS. (e) All pages of documents submitted should be dully signed & stamped by authorized representative.
12.	Application Submission Form	(a) The Applicant shall prepare an Application Submission Sheet using the form provided in Section IV, Application Forms. This Form must be completed without any alteration to its format. (b) The Procuring agency may cancel the prequalification process without any prior notice at any stage of pre qualification .
13.	Documents Establishing the Eligibility of the Applicant	To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms.
14.	Documents Establishing the Qualifications of the Applicant	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.
15.	Signing of the Application and Number of Copies	15.1 The Applicant shall prepare one original of the documents comprising the application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

		15.2 The Applicant shall submit copies of the signed original application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
Submission of Applications		
16.	Sealing and Identification of Applications	16.1 The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall: (a) bear the name and address of the Applicant. (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this prequalification process indicated in the PDS 1.1 16.2 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.
17.	Deadline for Submission of Applications	17.1 Applicants may submit their applications by mail or by hand Applications shall be received by the Procuring Agency at the given address and not later than the deadline indicated in the PDS. A receipt will be given for all applications submitted. 17.2 The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended
18.	Late Applications	18.1 Any application received by the Procuring Agency after the deadline for submission of applications will not be entertained as indicated in the PDS
19.	Opening of Applications	19.1 The Procuring Agency shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1. 19.2 Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of the Applicant. A copy of the record shall be distributed to all Applicants.
Procedures for Evaluation of Applications		
20.	Confidentiality	20.1 Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants. 20.2 From the deadline for submission of applications to the time of notification of the results of the prequalification, any Applicant that wishes to contact the Procuring Agency on any matter related to the prequalification process, may do so but only in writing.

21.	Clarification of Applications	21.1 To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. 21.2 If an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application.
22.	Responsiveness of Applications	22.1 All applications not responsive to the requirements of the prequalification document shall be rejected.
Evaluation of Applications and Prequalification of Applicants		
23.	Evaluation of Applications	23.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. 23.2 In case of more than one item, the Procuring Agency shall prequalify each Applicant for the maximum number and types of items for which the Applicant meets the appropriate aggregate requirements of such items, as specified in Section III, Qualification Criteria and Requirements.
24.	Procuring Agency's Right to Accept or Reject Applications	24.1 The Procuring Agency reserves the right to accept or reject all the applications, and to the prequalification process, without thereby incurring any liability to Applicants.
25.	Prequalification of Applicants	25.1 All Applicants whose applications have met the specified requirements will, to the exclusion of all others, be prequalified by the procurement Committee for the three years. The purchase will be done through open framework method. The Procuring agency may prequalify more suppliers during the three years after this whenever required.
26.	Notification of Prequalification	26.1 Once the procurement Committee has completed the evaluation of the applications, it shall notify all Applicants in writing indicating their status as to qualified or not qualified. The decision will be final.
27.	Invitation to Bid	After the notification of the results of the prequalification the procuring agency shall initiate the procurement process which shall only be participated by the prequalified bidders.

Section II: Prequalification Data Sheet (PDS)	
A. General	
ITA 1.1	*Name of Procuring Agency:* -Directorate General, Livestock & Dairy Development Department, Azad Government of the state of Jammu & Kashmir
ITA 1.1	*PQD name Title:* - Pre-qualification of firms for Procurement of Foot and Mouth Disease (FMD) Vaccine
	Address for communication: **Directorate General** **Livestock and Dairy Development Department,** **Livestock Complex, Domail Muzaffarabad** **Phone # 05822-921269** **E-mail: livestockajk@gmail.com**
B. Contents of the Prequalification Document	
ITA 7.1	For **clarification purposes,** the Procuring Agency's address is: *"same as in 4.7 above"*
C. Preparation of Applications	
ITA 10.1	The language of the application as well as of all correspondence is: **"English"**
ITA 11.1 (d)	The Applicant shall submit with its application, the following additional documents: 1. Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above. In case of JV, letter of intent to form JV or JV agreement. 2. Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been declared blacklisted / ineligible by any of the public sector /Autonomous/Semi Govt. organizations .in Pakistan or Azad Jammu & Kashmir, as described in ITA Sub-Clause 4.3 3. Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been involved in any litigation during last three years. 4. List of products being supplied in Pakistan. 5. Copy of valid registration certificate for the FMD vaccine with the DRAP 6. Valid Drug sale license (DSL) from the DRAP 7. Detail of cold store including capacity, instrumentation, electric backup and latest Inspection report by the concerned authorities 8. Annual sale volume of veterinary biologics 9. Bank statements for the last 2 years. 10. Copy of latest Quality Analysis Certification

	11. Proof of manufacturing facility registrations with manufacturer's country regulatory authority or relevant international agencies 12. Detail of HR, logistics, marketing setup etc
ITA 15.2	In addition to the original, the number of copies to be submitted with the application is: *[one copy]*

D. Submission of Applications	
ITA 17.1	Applicants ***"shall not"*** have the option of submitting their applications electronically. For application submission purposes only, the Procuring Agency's address is: *"Procuring Agency's address is the same as that indicated in 4.7*
	The deadline for application submission is: Date: 31.05.2023 Time: 11*:00 A.M*
ITA 18.1	Late applications shall not be entertained.
ITA 19.1	The opening of the Applications shall be at 12:30 PM on 31.05.2023 in office of Director General, L&DD AJK, Domail Muzaffarabad.

Section III: Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Procuring Agency shall use to evaluate applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Eligibility and Qualification Criteria				**Compliance Requirements**			**Documentation**
No.	**Subject**	**Requirement**	**Single Entity**	**Joint Venture / Consortium**			**Submission Requirements**
				All Parties Combined	**Each Partner**	**One Partner**	
1. Eligibility							
1.1	**Nationality**	Nationality in accordance with ITA Clause 4	Must meet requirement	Existing or intended. JV/consortium must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
1.2	**Conflict of Interest**	No conflicts of interest in accordance with ITA Sub-Clause 4.4	Must meet requirement	Existing or intended JV/consortium must meet requirement	Must meet requirement	N/A	Application Submission Form
1.3	**Ineligibility**	a) Not having been declared ineligible by any of the public sector organization in Pakistan, as described in ITA Sub-Clause 4.3 b) not having been involved in any litigation during last three years. In case yes, provide details	Must meet requirement	Existing JV/consortium must meet requirement	Must meet requirement	N/A	Form ELI – 1.2 (a) Affidavit (b) Affidavit
1.4	**Applicant's Import Capacity* (with time duration)**	The capacity to import with time duration along with undertaking from the applicant manufacturing firm	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form ELI – 1.3

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture / Consortium			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
1.5	**Detail of batch size**	The applicant must attach maximum batch size production certificate from the manufacturer	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Certificate

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
				Joint Venture / Consortium			
No.	Subject	Requirement	Single Entity	All Parties Combined	Each Partner	One Partner	Submission Requirements
2. Financial Situation							
2.1	**Financial Performance**	Submission of Bank Statement, for the last 2 years to ascertain : (a) the financial soundness and stability of the applicant's position and its prospective long-term profitability, and (b) capacity to have a two-year cash flow amount equal to or more than 2 million PKR. c) Average annual turnover/sales value (PKR) should be at least 4 million or more during the last 3 years (three years)	Must meet requirement (a) Must meet requirement (b) Must meet requirement (c) Must meet requirement	N/A (a) N/A (b) Must meet requirement (c) Must meet requirement	Must meet requirement (a) Must meet requirement (b) N/A (c) N/A	N/A (a) N/A (b) N/A (c) Must meet requirement	Form FIN – 2.1 (a) with attachments Form FIN – 2.1 (b)

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture / Consortium			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
3. Experience							
3.1	**General Supplies Experience**	Experience under supplies contracts in the role of supplier / distributor or agent for at least the last five years prior to the application submission deadline.	Supporting information	Supporting information	Supporting information	Supporting information	Form EXP – 3.1
3.2	**Specific Supplies Experience**	Participation as supplier or sole agent in at least one or more contracts within the last two years, that have been successfully and substantially completed and that are similar Veterinary Biologics.	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP 3.2
3.3	**Annual sale Capacity***	The Annual sale capacity of different biologics in the country	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP 3.3

Section IV: Application Forms

Application Submission Form

Date: _ _/_ _/2023

PQD title: Procurement of Foot and Mouth Disease (FMD) Vaccine

(2022-23)

To: Director General Livestock & Dairy Development Department, Government of AJK, Domail Muzaffarabad.

I / we, the undersigned, apply to be prequalified for the referenced procurement and declare that:

(a) I/we have examined and have no reservations to the Prequalification Documents, including Addendum(s) No(s).,(if any) issued in accordance with Instructions to Applicants (ITA) Clause 8: *[insert the number and issuing date of each addendum].*

(b) I/we, have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.2: *[insert the nationality of the Applicant, including that of all partners in case of a Joint Venture /Consortium if applicable];*

(c) I/we, for any part of the contract resulting from this prequalification, do not have any conflict of interest;

(d) I/we for any part of the contract resulting from this prequalification, have not been declared disqualified / blacklisted by any of the public organization of the Procuring Agency's country

(e) I/we understand that you may cancel the prequalification process at any time; the prequalification does not bound the procuring agency to call for the bids from the prequalified firms.

(f) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name [insert full name of person signing the application]

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf
of: Applicant's Name *[insert full name of Applicant]*

Address *[insert street number/town or city/country address]*

Dated on _ _/_ _/2023

Form ELI -1.1

Applicant Information Form

Date: _ _/_ _/*2023*

PQD title: Procurement of Foot and Mouth Disease (FMD)

Pre-qualification of Foot and Mouth Disease Vaccine (FMD) Page*[insert page number]*of *[insert total number]*pages

Applicant's legal name *[insert full legal name]*
In case of Joint Venture (JV), and consortium legal name of each partner: *[insert full legal name of each partner in JV]*
Applicant's Actual or Intended country of constitution: *[indicate country of Constitution]*
Applicant's actual or Intended year of constitution: *[indicate year of Constitution]*
Applicant's legal address in country of constitution: *[insert street/ number/ town or city/ country]*
Applicant's authorized representative information Name: *[insert full legal name]* Address: *[insert street/ number/ town or city/ country]* Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]* E-mail address: *[indicate e-mail address]*
Attached are copies of original documents of ☐ Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above. ☐ In case of JV, letter of intent to form JV or JV agreement.

Form ELI -1.2

Applicant Affidavit

a) *Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been declared blacklisted / ineligible by any of the public sector organization in Pakistan, as described in ITA Sub-Clause 4.3*

b) *Applicants signed affidavit on PKR 100.00 judicial paper confirming not having been involved in any litigation during last three years.*

Form ELI -1.3

Applicant's Information Form[1]

Date: *[insert day, month, year]*

PQD title: Procurement of Foot and Mouth Disease (FMD) Vaccine

Pre-qualification of Foot and Mouth Disease Vaccine (FMD)

1	Applicant's Primary Business Details	1	
		2	
		3	
		4	
2	List of Products / Services	1	
		2	
		3	
		4	
3	List of Authorization from the principals	1	
		2	
		3	
		4	
5	Warranty Details		
6	Return/Replacement Policy		
7	cGMP certification		
8	Installed annual production capacity		
9	Any Other Information that supplier may like to provide		

The Procuring Agency reserves the right to physically verify the information provided by the applicant in the prequalification documents.

Form FIN – 2.1 (a)

Financial Situation

[The following table shall be filled in for the Applicant/ Authorized Distributer and for each partner of a Joint Venture / Consortium]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*
Applicant's Party Legal Name:*[insert full name]*

PQD title: Procurement of Foot and Mouth Disease (FMD) Vaccine (2022-23)
Procurement of Foot and Mouth Disease Vaccine (FMD)

1. Financial data

Financial information in (PKR in Million)	**previous** *_[insert number] years, years information [insert in words]* **(PKR in Million)**				
	Year 1	Year 2	Year…	Year …	Year…
Information from Balance Sheet					
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)[2] (TA – TL)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital[3] (CA – CL)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					

[2]**Net worth** is the difference between total assets and total liabilities. The **net worth** measures a firm's ability to produce profits over the long run as well as its ability to sustain losses.

[3]**Working capital** is the difference between current assets and current liabilities and measures the firm's ability to generate cash in the short term.

DETAIL OF FINANCIAL PARAMETERS OF THE APPLICANT INTENDED TO BE PREQUALIFIED FOR SUPPLY OF FOOT AND MOUTH DISEASE VACCINE TO THE LIVESTOCK DEPARTMENT, AJK DURING FINANCIAL YEAR 2022-23

S. No.	Parameters	Amount (Rs)
1.	Average Cash Flow of the Firm for last 02 years	
2.	Average Annual Sales of the Firm for last 02 years	
3.	Average Net Worth of the Firm for last 02 years	
4.	Average Total Revenue of Company/Firm for last 02 years	
5.	Average Profit before Tax of Company/Firm for last 02 years	

Note: All the entries must be supported with authentic documents.

2. Financial documents

The Applicant and its parties shall provide copies of the balance sheets and/or financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

(a) Reflect the financial situation of the Applicant or partner to a JV/Consortium, and not sister or parent companies.

(b) Be complete, including all notes to the financial statements.

(c) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

☐ Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the *[number]* years required above; and complying with the requirements.

Form FIN - 2.1 (b)

Average Annual Turnover/Sales

[The following table shall be filled in for the Applicant]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*
Applicant's Party Legal Name: *[insert full name]*

PQD title: *[insert PQD title]*

Page *[insert page number]*of *[insert total number]*pages

Annual turnover/sales data		
Year	**Amount and Currency**	**PKR in Million**
[indicate year]	*[insert amount and indicate currency]*	*[insert amount in PKR]*
Average Annual Turnover *		

* Average annual turnover calculated as total certified payments received for supplies in progress or completed, divided by the number of years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.

Form EXP - 3.1

General Experience

[The following table shall be filled in for the Applicant]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*
Applicant Party Legal Name: *[insert full name]*

PQD title: *[insert PQD]*

Page *[insert page number]*of *[insert total number]*pages

[Identify contracts that demonstrate continuous supplies over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1.List contracts chronologically, according to their commencement (starting) dates. Attach documentary proof with proper reference for the companies / organizations mentioned above.*]*

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
[indicatemonth/year]	*[indicatemonth/year]*	Contract name: *[insert full name]* Brief Description of the supplies by the Applicant: *[describe goods supplied briefly]* Amount of contract: *[insert amount in PKR]* Name of Procuring Agency: *[indicate full name]* Address: *[indicate street/number/town or city/country]*	*[insert"Supplier or Agent"]*
		Contract name: *[insert full name]* Brief Description of the supplies by the Applicant: *[describe goods suppliedbriefly]* Amount of contract: *[insert amount in PKR]* Name of Procuring Agency: *[indicate full name]* Address: *[indicate street/number/town or city/country]*	*[insertSupplier or Agent"]*
		Contract name: *[insert full name]* Brief Description of the supplies by the Applicant: *[describe goods suppliedbriefly]* Amount of contract: *[insert amount in PKR]* Name of Procuring Agency: *[indicate full name]* Address: *[indicate street/number/town or city/country]*	*[insert"Supplier or Agent"]*
		Contract name: *[insert full name]* Brief Description of the supplies by the Applicant: *[describe goods suppliedbriefly]* Amount of contract: *[insert amount in PKR]* Name of Procuring Agency: *[indicate full name]* Address: *[indicate street/number/town or city/country]*	*[insert"Supplier or Agent"]*
		Contract name: *[insert full name]* Brief Description of the supplies by the Applicant: *[describe goods suppliedbriefly]* Amount of contract: *[insert amount in PKR]* Name of Procuring Agency: *[indicate full name]* Address: *[indicate street/number/town or city/country]*	*[insert"Supplier or Agent"]*

Form EXP - 3.2

Specific Experience

[The following table shall be filled in for contracts performed by the Applicant. Attach documentary proof with proper reference for the companies / organizations mentioned.*]*

Applicant's Legal Name: *[insert full name]*
Date: *[insert day, month, year]*
PQD title: *[insert title]*

Page *[insert page number]*of *[insert total number]*pages

Similar Contract No. *[insert number]*of *[insert number of similar contracts required]*	**Information**		
Contract Identification	*[insert contract name and number, if applicable]*		
Award date	*[insert day, month, year, i. e., _ _/ -/, 201_]*		
Completion date	*[insert day, month, year, i.e., / - /, 201_]*		
Role in Contract			
Total Contract Amount	*[insert total contract amount in local currency]*		PKR/ *insert total contract amount in PKR]*
If partner in a JV/Consortium, or subcontractor, specify participation in total contract amount	*[insert a percentage amount]*	*[insert total contract amount in local currency]*	*[insert total contract amount in PKR]*
Procuring Agency's Name:	*[insert full name]*		
Address: Telephone/fax number E-mail:	*[indicate street / number / town or city / country]* *[insert telephone/fax numbers, including country and city area codes]* *[insert e-mail address, if available]*		

Form EXP - 3.2 (cont.)

Specific Experience (cont.)

Similar Contract No. *[insert number]*of *[insert number of similar contracts required]*	**Information**
Description of the similarity in accordance with Sub-Factor 4.2of Section III:	
1. Amount	*[insert amount in PKR in words and in Figures]*
2. Products	*[insert type and description of product]*

Similar Contract No. *[insert number]* of *[insert number of similar contracts required]*	**Information**
Description of the similarity in accordance with Sub-Factor 4.2of Section III:	
1. Amount	*[insert amount in PKR in words and in Figures]*
2. Products	*[insert type and description of product]*

Similar Contract No. *[insert number]*of *[insert number of similar contracts required]*	**Information**
Description of the similarity in accordance with Sub-Factor 4.2of Section III:	
1. Amount	*[insert amount in PKR in words and in Figures]*
2. Products	*[insert type and description of product]*

Form EXP - 3.3

Import Experience & Capacity

[The following table shall be filled in for contracts performed by the Applicant. Attach documentary proof with proper reference for the companies / organizations mentioned.*]*

Applicant's Legal Name: *[insert full name]*
Date: *[insert day, month, year]*
PQD title: *[insert PQD title]*

1. Year Established:			
2. Name of Principal along with complete address			
Year	Name of product	Import volume	Remarks
3. Name of Principal along with complete address			
Year	Name of product	Import volume	Remarks
4. Expected duration for import of FMD vaccine with volume:			

Section V: Scope of Products

(Attached as Annexure-A)

1. **FOOT AND MOUTH DISEASE VACCINE: Live attenuated Freeze Dried, Foot and Mouth Disease Vaccine having compatible packing.**

Glossary

Bid Securing Declaration	An undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated in the bidding documents.
Procuring Agency	One of the two parties to a supplies contract, the other party being the "Supplier."
Supplier	The legal entity that is party to and performs a supplies contract, the other party to the contract being the "Procuring Agency."
Post-qualification	An assessment made by the Procuring Agency after the evaluation of bids and immediately prior to award of contract, to ensure that the lowest- evaluated, responsive, eligible Bidder is qualified to perform the contract in accordance with previously specified prequalification requirements.
Pre-qualification	An assessment made by the Procuring Agency before inviting bids, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.
turnover	The gross earnings of a firm, defined as the billings for supplies in progress and/or completed, normally expressed on an annual basis, and excluding income from other sources.
In writing	For the purpose of this document, means authenticated handwritten, typed, or printed; a document prepared in writing can be transmitted by telex, electronic mail, facsimile, with proof of receipt; and in the form requested by the sender.

Annexure-I

Eligibility	Nationality	
	Conflict of Interest	
	Ineligibility	Affidavit not ineligible
		Affidavit Litigation
		Affidavit Not Backlisted
	Applicants production capacity	GMP Certificate/Report
		Installed Production /Import Capacity
Financial Situation	Balance Sheet (Last 3 years)	Net Worth
		Working Capital
		Profit before Tax
	Cash Flow	Bank Statement
	Av. Annual Turnover/Sale	
	Specific	
	Import / Supplies	
	Annual Import Capacity	
Mandatory Documents	Registration of firms	
	Valid Import License	
	Valid authorization agreement with the principal	
	Registration with FBR/AJK inland Revenue	
	Registration with DRAP	
Miscellaneous	Detail of H. R	
	List of Machinery & Equipment	
	Assets of Firms	
	Partnership Deed/AOA	

CHECK LIST Annexure-II

#	Document	Page No.
1.	Name of firm & address	
2.	Copy of CNIC	
3.	Year of Established	
4.	Telephone No.	
5.	Proof of Experience /Contract Execution (last 2 years)	
6.	Registration with Competent Authority	
7.	Valid Import License	
8.	Management / Distribution /Technical Staff (H.R)	
9.	List of Machinery & Equipment	
10.	Financial Statement by Bank for last 2 years	
11.	Detail of Assets of Firm	
12.	Affidavit of no Litigation against Government/Semi Government, Department/Organization	
13.	Affidavit for not Blacklisted	
14.	Registration with FBR/Certificate Income Tax/ Sales Tax for last 2 year/ATL	
15.	Detail of Import Capacity	
16.	Partnership Deed/AOA (Company/Limited Firm)	
17.	Certificate of Registration with DRAP	
18.	cGMP Certificate	
19.	List of Vaccines Imported	
20.	Pre-Qualification Document dully filled/Signed	
21.	Audit Report for last 02 years	
22.	Technical Literature	
23.	Company SOPs	
24.	Tax Returns for last 02 years	

Important Note: Paging and flagging of document submitted must be done in the same order/sequence mentioned in the above check list

Scope of Product (Annexure A)

Sr.No	Specifications Required		Offered
1	Vaccine type.	Polyvalent Foot-and-Mouth Disease Vaccine (from the virus grown in BHK-21 cells) liquid, inactivated, containing the antigens (inactivated by BEI /BEI+ formaldehyde) of: 1. Type O: PanAsia-2 2. Type A: Kabardino-Balkaria-2013 or a strain able to neutralize currently circulating serotypes A viruses in Pakistan. 3. Type Asia-1 The vaccine should fulfill the OIE standards and the requirements of the European Pharmacopoeia monographs	
2	Species	The FMD vaccine must have been shown to be efficacious in Buffalo/cattle. /Sheep/Goat	
3	Route:	Vaccine intended for administration via intramuscular injection	
4	Adjuvant	Montanide ISA 206, ISA 50/70 oil adjuvant (able to produce protection for at least 6 months post vaccination	
5	Potency	The vaccine should contain at least 6 PD 50 for Type O potency (PanAsia-2) and Type Asia-1 and 6 PD 50 for Type A or as per technical requirement	
6	Expiry	The expiry of the vaccine batch shall be guaranteed for at least Twelve months period after date of manufacturing.	

7	Shelf life	Shelf life of the vaccine batch at the time of delivery must be at least 80%	
8	Packaging	1. The vaccine should be in plastic vials (Food grade/medicinal grade) opaque / Ambered colored glass (food grade /medicinal grade vials containing 25 doses for Buffalo/cattle and transported in thermo-regulated containers 2. Embossed on bottle with words “Property of L&DD GoAJK” and “Not for Sale” 3. Green Flip top	
9	**Storage**	Cold storage with cold chain monitoring cards or electronic devices in each pack /box of bottles. Verification will be required for continuity of appropriate 2-- 8 ^{0} C from production to delivery site	
10	Delivery Place	The vaccine must be delivered at the following cold chain storages as required by the department. 1. AD Animal Health Muzaffarabad, Muzaffarabad 2. AD Animal Health Bagh, Bagh 3. AD Animal Health Poonch, Rawalakot 4. AD Animal Health Sudhnoti, Plandari 5. AD Animal Health Kotli, Kotli 6. AD Animal Health Mirpur, Mirpur 7. AD Animal Health Bhimber, Bhimber 8. Central Veterinary Hospital Athmaqam, Neelum 9. CVH Hattian, District Jehlum Valley 10. CVH Kahuta, Disrtict Haveli	

11	Delivery Period	Part supply part payment. Consignment will have to be delivered within the delivery period as mentioned in the bidding document by the department.	
12	Literature	Original literature of the product is required to be attached	

General requirements

1. Vaccine manufacture and quality control testing on each batch and the finished product must be conducted in accordance with OIE Guidelines (Manual of Diagnostic Tests and Vaccines).

2. Documentation is to be furnished to validate quality assurance practices and the production details for each vaccine batch as per OIE standards.

3. The vaccine must be registered, licensed or otherwise acceptable for use by the recipient government of the Islamic Republic of Pakistan.

4. Documentation: Documentation should be in English and must indicate the following:
    - 4.1. Type of vaccine, name of strains along with PD50 value of each strain
    - 5.2 Quality control test results of the vaccine batch(s) with associated standard operating procedures to demonstrate compliance with OIE standards including sterility, safety, and innocuity and potency tests.
    - 5.3 The supplier will be bound to provide quality analysis certificate of the relevant batches from WOAH / FAO reference labs. Previous evidence of quality analysis report from the reference labs should accompany with the proposal or the suppliers who supplied that vaccine to FAO / WOAH at any level can present the evidence of that.
    - 5.4 Provide data showing that the vaccine does not induce antibodies to the 3ABC Non Structural Proteins (NSP). For proof of the later, the results and information on the test used, especially on the NSP used, shall be provided. The evidence should show that NSP antibodies are not induced even after repeated immunization.
    - 5.5 The data should also provide evidence of the duration of immunity following a single vaccination and after booster vaccination.
    - 5.6 Provide available data on the expected onset and duration of immunity of each serotype/strain.
    - 5.7 Provide available correlation data between protection and antibody titer, and specify test used for such correlation (type of ELISA and virus neutralization test). These data will be valuable in determining level of post vaccination herd immunity and the evaluation of the vaccination program.
    - 5.8 Proof should be given of QA system that is applied and of recent audits by the international or national accreditation body.
    - 5.9 Cutting /erasing on the document must be avoided.
    - 5.10 Evaluation committee can demand any clarification, information or document during the scrutiny process.
    - 5.11 The Evaluation committee has the right to reject any firm prior to its acceptance under the provision of AJK PARA rules 2017.

6 Vaccine should be transported in thermo pore boxes with ice gel packs for

maintaining 2-8^{o}C and a temperature monitoring card in each thermo pore box.

7 Each lot should also carry at least one temperature data recorder showing the data from the loading up to the point of supply.

8 The diluent should be sterile and in plastic vials containing the required quantity of diluent.

9 The quality certificate of the manufacture should indicate that the vaccine batches are free of any extraneous pathogens like, FMD, BVD, Mycoplasma, IBR etc.

10 The supplier should provide available data on the expected onset and duration of immunity.

11 Sample of the label of vaccine will be provided by the department at the time of award of supply order.

12 The participant / bidder will be bound to submit the GMP certification and ISO standard certification from the manufacturing company.