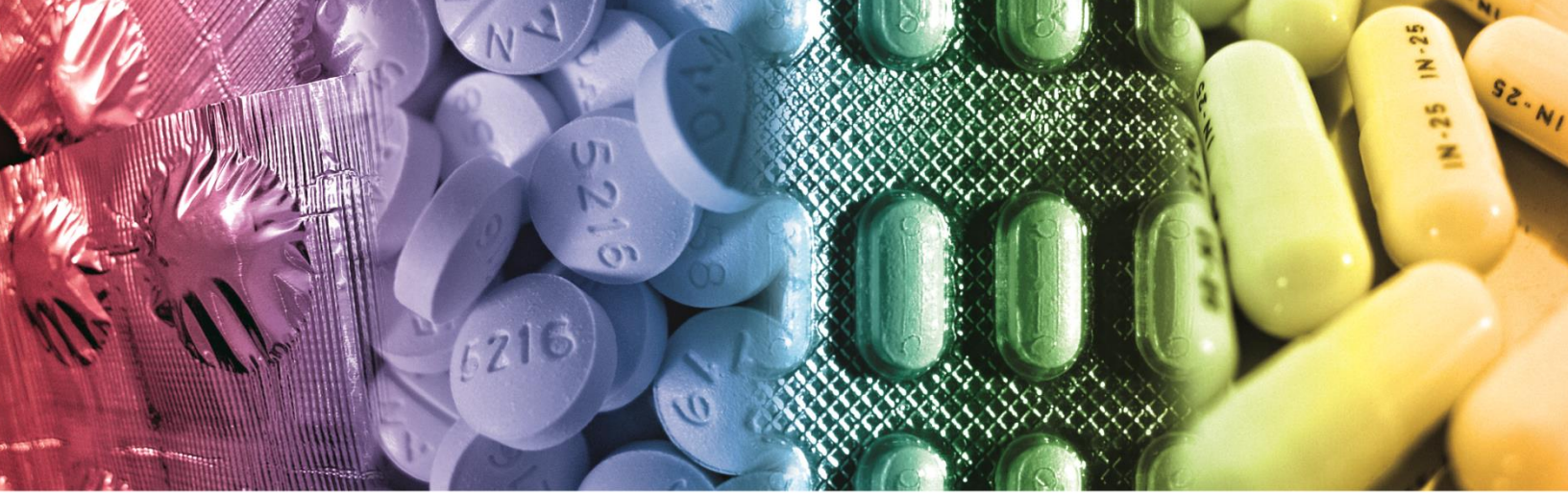

Medicines and Supplies Procurement Manual

Department of Health,
Government of Sindh

Medicines and Supplies Procurement Manual

Department of Health, Government of Sindh

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Abstract
The Sindh Public Procurement Regulatory Authority (SPPRA) team has examined the manual carefully and made every effort to synchronize this manual with Sindh *Public Procurement Rules (SPPR), 2010–Amended 2013*, regulations, standard bidding documents (SBDs), and policy instructions issued from time-to-time. However, if any provisions or the interpretation of SPP rules, regulations etc., cited in this manual conflict with the *SPP Rules, 2010–Amended, 2013*, regulations, SBDs and/or policy instruction issued by the Authority from time-to-time, the *SPPR, 2010–Amended, 2013*, regulations, SBDs, and/or policy instruction issued by the authority from time-to-time shall prevail.

Contents

Figures

Tables

Acronyms

ADB	Asian Development Bank
AQL	acceptable quality level
AWB	air waybill
B/L	bill of lading
BER	Bid Evaluation Report
BOS	Bid Opening Sheet
CFR	cost and freight
cGMP	current Good Manufacturing Practice
CIF	cost, insurance and freight
CIP	carriage and insurance paid to
CPT	carriage paid to
DAF	delivered at frontier
DAP	delivered at place
DAT	delivered at terminal
DDP	delivered duty paid
DDU	delivered duty unpaid
DES	delivered ex ship
DEQ	delivered ex quay
DOH	Department of Health
DRAP	Drugs Regulatory Authority of Pakistan
EML	Essential Medicines List (generic: essential medicines list)
EPI	Expanded Programme on Immunization
EXW	Ex Works (price fixation at manufacturer's premises)
FAS	free alongside ship
FCA	free carrier
FOB	free on board
GCC	General Conditions of Contract
GFATM	Global Fund to Fight AIDS, Tuberculosis and Malaria

GMDN	Global Medical Device Nomenclature
GMP	Good Manufacturing Practice
GOS	Government of Sindh
HTS	Harmonized Tariff System
ICB	International Competitive Bidding
ICC	International Chamber of Commerce
ICDRA	International Conference of Drug Regulatory Authorities
ICH	International Conference on Harmonization
IFB	Invitation for Bid
Incoterms	International Commercial Terms
INN	International Nonproprietary Name
ISO	International Standards Organization
ITB	Instructions to Bidder
NCA	National Control Authority
NCB	National Competitive Bidding
NCL	National Control Laboratory
NOA	Notification of Award
NRA	National Regulatory Authority
OCB	Open Competitive Bidding
PIC/S	Pharmaceutical Inspection Convention and Cooperation Scheme
QA	quality assurance
RFP	Request for Proposal
RFQ	Request for Quotation
Ro/Ro	roll-on/roll-off
SBD	standard bidding document
SBEF	standard bid evaluation form
SCC	Special Conditions of Contract
SPF	Standard Procurement Form
SPPR, 2010	*Sindh Public Procurement Rules, 2010–Amended 2013*
SPPRA	Sindh Public Procurement Regulatory Authority
SRA	Stringent Regulatory Authority
UCP	Uniform Customs and Practice for Documentary Credits
UNFPA	United Nations Population Fund

UNICEF	United Nations Children's Fund
VAT	value-added tax
WHO	World Health Organization

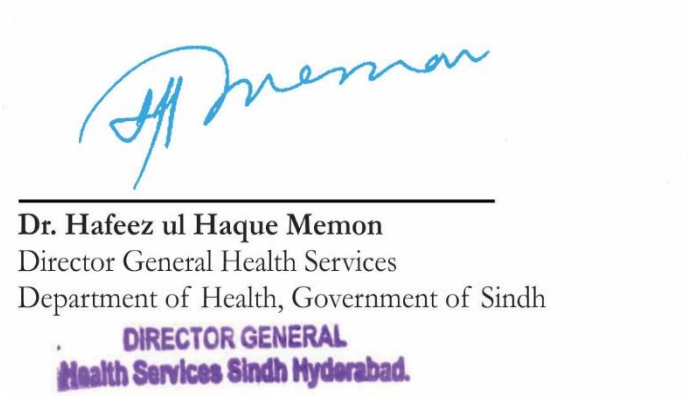
Acknowledgments

The *Medicines and Supplies Procurement Manual* was developed with the financial assistance of USAID | Pakistan for the Department of Health, Government of Sindh. 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) Sindh is grateful to the Sindh Public Procurement Regulatory Authority for reviewing and providing technical inputs to adapt to the *Sindh Public Procurement Rules, 2010–Amended 2013*; 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 Sindh 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 Sindh.



Dr. Hafeez ul Haque Memon
Director General Health Services
Department of Health, Government of Sindh

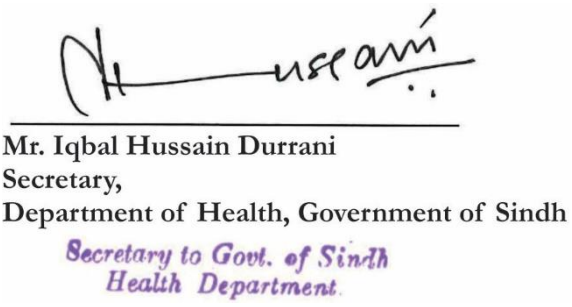
Foreword

We are delighted to complete the *Medicines and Supplies Procurement Manual* for the Department of Health, Government of Sindh. The manual will be a beacon of light and a valuable resource for officers and staff of the Department of Health, Government of Sindh, to use for procuring medicines and supplies of the highest standards.

It is noteworthy that the manual uses the Sindh-specific approved lists of essential medicines. The manual, developed with the support of USAID | DELIVER PROJECT, provides specifications for primary- and secondary-level healthcare facilities. It includes supplementary material—information on pre-qualification and pre-shipment inspection—which will be valuable when procuring quality and competitive medicines for the general populace of the Sindh province.

We take pride in noting that the *Medicines and Supplies Procurement Manual* was developed in close consultation with, and through the dedicated support of the health and procurement professionals of the Department of Health, Government of Sindh; to ensure that it meets the health sector requirements and needs. We are confident that the manual meets all the legal requirements of *Sindh Public Procurement Rules, 2010–Amended 2013*; it was reviewed and endorsed by the Sindh Public Procurement Regulatory Authority.

We would like to extend our appreciation to USAID | Pakistan for their financial support to the USAID | DELIVER PROJECT in developing the *Medicines and Supplies Procurement Manual* for the Government of Sindh. The use and application of the internationally recognized procurement procedures described in this manual will guide the staff of responsible procuring agencies to procure medicines and supplies with transparency, accountability, and efficiency; ensuring that all the people living in the Sindh province can easily access the highest-quality essential medicines.



Mr. Iqbal Hussain Durrani
Secretary,
Department of Health, Government of Sindh

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 SuppliesProcurement 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 *Sindh Public Procurement Rules, 2010–Amended 2013*. 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 Sindh, users of this procurement manual are encouraged to review it thoroughly and use it often.

Chapter 1: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 Sindh's *Public Procurement Rules, 2010–Amended 2013* are well established and widely accepted principles for public sector procurement:

Economy, Efficiency, Equality, Fairness, Transparency

Properly administered, open competition (competitive bidding) fulfills these requirements; it is the underlying philosophy for 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

National Competitive Bidding (NCB) allows bidders at least 15 days to submit offers. International Competitive Bidding (ICB) allows bidders at least 45 days to submit offers *(Rule 18 read with Rule 2(1)(eee) of SPPR, 2010–Amended 2013).*

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 *Rules 17, 44, and 21 of SPPR,* 2010–*Amended 2013*.

1.3.4 Accessibility

Allow wider 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 catalog number is used *(Rule 13 of SPPR, 2010–Amended 2013).*

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 41 of SPPR,* 2010*–Amended 2013)*. Restrict all bid information to authorized parties. Keep all bid evaluation information confidential until the specified time of the announcement, in accordance with *Rule 45 of SPPR, 2010–Amended 2013*.

1.3.8 Consistency
Evaluate all bids against the same criteria and the terms and conditions set forth in the bidding documents (*Rule 42 of SPPR, 2010–Amended 2013)*. 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 (*Rule 43 of SPPR, 2010–Amended 2013)*.

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 Negotiations before the Award
Using the competitive bidding process, obtain the lowest responsible offer from each bidder. Rule 52 of SPPR, 2010–Amended 2013 states "Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder."

1.4 Procurement Rules/Guidelines
The Government of Sindh (GOS) has established clear procurement rules (*SPPR, 2010–Amended 2013*) that provide general guidance to personnel procuring goods and services for public sector organizations, including health and population. They include general principles—evaluation of bids based on overall value for money, as opposed to lowest price; and a preference for Pakistani suppliers, as per government policy. For a complete set of procurement rules, including the *SPPR, 2010–Amended 2013*, see the information on the Sindh PPRA website at http://pprasindh.gov.pk.

1.5 Procurement Methods—Goods (Medicines and Supplies)
The GOS, when purchasing goods, requires that the most appropriate method of procurement for a specific purpose be used. The GOS 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 25,000 rupees simplified petty purchase procedures can be followed; but, for procurements with an estimated cost equivalent to U.S.$10 million or above, the more complex and documented international competitive bidding procedures is the default method of procurement *Rule 15 (2)(a)(ii) of SPPR, 2010–Amended 2013*. 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

This type of bidding is open to all eligible suppliers; it is usually for national sources only. For the NCB conditions, see *Rules 15(2)(b) of SPPR, 2010–Amended 2013*.

1.5.1.2 International Competitive Bidding

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. Bids are invited internationally through the Sindh Public Procurement Regulatory Authority (SPPRA) website and through other internationally recognized procurement advertisement websites; all suppliers are invited to participate. Chapter 7 of this manual explains ICB in detail. Conditions for international competitive bidding are described in *Rules 15(2)(a) of SPPR, 2010–Amended 2013).*

1.5.2 Alternate Methods of Procurement

1.5.2.1 Request for Quotation

The *Rule 16(1)(a) of SPPR, 2010–Amended 2013)* allows a Request for Quotation (RFQ) to be issued for procurement opportunities that are less than 100,000 rupees and are above the financial limit prescribed for petty purchases. 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.

1.5.2.2 Direct Contracting

In direct contracting, price and terms are negotiated with one selected supplier, without asking others for bids (e.g., without competition). *Rule 16(1)(b) of SPPR, 2010–Amended 2013* limits the use of direct contracting, allowing it only in certain 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.

1.5.2.3 Petty Purchases

This method is allowed by the *Rule 16(1) (d) of SPPR, 2010–Amended 2013* for goods with a value of less than 25,000 rupees. Petty purchases are exempt from the requirements of bidding or quotation of prices.

1.5.2.4 Repeat Order

Rule 16(1)(b) of SPPR, 2010–Amended 2013 limits the value of repeat orders to only 15 percent.

1.5.3 Pre-Qualification of Bidders

*Rule 27*of *SPPR, 2010–Amended 2013)* (appendix 1) 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 28 of SPPR, 2010–Amended 2013*. Prequalification documents for procurement of medicines in Sindh are available on the

SPPRA website at http://pprasindh.gov.pk. See appendix 1 for information on the prequalification of medicines.

1.6 Rules and Tools for Procurement of Goods/Medicines

1.6.1 Rules for Procurement of Goods

(a) Sindh Public Procurement Rules, 2010–Amended 2013

The Sindh Procurement Regulatory Authority, Government of Sindh, developed and adopted a set of procurement rules, *Sindh Public Procurement Rules,*whichare 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.

SPPR, 2010–Amended 2013, 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, *Rules 31 and 32* describe the process for complaints and appeals.

(b) 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 and Medicines

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

(c) Government of Sindh Standard Bidding Documents

The Department of Health Services, Government of Sindh, 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.

1.7 Procurement Plan

While procuring, the *Rule 11 of SPPR, 2010–Amended 2013*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.

1.8 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 International Commercial Termsfor 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 Letter 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 GOS *(Rule 13 of SPPR, 2010–Amended 2013)* 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 (*Rule 38 and Rule 49 of SPPR, 2010–Amended 2013*).

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.

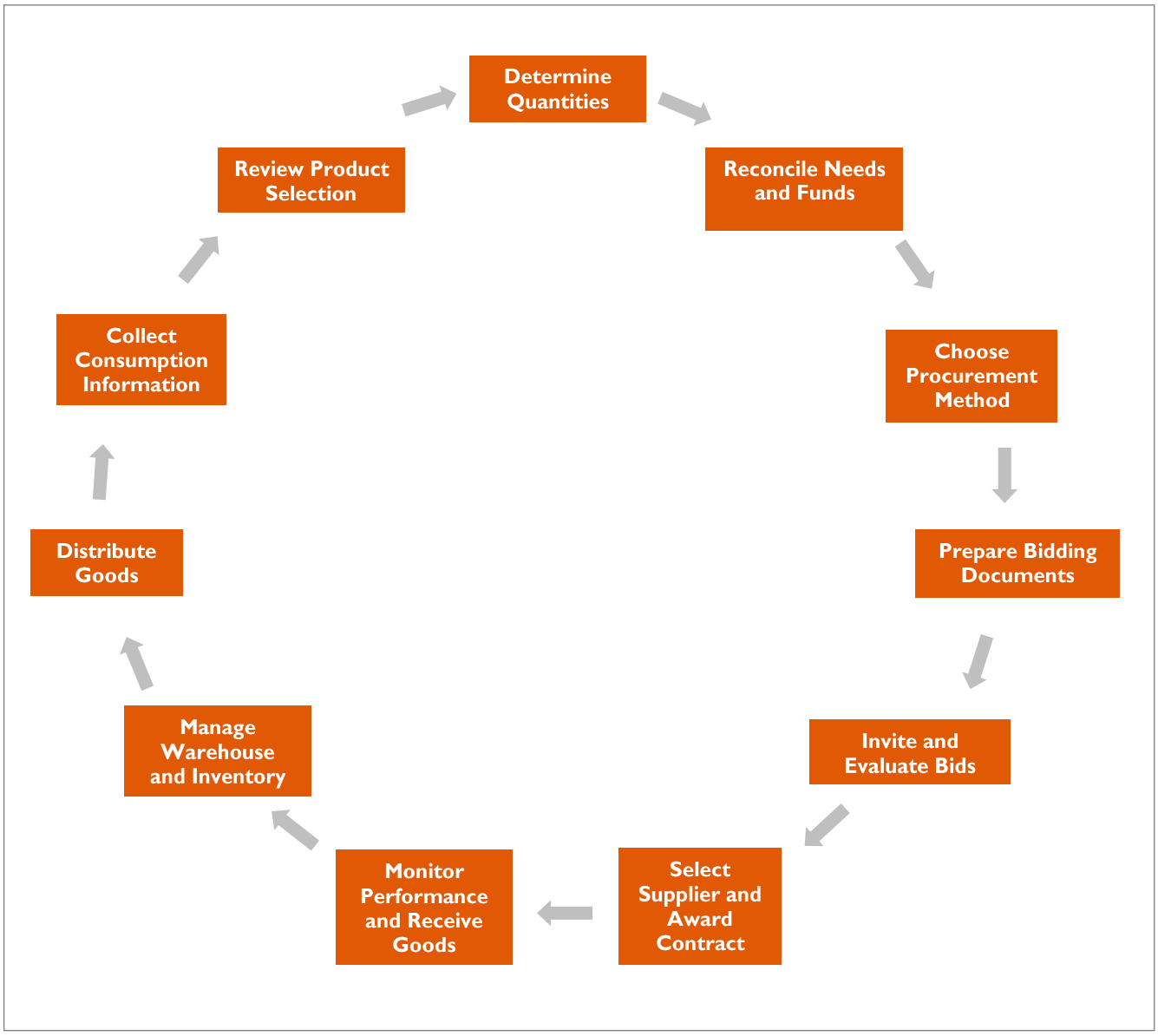
1.13 Code of Ethics

The GOS also promotes a business code of ethics for professional behavior by personnel engaged in procurement and contracting activities. This code is based on the *SPPR, 2010–Amended 2013) Rule 2 Definition Sub-rule (1)(q)* Corrupt and Fraudulent Practices. See annexure 2 for a copy of the Code of Business Ethics and Integrity Pact.

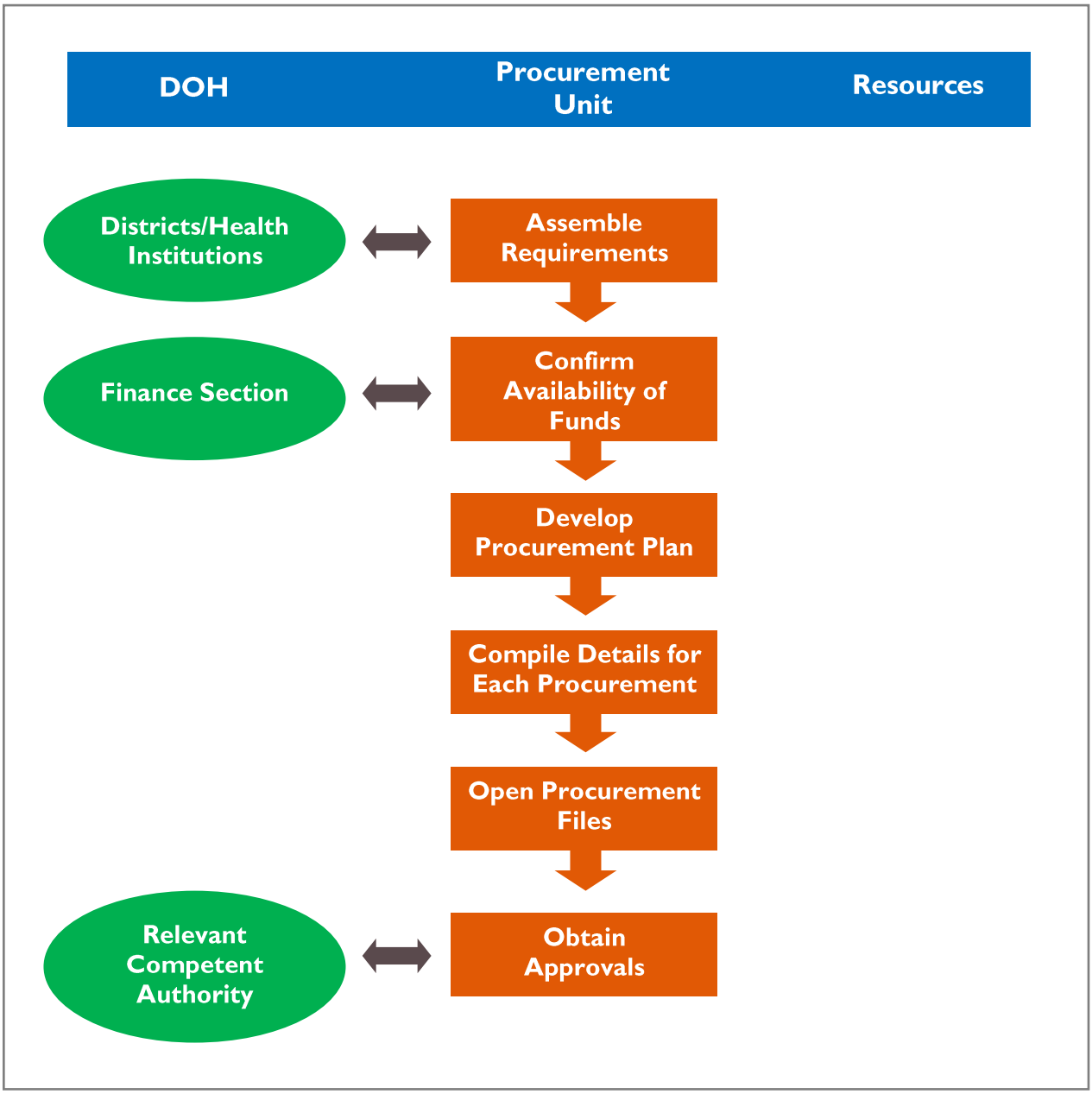
1.14 Procurement's Role within the Supply Cycle

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 and Preparation



2 PLANNING AND 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 11 of SPPR, 2010–Amended 2013* states:

Mandatory Provision of procurement plan - All procuring agencies shall devise a mechanism for planning in detail for all proposed procurements, determining the requirement of the procuring agency, within its available resources, and prepare an annual or a longer term rolling plan, detailing the procurement methods applicable for specific procurements.

2.1.1 Budget Process and Operational Plan

- Planning for the next financial year should begin halfway through the previous financial year—in January of 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 because of (1) a shortage of funds in quarterly releases, or (2) availability of supplementary funds, with adjustments made accordingly.

Beginning in January of each year, program managers are asked to review their program goals and activities for the coming fiscal year (1 July–30 June). They should consider probable resources (budget) and estimates of medicines and supplies—contraceptives, equipment, and services that will need to be purchased. These plans and estimates are submitted to the respective departments, where further changes could be introduced, if required. 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 procuring medicines, 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 sufficient time for processing and procuring the requirement.

However, when procurement information is not provided in a timely way, it may be necessary to directly contact the party responsible for generating the information; the required information could be requested with 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 in the Procurement Plan

Using the sample format shown in annexure 3, the procurement unit(s) should begin to fill in 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 *SPPR, 2010–Amended 2013*. 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 Preparing 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 9 of SPPR, 2010–Amended 2013*. 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 9 of SPPR, 2010–Amended 2013* requires procuring entities to preserve records and documents concerning their public procurement for a reasonable period (usually five years) from the date the supplier finally discharges its contractual obligations. The records of the procurement process of the procuring entity will be open to internal and external audit, to procurement post-review in the prescribed manner, for scrutiny or inspection by the 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 Sindh, 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[1] 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 in the essential medicines list can be used to develop the technical specifications and requirements needed for procurement. For other medicines, a technical expert with knowledge about 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 13 of SPPR, 2010–Amended 2013*.

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 14 of SPPR, 2010–Amended 2013,* approval by the appropriate competent authority for the procurement plan constitutes administrative and financial approval:

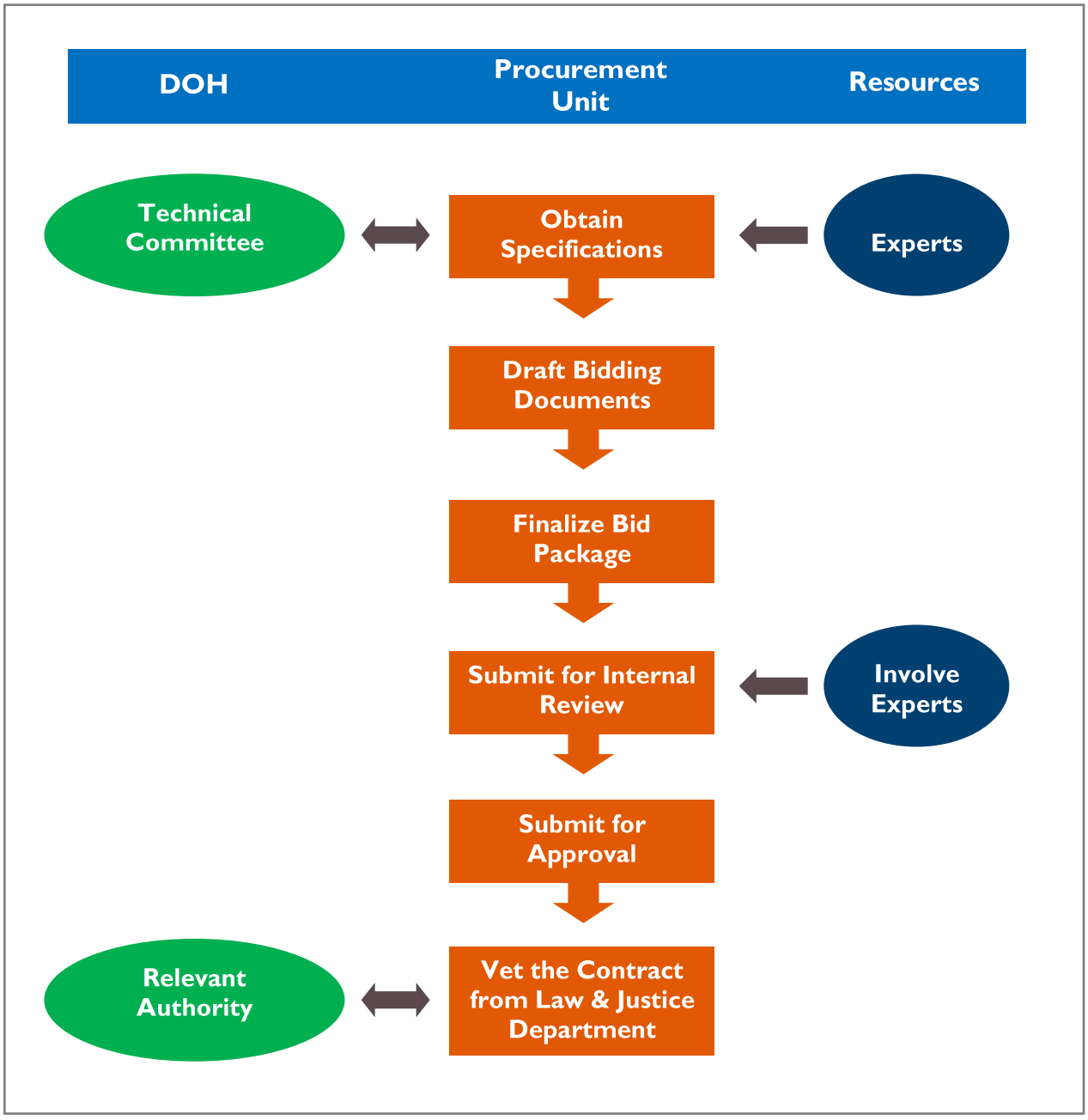
- procurement of the goods included in the plan

- 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 will require specific documents, based on the method of procurement. 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—*Rule 21(3) of SPPR, 2010–Amended 2013*.

Under *Rule 43 of SPPR, 2010–Amended 2013*: *"(1) No bidder shall be allowed to alter or modify his bid(s) after the expiry of deadline for the receipt of the bids; Provided that the procuring agency may ask the bidders for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid; (2) Any request for clarification in the bid, made by the procuring agency, shall invariably be in writing. The response to such request shall also be in writing.*"

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), GOS. This chapter covers the standard bidding documents used by DOH Sindh for open competitive bidding under single-stage two-envelope procedure, as per *Rule 21(3) of SPPR, 2010–Amended 2013:*

"Procuring agencies shall use standard bidding documents as and when notified by the Authority; provided that bidding documents already in use of procuring agencies may be retained in their respective usage to the extent they are not inconsistent with these rules and till such time that the standard bidding documents are notified."

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 21 of SPPR, 2010–Amended 2013*, 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*
- 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

Invitation for Bids (IFB) includes a copy of the advertisement or notification announcing the opportunity to bid, according to *Rules 17 and 18 of SPPR, 2010–Amended 2013,* includingrelevant and essential information to help bidders decide whether or not to participate in the particular bid. It precedes the sale of the bidding document and is with the documents for information only. The content must be consistent with the Bid Data Sheet and the special conditions of the contract. See annexure 9 for a sample IFB.

3.2.2 Instructions to Bidders

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

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. Under *Rule 35 of SPPR, 2010–Amended 2013*, firms that are excluded from bidding on specific contracts should be published on the Department of Health Sindh website—http://www.sindhhealth.gov.pk—and communicated to SPPRA for publishing on their website http://pprasindh.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

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 includes clauses for the contract specific to the procurement action. The procuring agency uses this section to supplement and/or modify like-numbered clauses in the 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 13 of SPPR, 2010–Amended 2013*. 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, 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 seller, if required.

3.2.8 Schedule of Requirements

Lists the medicines and supplies and required delivery schedules. The procuring agency completes a form 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

Rule 21(a) of SPPR, 2010–Amended 2013, states that "the procuring agencies shall formulate an appropriate evaluation criteria, listing all the relevant information against which a bid is to be evaluated and criteria of such evaluation shall form an integral part of the bidding documents. The failure to provide a clear and unambiguous evaluation criteria in the bidding documents shall amount to mis-procurement."

The purchasing unit announces criteria in the standard bidding documents (SBD) under *Rule 42, SPPR, 2010–Amended 2013*, 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 shown by audited financial statements.
- Experience and technical capacity demonstrated by the number of years manufacturing and/or selling the medicines to be supplied, and the completed contracts of a similar nature, with contact information for verification and bank references.
- Licensing and registration by the Drug 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 often requires 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 Price Schedule

This is completed and signed by the bidder and submitted in a separate sealed envelope marked *Financial Bid*.

- Includes itemized charges for the unit price of goods, domestic value added (as per policy of government), freight, and insurance.

3.2.10.3 Manufacturer's Authorization Letter

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.

3.2.10.4 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 37 of SPPR, 2010–Amended 2013, for clarification.*

3.2.10.5 Contract Agreement Form

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.

3.2.10.6 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 (not exceeding 10 percent of contract prices), as required in SBDs, if the successful bidder defaults on the contract (*Rule 39 of SPPR, 2010–Amended 2013*)."

3.2.10.7 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 sections of the SBDs must be completed with information specific to the current procurement. The sections to be filled out include—

- BDS
- special conditions of contract
- evaluation and qualification criteria
- schedule of requirements
- technical specifications.

Additionally, an IFB (*Rules 17and 18 of SPPR, 2010–Amended 2013)* 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 Sindh, in compliance with *SPPR, 2010–Amended 2013*. 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

Qualified experts should write the detailed technical specifications and submit them to the procurement unit, in compliance with *Rule 13 of SPPR, 2010–Amended 2013*. Technical specifications include different things, depending on the type of product 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 for all theremaining bidding document components.

3.3.3 Prepare Schedule of Requirements

3.3.3.1 Review the procurement plan and summary description of the 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.
- 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 the clause(s) in the ITB that correspond to the required data sheet information. This is very important because it is difficult to determine what the data sheet wording means without referring to the mother clause. This will help ensure that time is not wasted 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, if they do not contradict the *SPPR, 2010–Amended 2013*.

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.

3.3.5 Specify Eligibility Criteria and Documents Required

In accordance with *Rule 29 of SPPR, 2010–Amended 2013*, 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 SPPR Authority, in accordance with *Rule 35 of SPPR, 2010–Amended 2013*. 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.

3.3.5.1 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.

3.3.6 Specify Evaluation Criteria and Documents Required

3.3.6.1 Determine the criteria that will be used to evaluate and compare bids *(Rule 21 (a) and Rule 42 of SPPR, 2010–Amended 2013*—in addition to what has already mentioned in the ITB—and list it on the BDS.

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

3.3.6.3 *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.

3.3.6.4 Determine and list documentary evidence that bidders should submit to establish or confirm their qualifications.

3.3.6.5 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.

3.3.7 Specify Any Additional Documents Comprising the Bid

The ITB specifies what documents comprise the bid, but it also gives the procuring agency time to include more documents on this list, using the respective BDS.

3.3.8 BDS Completion

Enter the products for steps 3.3.4 to 3.3.7 into the appropriate clauses on the BDS. Delete all guidance notes and unused options. This is frequently overlooked and creates confusion about the actual requirements.

3.3.9 Begin Drafting Special Conditions of Contract

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.

3.3.9.1 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.

3.3.9.2 Consider whether or not the GCC and standard SCC clauses adequately represent the procurement contract desired. Additional clauses may be included, if they do not contradict the standard GCC clauses or the prevailing procurement rules—i.e., *SPPR, 2010–Amended 2013*.

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

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

3.3.9.5 Consider possible sources for missing information. For example, from the Director General; earlier bidding documents; line directors; consultants; specifications; *or SPPR, 2010–Amended 2013*.

3.3.9.6 Pursue and coordinate the 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.

3.3.9.7 For international procurement, list the resources and capabilities that will be needed when the contract is executed; for example, inspection agents, insurance surveyors, testing facilities, customs clearing services, banking and letter of credit facilities, etc.

3.3.9.8 For international procurements, collect 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 procedures.

3.3.10 Enter Specifics for Certification of Goods Clause

Pharmaceutical products require registration with the DRAP; usually, contracts cannot become effective until this is complete. Details of registration requirements should be included in the special conditions of the contract.

3.3.11 Enter Specifics for Inspections and Tests Clauses for International Procurement

3.3.11.1 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; cross-reference the corresponding requirements in the Schedule of Requirements and Technical Specifications.

Pre-shipment inspection and sampling is conducted at the manufacturer's facility; testing, if required, is done at an independent laboratory before shipment. Select an independent laboratory that meets all the international standards prescribed by WHO for testing of medicines. 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 ensure that only safe, good quality products reach the end users; it also eliminates the time and expense of returning medicines, and waiting for another shipment when sub-standard or incorrect medicines are detected.

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

3.3.12 Enter Specifics for Packing, Marking, and Package Documents Clauses

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

3.3.13 Enter Specifics for Delivery Documents to be Furnished by Supplier

3.3.13.1 Determine and list the documents that will be required. Possibilities include—

- commercial invoice
- packing list.

3.3.13.2 Determine and list the 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.

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

3.3.14 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.

3.3.15 Construct the Invitation for Bids

Using information in the completed BDS, Special Conditions of Contract, Specifications and Schedule of Requirements, prepare the IFBs following the format and directions in the SBDs *(Rules 17 and 18 of SPPR, 2010–Amended 2013)*. See annexure 9 for a sample IFB form.

3.3.16 Compile Draft Bidding Documents Package

Compile the bidding documents in accordance with *Rule 21 of SPPR, 2010–Amended 2013*. 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 completed, referenced, or used by the bidder (Bid Form, Price Sheet, Bid Security, etc.).

Apply page numbering and develop a table of contents and a title page.

3.3.17 Submit Draft Bidding Documents for Internal Review

Send draft copies of the bid package to the relevant authorities within the DOH. They will—

1. Check the draft against the procurement plan.
2. Verify the authenticity of the requirements for the medicines.
3. Investigate any other relevant factors.
4. Ensure that the technical specifications are accurate and include appropriate detail.
5. Ensure that any evaluation criteria, in addition to price, are clearly stated and appropriate for program needs.

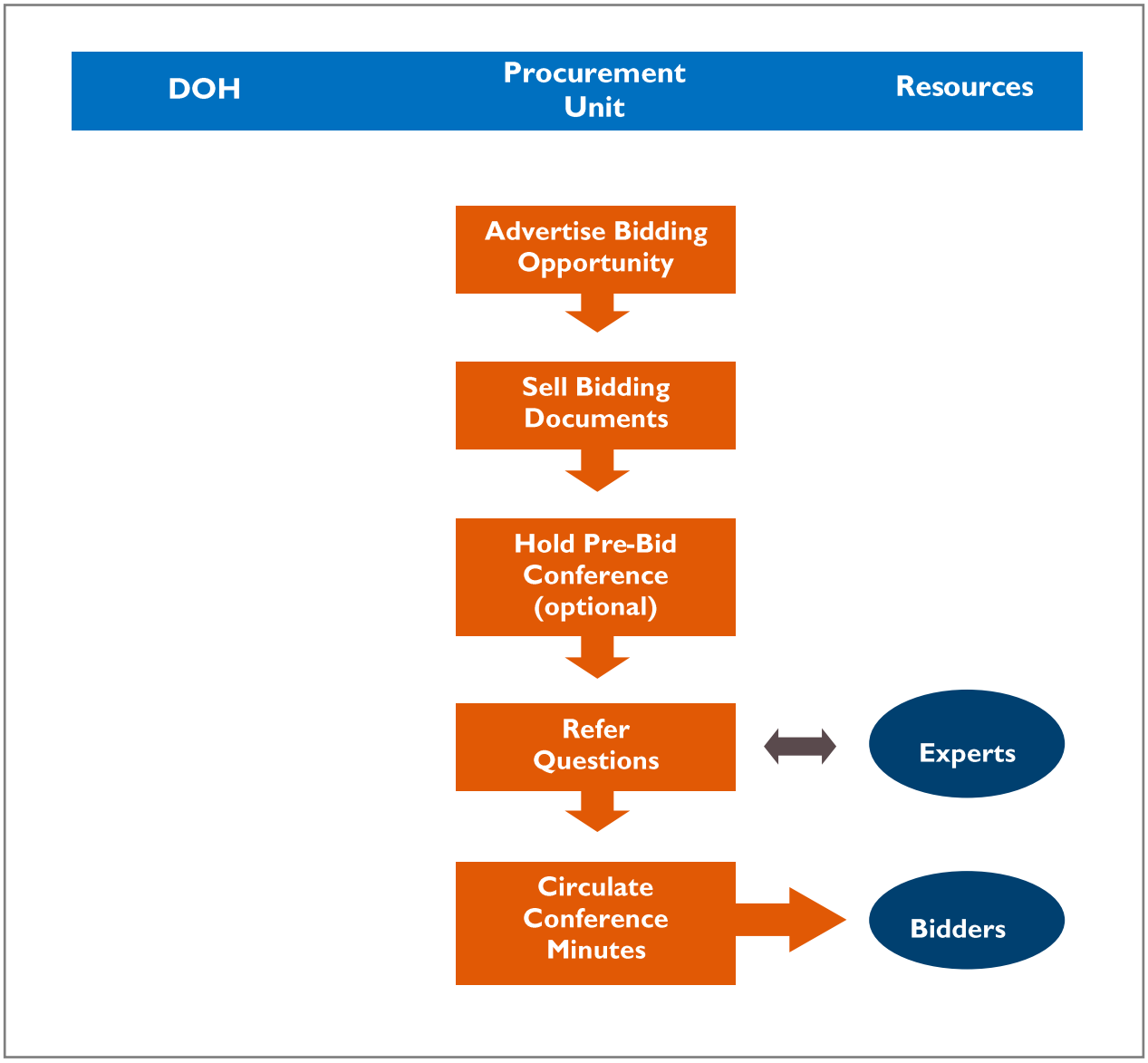
Endorse the draft bidding documents for onward disposal, with or without revisions.

3.3.18 Approvals Required

Use Standard Procurement Form (SPF) 2 (see annexure 10) to obtain the approval from the relevant competent authority under *Rule 14 of SPPR, 2010–Amended 2013* 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. It must extend a public invitation to all interested firms and parties to participate in the competition for a contract. This is one of the essential elements of *open competition*.

Procurements over 100,000 rupees, up to 1 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 17 (1) of SPPR, 2010–Amended 2013*.

All procurement opportunities over 1 million rupees will be advertised on the authority's website, as well as in the newspaper, as prescribed in Rule 17 (1)(a) of SPPR, 2010–Amended 2013.

For international competitive bidding, Rule 17(6) of SPPR, 2010–Amended 2013 requires that the procurement opportunity be published in print media or newspapers with a wide circulation, as well as on the SPPRA website, for concerned departments and any international advertisement sources. Print media advertisements should be written in at least three widely circulated leading dailies in English, Urdu, and Sindhi languages. See annexure 15 for a sample advertisement for an international competitive bid.

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*.
5. 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 45 days for ICB *(Rule 18 of SPPR, 2010–Amended 2013)*.

4.1.2.1 Determine the number of bidding document sets that should be printed for sale, based on the—

- type of goods to be purchased
- approximate number of prospective bidders
- source of goods (national or international)
- 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.

4.1.2.4 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 (Rule 21(4) of SPPR, 2010–Amended 2013). 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. (Rule 24(2) of SPPR, 2010–Amended 2013).

4.1.2.5 Set up a register to record all bidding document sets 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 20 of SPPR, 2010–Amended 2013).

4.1.4.2 Use the register mentioned in 4.1.2.5 to record the name, address, and document number of each purchaser to keep them informed about any pre-bid conferences, amendments to the documents, or other official business.

4.1.4.3 Use the register mentioned in 4.1.2.5 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, whenever necessary. At a pre-bid conference, potential bidders' questions are answered. Minutes are recorded and sent to each recipient of the original bidding documents in enough time, before the deadline for receiving bids, to enable bidders to take appropriate action.

In a competitive situation, these conferences can be difficult to control. It is very important to set a firm agenda and plan in advance for managing the flow of questions and answers. Bidding documents may need to be amended as a result of questions and 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 submission 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 with 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 create an attendance list, including titles and contact information.

4.2.3.2 Use the sample in annexure 11 to record the minutes.

4.2.3.3 Immediately refer questions and concerns that cannot be answered at the conference to technical experts. See annexure 12 for a sample reference letter.

4.2.3.4 Forward replies (per 4.2.3.3) to registered participants and all registered bidders as soon as they are received. Use the sample format 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 the 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's office.

4.2.5 Extend the Bid Submission Deadline, if Necessary (Rule 22 of SPPR, 2010–Amended 2013)

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.

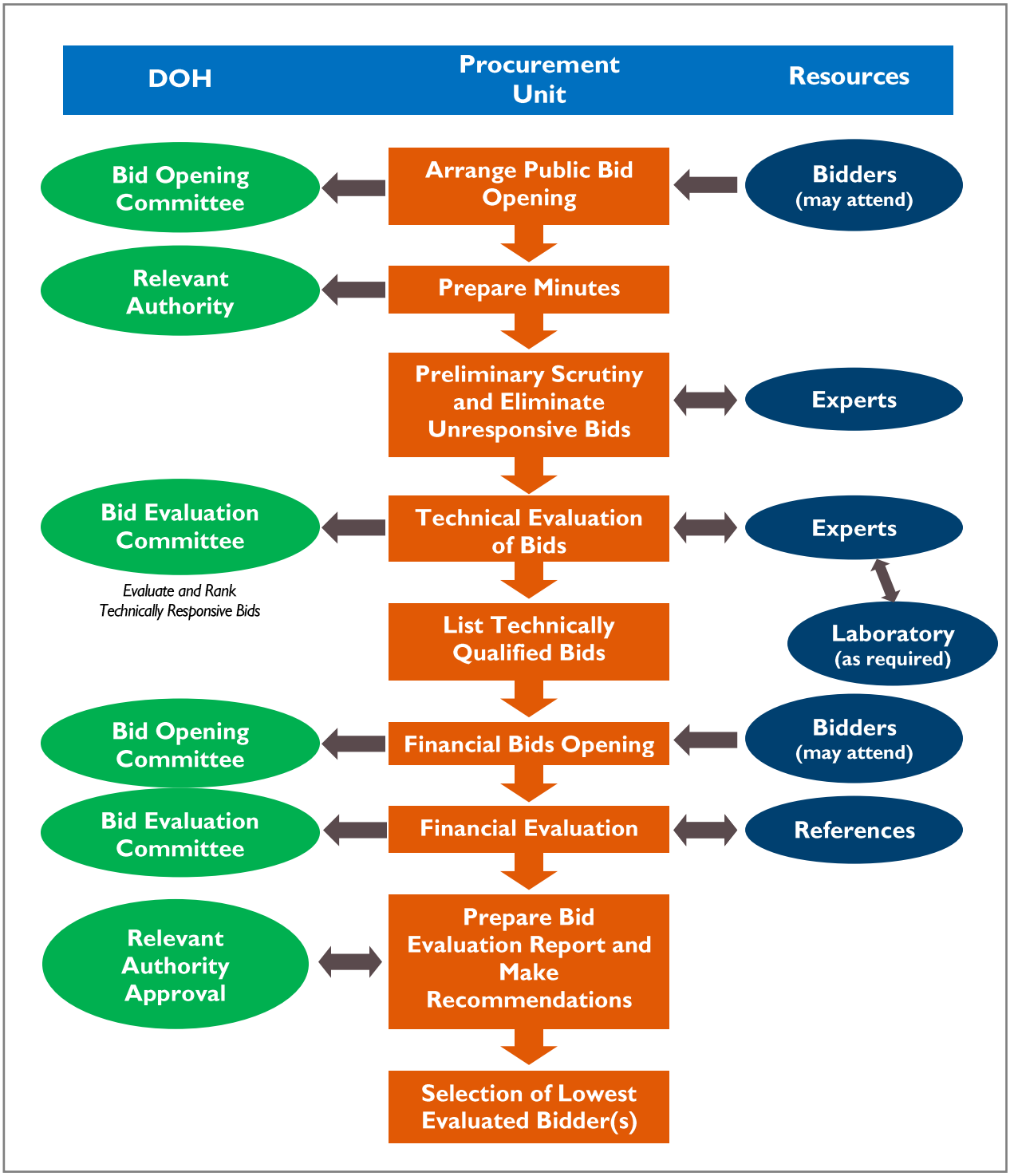
4.2.6 Receiving and Managing Bids

4.2.6.1 Bids must be held unopened until the stated day and time. The bids can be dropped in a safe box under the 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 about the bid from the time the advertisement appears until after an award has been made.

Chapter 5: Bid Opening, Evaluation, and Selection



5 BID OPENING, EVALUATION, AND 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 47(2) of SPPR, 2010–Amended 2013*. The rule states—

A single-stage two-envelope bidding procedure shall be used for goods and services when the bids are to be evaluated on technical and financial grounds and, after the technical evaluation, the price is taken into account.

The bid opening, evaluation, and selection of a winning bidder is governed by *Rules 41, 42, and 45 of SPPR, 2010–Amended 2013*.

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 41 of SPPR, 2010–Amended 2013* 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. Subject to provisions of Rule 18, if the two dates are different, the date and time stated in the bidding documents will apply.
3. The bids shall be opened within one hour of the deadline for the submission of bids.
4. 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.
5. 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.
6. All bidders in attendance must sign an attendance sheet.
7. 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.
8. 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.
9. 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 specified in the bidding documents.

5.2.2 Record Bid Submissions (Officers of Procuring Agency)

As bids arrive—

- Provide receipts.
- Record the bidder's 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 the 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 their presence in an attendance register provided for that purpose *(Rule 41 of SPPR, 2010–Amended 2013), 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.

5.2.3.4 The names of bidders who have withdrawn their bids shall be announced.

5.2.3.5 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.

5.2.3.6 Record any samples received, if required in the SBDs of DOH Sindh for technical evaluation, with the bid on a *Record of SamplesReceived* form. See annexure 16 for a sample form for recording samples received.

5.2.3.7 Do not open the bids received after the deadline for the receipt of bids. These bids must be returned, unopened, to the bidder.

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, no further verbal contact is allowed with bidders until the winner is identified and notified; including meetings or conversations between the purchaser and bidders during the evaluation process.

5.3 When Only One Bid Is Received

Rule 48 of SPPR, 2010–Amended 2013 'Acceptance of Bids' states that, "Even when only one bid is submitted, the bidding process may be considered valid, if the bid was advertised in accordance with rules, and prices are comparable to the prices or rates of the last awarded contract or the market prices."

5.4 Bid Evaluation

Rule 42 of SPPR, 2010–Amended 2013, states that: "All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of notice for invitation of bids."

Rule 42 of SPPR, 2010–Amended 2013 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 established 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 section follows a process where standard bid evaluation forms (SBEFs) are used to conduct a thorough bid evaluation. The Bid Evaluation Committee can continue using the Merit Point Average Evaluation Methodology scoring system developed by the Department of Health for bid evaluation; they can also consider using SBEF documents, if needed, to strengthen the process by providing additional evaluation criteria.

5.4.1 Standard Bid Evaluation Form Documents

The SBEF provides tables and forms designed to help the Bid Evaluation Committee examine and evaluate each bid submission and to arrive at a winning bid; based on a fair application of the rules, procedures, and requirements set down in the bidding documents. This section uses the SBEF documents to explain the bid opening, evaluation, and award stages for procuring 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 Annexure 19: Table 1. Identification. It requires very basic information about the subject procurement package; most can be found in the approved procurement plan, including the original cost estimate. The remaining information is in the bidding document.

5.5.1.2 Fill out SBEF Annexure 20: Table 2. Bidding Process with basic information about the bidding process, including publication dates, title of bidding documents, and amendment dates.

5.5.1.3 Fill out SBEF Annexure 21: Table 3. Bid Submission and Opening with information about the bid submission and opening, including deadline and opening dates, bid validity period, and number of bids received.

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

5.5.2 Complete the Bid Opening Checklist for Each Bid

5.5.2.1 Enter any incomplete information. For example, at bid opening, descriptions may need additional information (see annexure 17).

5.5.2.2 Verify information recorded at the bid opening.

5.5.3 Check Copies and Secure Bid Originals

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

5.5.3.2 Confirm that signatures on each original are as required.

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

5.5.4 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—

5.5.4.1 Thoroughly review the original bidding document issued for the procurement.

5.5.4.2 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.

5.6.1 Review Preliminary Examination Form *Annexure 22: Table 4)*

SBEF Table 4, a summary record, shows how each bid for a goods/medicines contract is substantially responsive or non-responsive to the bidding documents. It includes columns for recording the bidder's name, verification of information and eligibility of 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.

5.6.2 Undertake Verification Exercise: Annexure 23: Table 4 (column b)

Annexure 23 is a sample checklist for column b of table 4; it is used to examine details of the verification issues. Real bidding documents will include additional issues that must be examined during the verification exercise. The BEC should—

5.6.2.1 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.

5.6.2.2 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: Annexure 24: Table 4 (column c)

Annexure 24, a sample checklist, is used to examine details of the 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; prepare a list.

5.6.3.2 Check the department website, SPPRA 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, consider only bids from pre-qualified bidders.

b. A bidder can be disqualified if it is on the government's debarment list.

5.6.4 Examine Bids for Completeness: Annexure 25: Table 4 (column d)

Annexure 25 is a sample checklist for of SBEF table 4 (column e); it is used to record details about the completeness of the bid. Real bidding documents will include additional issues that should be addressed during the bid completeness examination.

5.6.4.1 Review bidding documents for items to be checked in this category; prepare a list.

5.6.4.2 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 that do not offer all the required items (both type and quantity) will usually 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; they may be acceptable if they are only 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) about—

a. compliance with technical specifications provided in the bidding documents

b. compliance with general and Special Conditions of Contract included in the bidding documents that are related to technical specifications; for example, contract requirements for pre-shipment inspection, sampling, and testing.

5.6.6.2 List and cross-reference deviations from the bidding documents and indicate whether or not they are acceptable or unacceptable; include the reasons.

5.6.6.3 For each bid, record and document findings regarding compliance with technical specifications. See annexure 27 for a sample technical evaluation sub-schedule, which is used to record technical evaluation findings. A list of the actual technical specifications must be incorporated into this schedule.

5.6.6.4 If bidders must submit samples for inspection and/or testing, the procurement unit must facilitate arrangements at a qualified government testing laboratory or at a pre-qualified independent testing laboratory for any testing; they must also obtain the written reports.

Note on Testing:

Testing is sometimes restricted to samples from several prospective suppliers with the lowest substantially responsive bids, but it may also be reserved for bids from new or previously unreliable suppliers. In the latter 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 does not guarantee the quality of a product batch to be produced in the future.

5.6.6.5 Summarize the findings and overall comments on the technical evaluation. See annexure 28A for a sample summary table, which is used to record information about the technical evaluation. 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 27and 28). The bid committee notes this determination in its evaluation report.

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

5.6.8.1 Review the technical evaluation report and the findings from the other sub-schedule evaluations of SBEF table 4; determine whether or not each bid is substantially responsive to the requirement 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 has minor deviations.

Bids that are determined to be "not substantially responsive" cannot be considered further—they will not be evaluated on the basis of price. Major deviations from the commercial requirements (5.6.7) and technical specifications (5.6.8) are a basis for rejecting 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 it does not contain any substantial 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. Generally, major (or material) deviations are those that, if accepted, would not fulfill the purpose 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 it limits the responsibilities, duties, or liabilities of the bidder or any rights of the purchaser.

However, bids that have deviations can be considered substantially responsive—at least for 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 for the eventual contract.

This determination requires significant personal 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 during 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 to the respective bidders unopened.

The financial proposals of bidders that proceed to the financial evaluation are opened publicly at a separate bid opening meeting. The bidders, whose technical proposals have been evaluated and accepted following the technical evaluation, will be notified as to the date and time. Total prices quoted, including all itemized unit prices, with the technical scores awarded to bidders in the technical evaluation, are read aloud and recorded.

5.6.10 Steps for Financial Evaluation. SBEF: Tables 5–6

For each bid that passes the examination stage, the procurement committee must determine an *evaluated cost*. SBEF tables 5–6 help ensure a fair comparison for all the offers. Subject to post-qualification, the bid with the lowest evaluated cost, but not necessarily the lowest submitted price, must be selected for award.

The *evaluated cost* is not necessarily the submitted price; it considers corrections and discounts. Bidding documents must list the factors to be considered, in addition to the price; and they must describe how they will be applied.

5.6.11 Complete SBEF Annexure 29: Table 5. Bid Prices as Read Out

5.6.12 Calculate Corrections and Unconditional Discounts (SBEF Table 6)

The procurement committee should use A*nnexure 30: Table 6* to incorporate corrections and unconditional discounts in the calculation for an evaluated cost.

5.6.12.1 Corrections for errors: For each bid, multiply the unit price by the quantity. If the answer does not match the totals or sub-totals stated in the bid, enter the difference as a plus or minus in column d. In other words, the stated unit price prevails. If the words and figures are not identical, enter the amount in words. Corrections are considered binding on the bidder. Explain in footnotes any unusual or substantial corrections that could affect the comparative ranking of bids.

5.6.12.2 Modifications and unconditional discounts: Bidders can modify their bids prior to opening. Modifications can 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.

5.6.12.3 Corrected/discounted bid price(s): table 6 (column i) shows how to calculate this important figure.

5.6.13 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.

5.7 Steps for Verifying Bid Securities

Bid securities in a fixed amount of 1 percent to 5 percent of the bid price *under Rule 37 of SPPR, 2010–Amended 2013* specified in BDS are submitted with bids from both local and international bidders. See a*nnexure 31* 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.

5.7.1 Safeguard and Record Bid Securities

5.7.1.1 Segregate bid securities soon after the financial bids are opened.

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

5.7.1.3 Record each bid security in the register designed for this purpose.

5.7.2 Confirm Bid Securities

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

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

5.8 Steps for Qualifying Lowest Evaluated Bidder

If pre-qualification was conducted, the bidder with the *lowest evaluated* bid should receive the award, unless—

- Bidder's qualifications have 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. Ask for 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.

5.8.1 Develop a Bidder's Qualification Worksheet

5.8.1.1 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's qualification criteria that can be used for a worksheet. See annexure 32 for a sample ranking worksheet.

5.8.2 Examine Documents and Statements

5.8.2.1 Examine the documents and statements from the bidder to check the qualification criteria announced in the bidding documents.

5.8.2.2 Record the findings on the worksheet.

5.8.3 Check References

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

5.8.4 Determine Qualification Status

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

5.8.4.2 If the lowest evaluated bidder fails the post-qualification, reject its bid; subject the next ranked bidder 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.

5.8.4.3 If a bidder fails the post-qualification, the justification must be clearly explained and documented in attachments to the bid evaluation report. A history of poor performance can be considered adequate justification.

5.9 Assembling the Contract

The contract is important because after 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 the event of a lack of performance or disputes.

Contract preparation for competitive bidding is done when the bidding documents are developed — when the product specifications, delivery requirements, general and special contract conditions, and QA 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 only needs to sign the contract agreement form.

The documents that typically are included in the contract are the—

- 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)
- 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.

5.10 Recommending for Award

5.10.1 Prepare a Bid Evaluation Report

5.10.1.1 The procurement committee prepares a bid evaluation report that documents the bid opening process, preliminary bid examination, technical evaluation, and financial evaluation. See annexure 33 for a sample Bid Evaluation Report (BER). The evaluation report format available at SPPRA website http://www.pprasindh.gov.pk/can also be used.

5.10.1.2 Attach notes of explanation for any extraordinary factors, such as prices higher than estimated, lower than expected, only one bid submitted, etc.

5.10.1.3 Recommend the lowest evaluated, qualified bidder for award.

5.10.1.4 Sign the evaluation report—each member must sign their name and their clearly stated designation.

5.10.1.5 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.

5.10.2 Submit Report to the Approving Authority

Submit the evaluation report, with recommendations for award and note of dissent, if any, to the approving authority. See annexure 34 for a sample Request for Evaluation Report Approval form and annexure 35 for a Recommendation for Contract Award form.

5.11 Government Approvals and Authorization

- The award recommendation must be formally approved by the appropriate authority (*Rule 14 of SPPR, 2010–Amended 2013*).
- After reviewing the BER Summary, and confirming that the bid evaluation process has been properly followed, and the award recommendation is consistent with a fair and equitable bid evaluation process, as documented by the BER summary, the approving authority must approve the award recommendation within a reasonable timeframe.

By promptly approving award recommendations that are based on a fair and equitable bid evaluation process, the approving authority helps to—

a. Increase the confidence of bidders in the GOS procurement process, which encourages bidders to compete for GOS contracts, thereby increasing competition, which can lead to reduced product prices.

b. Reduce the number of protests filed by bidders when they think 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, as required by the *SPPR, 2010–Amended 2013*.

c. Ensure that the contract is awarded to the bidder with the lowest evaluation cost, in a reasonable timeframe, to support the product delivery schedule.

- If the approving authority determines that the bid evaluation process, as documented by the BER summary, was not conducted in a fair and equitable manner, then it can—

a. Ask the procurement committee for any clarification required.

b. Reject the recommendation by clearly stating, in writing, the reasons for the rejection; and request a re-evaluation.

c. Reject the recommendations by clearly stating, in writing, the reasons for the rejection; and issue instructions to reprocess the procurement, in accordance with the *SPPR, 2010–Amended 2013*.

- The decision of the approving authority will be communicated to the procuring unit through the same route that the request for approval was initially submitted.
- After the procuring unit receives the approval, the Notification of Award (NOA) under *Rule 49 of SPPR, 2010–Amended 2013* for the procurement contract must be issued, provided no complaint or appeal is pending against the bidder.

5.12 Announcement of Evaluation Reports

Under *Rule 45 of SPPR, 2010–Amended 2013*, 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.

5.13 Extending Bid Validity (if necessary)

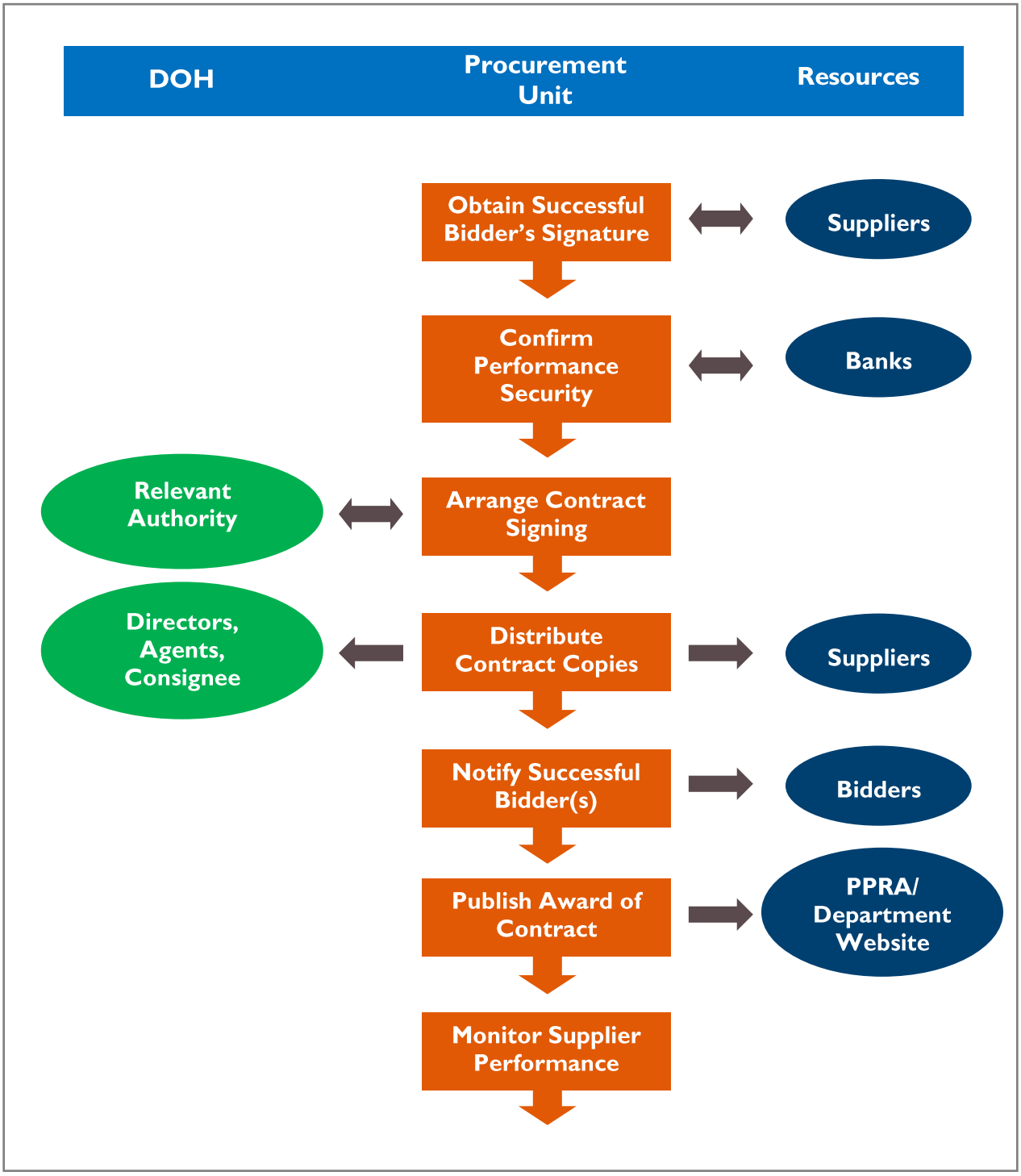
If justified by exceptional circumstances under *Rule 38 and Rule 38 (4) of SPPR, 2010–Amended 2013*, a procuring unit may request a bidder to extend the validity period of its bid, which cannot be longer than the original period of bid validity. Bidders are not obliged to agree to such requests. However, 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.

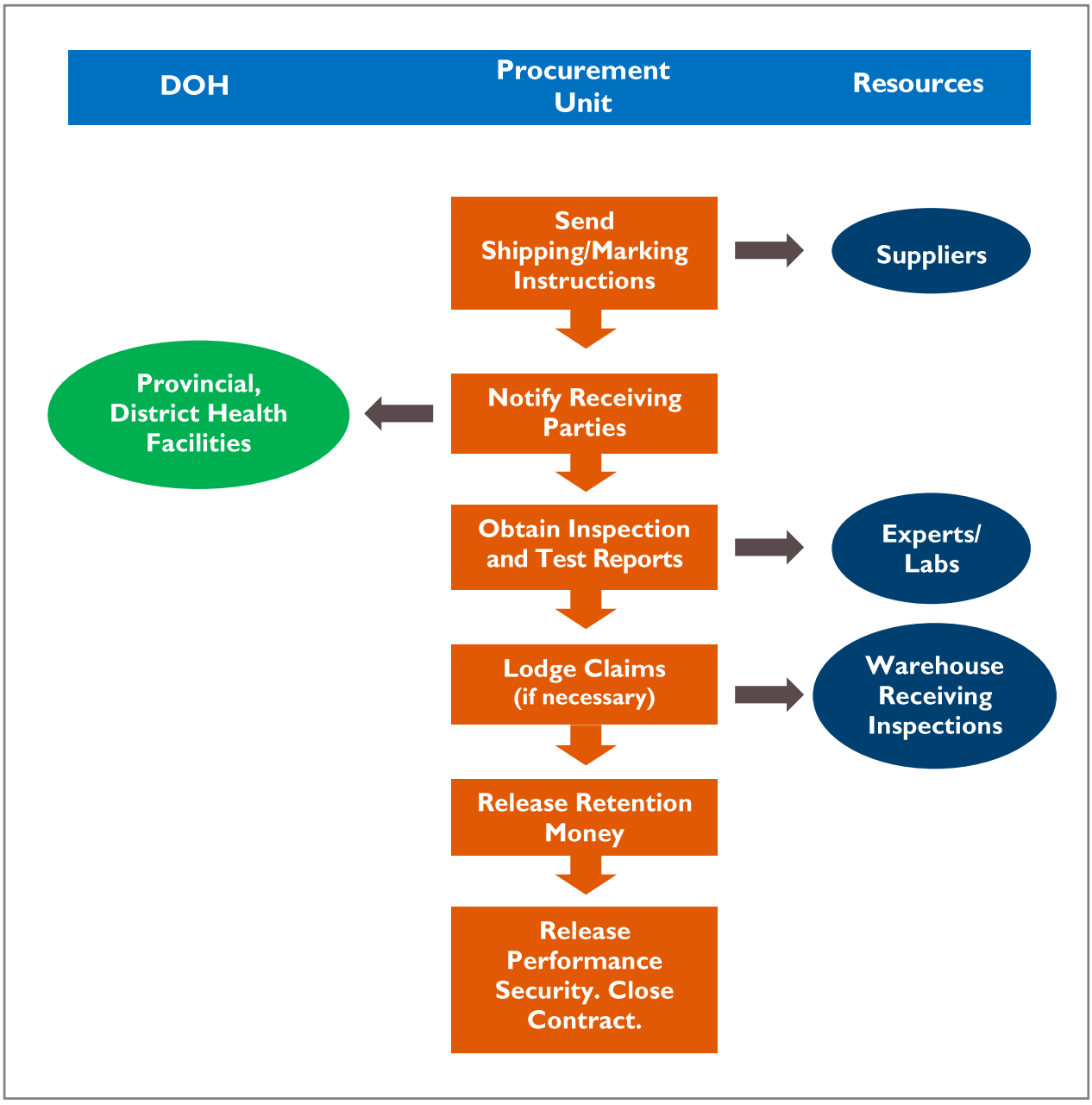
5.14 Redress of Grievances

If any bidder thinks they have not received fair and impartial treatment after the issuance of notice inviting tender, they can file a written complaint, in accordance with *Rule 31 of SPPR, 2010–Amended 2013*. The Complaint Redressal Committee shall review the grievance and make a decision within seven days after receiving the complaint. If a bidder files a complaint, it does not automatically suspend the bidding process. If the Complaint Redressal Committee fails to resolve the complaint, the procuring unit may not award the contract (*Rule 31(7) of SPPR, 2010–Amended 2013).*

If the bidder rejects the decision of the Complaint Redressal Committee, they can file an appeal to the review committee, in accordance with the procedure given in *Rule 32 of SPPR, 2010–Amended 2013*.

Chapter 6: Award, Contract, and Delivery




DOH
Procurement Unit
Resources
Send Shipping/Marking Instructions
Suppliers
Provincial, District Health Facilities
Notify Receiving Parties
Obtain Inspection and Test Reports
Experts/ Labs
Lodge Claims (if necessary)
Warehouse Receiving Inspections
Release Retention Money
Release Performance Security. Close Contract.

6 AWARD, CONTRACT, AND DELIVERY

After obtaining approval and authorization from the relevant competent authority (see section 5.12.1) the procuring unit takes the 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 49 of SPPR, 2010–Amended 2013)*.

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 SPPRA at least seven days prior to issuing the notification of acceptance, in compliance with *Rule 45 of SPPR, 2010–Amended 2013*.

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 *(Rule 48 of SPPR, 2010–Amended 2013)*.

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 percent of the contract value *(Rule 39 of SPPR, 2010–Amended 2013)* and the signed contract form, to the procuring entity within the deadline stated in the original bidding documents. The contract form binds the bidder to the general and special conditions of the contract and the specifications 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, the 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 have 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 Pakistan by email, 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, arrange for the relevant authority to sign on behalf of the procuring agency.

6.2.3.2 In accordance with *Rule 55 of SPPR, 2010–Amended 2013*, a procurement contract will be in force after the procuring agency signs a contract, the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract. The affixing of signatures shall take place within the time prescribed in the bidding documents. If the contact coming into force is contingent on fulfilling certain condition(s), the contract shall take effect on the date after the fulfillment is complete.

6.2.4 Distribute and Preserve Original Contracts

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 that is properly secured and maintained.

6.2.5 Distribute Contract Copies

Send a copy of the entire signed contact—form plus conditions and specifications, etc.—to the appropriate authority and subordinate offices for recordkeeping.

6.2.6 Notify Successful Bidder and Unsuccessful Bidders

Notify the successful bidder and the unsuccessful bidders under *Rule 45 of SPPR, 2010–Amended 2013;* return bid securities to the unsuccessful bidders under *Rule 37 of SPPR, 2010–Amended 2013*. Do not take this step until the successful bidder has signed the contract and provided the Performance Security, or the bid validity period has expired and the bidder is not willing to extend the bid validity period.

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.

6.2.7 Integrity Pact

The procuring agency shall sign an Integrity Pact with the supplier for procurements that exceed 10 million rupees for goods and works, and 2.5 million rupees for services.

6.3 Payment Arrangements

For local procurements, follow the payment procedure in the contract conditions *(Rule 54 of SPPR, 2010–Amended 2013)*.

6.4 Contract Performance Monitoring

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

6.4.1 Set up and Maintain a Contract Monitoring System

6.4.1.1 List the purchaser's and supplier's responsibilities for contract performance. (See annexure 36 for a sample list of supplier performance responsibilities.)

a. Include the responsibilities that are part of the normal execution of the contract, including arrangements for inspection, provision of documents, etc.

b. Include responsibilities that are part of exceptional conditions, such as notification of force majeure (an unexpected event).

6.4.1.2 Evaluate the status of unfinished orders at least once every two weeks.

a. Update the schedule with the actual dates when 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; send it to the supplier at least 30 days, but not more than 60 days, before shipment. This will help prevent mistakes by the supplier's warehouse/shipping personnel; they may not have access to the contract documents. Clear instructions will help avoid delays.

6.5 Pre-Shipment Inspection and Testing

Before shipping, contracts for medicines and supplies from international sources may require special pre-shipment inspection, sampling, and testing to verify quality and compliance with specifications. For details of about pre-shipment compliance, see the *Contraceptives Procurement Manual*.

6.6 Receipt of Consignment

6.6.1 Receiving Consignments of Domestic Goods

For domestic delivery on a carriage paid to (CPT) basis, the documents will be copies of a—

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

6.6.2 Receiving Consignments of Imports

The stores department of the procuring entity will receive the shipment from the clearing agent, including copies of the following shipping documents:

- commercial invoice
- packing list
- B/L or air waybill
- Certificate of Origin
- Certificate of Analysis
- on-board insurance survey report—if the consignment is cost, insurance, and freight (CIF).

6.6.3 Delivery to Receiving Warehouse

The supplier or clearing agent will arrange for delivery to the respective warehouse, including all the necessary steps to protect the goods.

- refrigeration of perishable products (for example, vaccines and biological products)
- protection from damage from 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 the necessary papers to file a marine insurance claim. The papers include—

- copy of boat note (assessment after a consignment is lost or damaged)
- copy of bill of lading (B/L)
- copy of commercial invoice

- copy of packing list
- copy of survey report
- copy of insurance policy (from the supplier in CIF contracts; from the purchaser in cost and freight [CFR] contracts)
- claims 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 by reviewing the —

- contract terms and conditions for liquidated damages
- the B/L showing the shipment date (the date the goods were placed onboard) or the delivery receipt
- letter of credit advice from a commercial bank, including the date it was issued
- percentage of consignment shipped within the deadlines required by the contract.

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

6.7.3 Adjustment and Release of Retention Money

6.7.3.1 Subtract the amount of liquidated damages determined in 6.7.2.2 from the money that has not been paid to the supplier—subtracted from the *retention money*. Retention money cannot exceed 10 percent of the total contracted amount.

6.7.3.2 If the amount of the liquidated damages is less than the amount of the retention money, the amount remaining, after deducting the liquidated damages amount, must be released to the supplier. In this case, the procurement office must do the following:

- State in writing exactly how the liquidated damages apply.
- Determine the amount of liquidated damages, if applicable.
- Advise the supplier of the applicability and amount of liquidated damages.
- Mark invoices for amount to be paid, after deducting the liquidated damages 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 57 of SPPR, 2010–Amended 2013.

6.8.1 Contract Records

At the end of the warranty period, record if—

- any warranty claim(s) were made, and if they were settled
- any insurance claim was applicable, filed, and realized
- any liquidated damages were applicable and, if so, the amount of liquidated damages deducted.

6.8.2 Release of Performance Security

If no outstanding amounts are due, claims made, 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 all the paperwork in the closed file records for a minimum of five years *(Rule 9 of SPPR, 2010–Amended 2013).*

Chapter 7:International Competitive Bidding

7 INTERNATIONAL COMPETITIVE BIDDING

7.1 Introduction

Some medicines and biological medicines needed to support the healthcare system are not currently being manufactured in Pakistan. Therefore, at times, the Government of Sindh Department of Health must procure medicines from authorized suppliers of internationally manufactured medicines, or purchase directly from the international medicine manufacturers. Although earlier chapters of this procurement manual included procedures for international competitive bidding, in detail; this chapter highlights some key topics that the procurement unit must address when conducting international competitive bidding to procure medicines. This chapter also references sections in the Government of Sindh's *Contraceptives Procurement Manual* where additional information can be found; the manual is based on international competitive bidding.

7.2 Standard Bidding Documents

Special Product Requirements

The health department's SBDs should include clauses and requirements that are suitable for most international competitive procurements. Some international procurements, however, may include vaccines, biological medicines, or other supplies with special requirements; including special storage requirements for vaccines and biological medicines, special marking requirements, special testing requirements, special Incoterms, or other special requirements. The procurement unit must review the products, identify any special requirements, and ensure they are addressed in the appropriate section of the bidding documents—either in 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 in 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 three widely circulated leading dailies written in English, Urdu, and Sindhi languages; for international competitive procurement, advertisements should also be published in appropriate international journals, publications, and websites, such as http://www.dgmarket.com. Also, send notices to foreign embassies and trade missions in Pakistan.

7.4 Evaluating Bids

Converting Foreign Exchange

In some international competitive bidding exercises, bids submitted by international manufacturers may be in foreign currency. To ensure that a bid in foreign currency is correctly converted to Pakistani rupees, ensuring a fair and transparent financial evaluation and comparison of all bids, the international currency must be converted into Pakistani rupees. For information on converting foreign currency to Pakistani rupees and a sample currency conversion form, see module IV sections G.2 and G.3: *Steps for Financial Evaluation* in the Government of Sindh's *Contraceptive Procurement Manual.*

7.5 Awarding Contract

Arranging for a Letter of Credit

In some international competitive procurements, a contract-winning international manufacturer may require that payments be made using a letter of credit. This requires working with a Pakistan bank; several steps are needed when applying for a letter of credit. For information on opening a letter of credit to pay an international supplier, see module V, section D: *Payment Arrangements*, in the Government of Sindh's *Contraceptive Procurement Manual.*

7.6 Pre-Shipment Inspection and Testing

Compliance Program for Medicines and Biological Drugs

Contracts for medicines and biological medicines 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*. For information on how to set up this program for internationally sourced medicines, see module V, section F: *Pre-shipment Inspection and Testing*, in the *Contraceptive Procurement Manual.*

7.7 Shipping Documents

Medicines procured from international manufacturers that arrive via ocean or air freight must be cleared by customs before being delivered to the purchaser. To avoid demurrage charges and to ensure that shipments clear customs quickly and efficiently, the correct 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, section H: *Shipping Documents*, in the *Contraceptive Procurement Manual.*

7.8 Customs Clearance and Delivery

Port clearing staff is responsible for receiving the shipping documents 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, see module V, section I: *Customs Clearance and Delivery Arrangements*, in the *Contraceptive Procurement Manual.*

Annexures

Annexure 1: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 Incoterm 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 said to have fulfilled his obligation to deliver the goods after 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 package cargo; e.g., all types of containers and/or flats, whether the International Standards Organization (ISO) accepted or not, swap bodies for trailers, roll-on/roll-off (Ro/Ro) equipment or igloos; it applies to all modes of transport.

Group E: Departure Term

1. Ex Works (named place of delivery)

The sellers fulfill their obligation to deliver when the goods are available for the buyer at the seller's premises: i.e., works, factory, warehouse, etc. In particular, the seller 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 removing 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, use the free carrier (FCA) term.

Group F: Shipment Terms—Main Carriage Paid By Buyer

2. Free Carrier (FCA) (named place of delivery)

The sellers fulfill their obligation to deliver after they hand over the goods that are cleared for export to 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 collect the goods. 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 can be used for any mode of transport, including multi-modal transport.

3. Free Alongside Ship (FAS) (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 free alongside ship (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. Free on Board (FOB) (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 does not serve a practical purpose, such as Ro/Ro or container traffic, use the FCA term.

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. The seller assumes all costs, until the destination point; risks are transferred to the buyer at the point of shipment.

5. Cost and Freight (CFR) (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 from events occurring after 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. Cost, Insurance, and Freight (CIF) (named port of destination)

The seller has the same obligations as under CFR but, additionally, must 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/Ro or container traffic, use the CIP term.

7. Carriage Paid To (CPT) (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 thecustody 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. Carriage and Insurance Paid to (CIP) (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. Delivered at Terminal (DAT) (named terminal at port or place of destination)

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

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

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

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

The seller fulfills his obligation to deliver when the goods are available at the named place in the country of importation, but are not unloaded. The seller has to bear the risks and costs—including duties, taxes, and other charges of delivering the goods—until the goods are cleared for importation. If the parties want 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 clearly stated 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

Delivered at Frontier (DAF) (named place)

The seller fulfills his obligation to deliver when the goods have been made available and cleared for export at the named point and place at the frontier, but before the custom's border of the adjoining country. The term *frontier* can be used for any frontier, including the country of export. Therefore, it is vitally important 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 can be used for any mode of transport.

Delivered Ex Ship (DES) (named port of destination)

The seller fulfills his obligation to deliver when the goods have been made available to the buyer onboard the ship, but not cleared for import at the named port of destination. The seller must 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.

Delivered Ex Quay (DEQ) (named port of destination)

The seller fulfills the obligation to deliver when the goods are available to the buyer on the quay (wharf) at the named port of destination, but have not cleared for importation. The seller must 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.

"Delivered duty paid, VAT unpaid (…named place 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.

Delivered Duty Unpaid (DDU) (named place of destination)

The seller fulfills his obligation to deliver when the goods are available at the named place in the country of importation. The seller must bear the costs and risks involved in bringing the goods—excluding duties, taxes, and other official charges payable upon importation—as well as the costs and risks of completing customs formalities. The buyer must pay any additional costs and bear any risks caused by their 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 all modes of transport.

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

		EXW	FCA	CPT	CIP	DAT	DAP	DDP	FAS	FOB	CFR	CIF
		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
	Services / Charges	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*	*Who Pays*
Exporting Country	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 Terminl 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
Importing Country	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

Notes:

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 Fcility - Buyer pays inland freight; other FCA qualifiers. Seller arranges and loads pre-crriage 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 elswhere in the sales contract*
4	*Charges paid by Buyer or Seller depending on contrat of carriage*
5	*Charges paid by Seller if through Bill of Lading or door-to-door rate to Buyer's destination*

[1] 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: Sindh Public Procurement Act, 2009 Sub-clause (2) (c) of Chapter 5: Clause 16 Ethics. 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 take the following steps to maintain and enhance the reputation of the Government of Sindh—

- Maintain the highest standards of honesty and integrity in all relationships both inside and outside the program in which they work.
- Develop the highest possible standards of professional competence.
- Use funds and other resources for which they are responsible to provide the maximum benefit to the program and the government.
- Comply with both the letter and the spirit of the laws, rules, and regulations of the Government of Sindh 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 if they accept 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 the auditors. Examples of unethical conduct include—

- Revealing confidential or *insider information,* either directly or indirectly to any bidder or prospective bidder.
- Discussing procurement with any bidder or prospective bidder outside the official rules and procedures for conducting procurements.
- Favoring or discriminating against any bidder or prospective bidder in the drafting of technical specifications or standards or the evaluation of bids.
- Destroying, damaging, hiding, removing, or improperly changing any official procurement document.
- Accepting or requesting any money, travel, meals, entertainment, gifts, favors, discounts, or anything of material value from bidders or prospective bidders.
- Discussing or accepting future employment with a bidder or prospective bidder.
- Asking any other employee or government official representing the procuring agency in procurement to violate the public procurement rules or procedures.
- 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.
- 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:
Procuring Entity Name & Code:
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 line	Advertise Tender	Tender Opening	Tender Evaluation	Approval To Award	Notification of Award	Signing of Contract	Completion of Contract	Total Timei n days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Example	Oral medicines , combined estrogen and progestin low-dose; Monthly packet shall contain 28 tablets, 7 tablets shall contain ferrous fumarole	Packet	14.5 m	ICB	Ministry	Governm ent	430 m	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								
Total Value of Goods																

Annexure 4: Financial Limits

Procurement Method	Source of Invitation for Bids	Limits* (as per SPPR-2010 of GOS) in PKR	Remarks
Petty purchase	Only no bid or quotation Invoice from single source	1/- to 24,999/- *Rule 16(d) of SPPR, 2010–Amended 2013*	Should be in accordance with *Rule 4* (Principles of Procurement)
Request for Quotation (RFQ)	Minimum of three quotations	25,000/- to 99,999/- *Rule 16(a) of SPPR, 2010–Amended 2013*	Object of procurement should have standard specifications
Direct Contracting		*Rule 16(b) of SPPR, 2010–Amended 2013*	All direct contracting and single-source selection rules prescribed by SPPR, 2010 apply
National Competitive Bidding (NCB)	Print media (newspapers with wide circulation) and as websites of SPPRA and procuring agency	Less than U.S.$10 million in equivalent local currency *(Rule 15(2)b of SPPR, 2010–Amended 2013)*	At least three national dailies; English, Sindhi, and Urdu. (*Rule 17(2) of SPPR, 2010–Amended 2013)*
International Competitive Bidding (ICB)	Print media (newspapers with wide circulation) and SPPRA website and procuring agency and an internationally known website dedicated for particular goods, works or services, or any widely circulated English language international newspapers	U.S.$10 million or above. *(Rule 15(2)a of SPPR, 2010–Amended 2013)*	At least three national dailies; English, Sindhi, and Urdu. (*Rule 17(2) of SPPR, 2010–Amended 2013)*

Annexure 5: Estimated Timeline

Estimated Timeline for High-Value Procurement	
Three months or more for budgeting and planning precedes initiation of procurement package	
	In days
Initiate procurement	20
Set up file	2
Gather pertinent information	15
Summarize data	3
Develop bid documents	25
Draft ITB, SCC, specs, requirements	25
Solicit, receive, and open bids	26
Place advertisement and notify	10
Sell bidding docs	15
Hold public bid opening	1
Evaluate bids and obtain approvals	20
Complete standard bid evaluation	20
Notify award	7
Receive Performance Security	
Sign contract	7
Manufacturing lead time	45
Inspect at supplier's premises	1
Testing	10
Additional for international procurement	
Open letter of credit	14
Pre-shipment quality check	7
Authorize shipment	2
Shipping	45
Delivery	6
Import procedures	5
Receiving inspection	1
Acceptance certification	

Annexure 6: Procurement Requisition Form (SPF 1)

Name of Procuring Agency									Form SPF 1 Page ____ of ___
Procurement Number									
Entity	Department/Project	Financial Year	Sequence Number	Bid Number	Contract Number				
Subject of Procurement				Location / Site:					
Item No.	Description *(A detailed Statement of Requirements of Stock Management Information may be attached)*				Quantity	Unit of Measure	Estimated Unit Cost	Estimated Total Cost	
Funds Availability :		Chapter	Section	Item	Type	Estimated Total Cost:			
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			2. Head of Department / Unit		Finance Section Officer			
Signature:	_____			_____		_____			
Name:	_____			_____		_____			
Position:	_____			_____		_____			
Date:	_____			_____		_____			

Guidance Notes on Preparing the Procurement Requisition Form (SPF 1)

This information was 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.
    - general, summary description of the requirement
    - complete list of the items required
    - purpose the goods are being purchased
    - specification for each item required
    - required delivery schedule.

2. Estimate the value of the medicines and supplies. The estimate can be based on recent, similar contracts, market research, or an estimate by a technical specialist. Seek assistance from technical specialists within or outside the parent department, if required.

3. Confirm the availability of funding for the required procurement, signed by an authorized official on the requisition form. (This official is usually the head of the finance section 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 usually be the relevant sector/program manager duly authorized by the accounting officer).

5. Check the description of requirements, as much as possible, and attach it to the requisition form, if necessary.

6. If the requisition is from an end user, and was not generated by the procurement unit, 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 and supplies are required.

Note: DoNOT mix requirements on purchase requisitions. Use separate requisitions for different requirements.

Approvals Required

The appropriate official must sign the requisition form SPF 1 in three separate places, for 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
- approval to proceed with the procurement process for those items.

Annexure 7: Procurement Records

Checklist for Procurement Records

Contract Number:		Bid Number:	
Supplier Name:		Bid Title:	
Date:		Procurement Contact:	
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
Chapter 2. Planning and Preparation	
Complete procurement plan	Procurement plan
Establish procurement record	Procurement record checklist
Assign bid packages and tasks	
Summarize procurement	Memorandum
Chapter 3. Bidding Documents	
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	

Activity	Document
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	
Chapter 4. Invitation for Bid	
Prepare procurement notice	
Post on Government of Sindh PPRA and DOH websites; place in local newspapers and/or direct notifications	
Prepare records and safekeeping 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	
Chapter 5. Bid Opening and Selection	
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	
Chapter 6. Award, Contract, and Delivery	
Send award notice and contract form	Award notification
Obtain and confirm Performance Security	

Activity	Document
Notify unsuccessful bidders	
Release bid securities	
Arrange down payment	
Monitor contract execution	
Pre-shipment inspection	
Shipment and notification:	
a. Authorize shipment	
b. Advise clearing agent and 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 Sindh

Department of Health

[*insert: IFB number*]

Procurement of _____

1. The [insert name of implementing agency] invites sealed bids from eligible bidders for [insert brief description of goods to be procured].
2. Bidding will be conducted using a single-stage two-envelopes bidding procedure, as per *SPPR, 2010–Amended 2013*; it is open to all interested eligible bidders.
3. Interested eligible bidders can obtain further information from [insert name of agency] and inspect the bidding documents at the address given below [state address at end of document] from [insert office hours].
4. A complete set of bidding documents in [insert name of language] can be purchased by interested bidders on the submission of a written application to the address below [state address at the end of document] and upon payment of a nonrefundable fee. [insert amount in local currency or they can be downloaded from the SPPRA website from *[insert date]* to *[insert date and time]*.
5. Bids must be delivered to the address below [state address at the end of document] at or before [insert time and date]. All bids must be accompanied by a bid security of [insert amount in local currency or minimum percentage of bid price] or an equivalent amount in a easily convertible currency. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who attend, at the address below [insert address at end of document] at [insert time and date].

[insert: name of office]

[insert: address]

[insert: telephone number]

[insert: facsimile or e-mail address]

Footnotes to IFB

1. Reference Rule 17 SPPR, 2010–Amended 2013.
2. Provided a brief description of the type(s) of goods or works, 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 that bidders have specific experience or capabilities; include any such restrictions in this paragraph.

3. For example, 0900 to 1200 hours.

4. The fee, used to defray printing and mailing/shipping costs, should be nominal.

5. The amount of bid security, if required, should be stated as a fixed amount or as a minimum percentage of the bid price. The bid security shall not be less than one percent and shall not exceed five percent of the bid price.

General Note

The content of the Invitation for Bids should be consistent with the BDS. In particular, the dates, times, and place for bid submission and opening; the amount required for bid security in the IFB must be carefully checked to ensure consistency with the BDS. Also, the IFB can 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 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

Section-A: Request for Approval of Specifications,Procurement Method and Bidding Documents

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

Subject of Procurement:	

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 used to select shortlist	
A5	For open tender, RFP, pre-qualification, etc., state proposed date of notice and publications where 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	

7.8.1.1 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 in this form and the attached documents is complete, true, and accurate; and is in accordance with the department's procurement manual and standard bidding documents.

Signature:_____ Name:_____

Position:_____ Date: _____

Responsible Officer *(DD/MM/YY)*

Annexure 11: Minutes of Pre-Bid Conference—Sample Format

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

1. Meeting date, place, and time:
2. Bid package no.:
3. Bidders represented: (include names of bidders)
4. Discussion of the conference:

Query and Reference	Reply/Clarification
(include page no., paragraph no., section no. etc.)	*(include the exact reply/clarification)*

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

Memo No._____ Date _____

Government of Sindh

Department of Health

(include address)

To

Technical Expert

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

Dear Sir:

Queries raised in the pre-bid conference held on the subject bid package on (*include 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 (*include bid submission date*).

Thank 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 Sindh
Department of Health
(includeaddress)

To

All Bidders

(*includethe names and addresses*)

Subject: Clarification on query raised in pre-bid conference on
Bid Package No. --- for (*includename of goods*)
Ref: Pre-bid Conference held on (*includedate*)

Dear Sir:

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

Query and Reference	Reply/Clarification
(*includepage no., paragraph no., section no, etc.)*	(*includethe exact reply/clarification*)

Thank you,

Copy for information to:

1. GOS
2. The user office

Annexure 14: Notification on Extension of Bid Submission Date[2]—Sample Format

Memo No._____ Date_____

Government of Sindh
Department of Health
(includeaddress)

To:

M/S

(*All bidders who have purchased the bid package*)

Subject: Notification on extension of bid submission date for bid package No. ---- for (*includename of goods*)

To facilitate the necessary actions on the reply/clarification to queries raised in the pre-bid conference held on the subject bid package on (*includedate*), the bidding document selling date and bid submission date are hereby extended as follows:

Event	Previous Date	Extended Date
Bidding document	Up to (*includedate*)	Up to (*includedate*)
Bid submission date	(*includedate)*	(*includedate)*

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

Thank you,

Copy for information to: 1. SPPRA.
2. The user office

[2]Note, per *Rule 22 of SPPR, 2010–Amended 2013,* the advertisement of extension shall be made in a manner similar to the original advertisement.

Annexure 15: Notification of Bid Opening—Sample Format

Memo No._____ Date_____

Government of Sindh
Department of Health
(include address)

NOTIFICATION

Bids against bid package no. ---- will be opened on (mention date, time, and venue.) Information about the package is given below.

Bid Package Number	Goods	Quantity	Estimated Cost	Method of Procurement
	(Includeshort description)	(Includequantity with unit)	(Includecost with currency)	(Includewhether ICB, NCB, DC, or otherwise)

All members of the bid evaluation committee are asked to kindly attend the meeting.

CC:

Copy for information and necessary action:

All members of the 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

Subject of Procurement:	

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

Annexure 17:
Bid Opening Checklist

Bid Opening Checklist

(To be completed for each bid, as it is read)

Contract Reference: _____

Bid Opening Date: _____ Time: _____

Name of Bidder: _____

1. Is outer envelope of bid sealed?
2. Is bid form completed and signed?
3. Expiration date of bid:
4. Is documentary authority for signing enclosed?
5. Amount of bid security _____ (include currency)
6. Describe any substitution, withdrawal, or modification submitted.
7. Describe any alternative bid made.
8. Describe any discounts or modifications offered.
9. Name of bidder or representative present.
10. Sealed financial bids.

Signature of responsible official: _____

Date: _____

Annexure 18:
Record of Bid Opening

Record of Bid Opening

Name of project/contract: _____

Invitation for bid no.: _____

Date: _____

Time: _____

	Bidder's Name and Address	Local Agent's Name and Address	Bid Currency	Modifications or Comments (discounts, withdrawals, missing bid security, etc.)
1				
2				
3				
4				

Bidders Present

	Name	Company	Signature
1			
2			
3			

Members of Bid/Tender Opening Committee

	Name	Signature
1		
2		
3		

Annexure 19:
Table 1. Identification

1.1 Program name:	
1.2 Funding number:	
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[1]:	
1.10 Method of procurement (check one):	ICB _____ NCB _____ Other _____
1.11 Prior review required[2]:	Yes _____ No _____
1.12 Domestic preference allowed:	Yes _____ No _____
1.13 Fixed price contract:	Yes _____ No _____

[1] Budget allocation, including foreign exchange component

[2] If response is *no*, items 2.2(b), 2.4(b), and 2.6(b) in table 2 can be left blank.

Annexure 20:
Table 2. Bidding Process

2.1 Specific procurement notice	
1. Name of national newspaper:	
2. Issue date:	
3. Name of international publication:	
4. Issue date:	
5. SPPRA website date:	
2.2 Standard bidding document:	
1. Title, publication date:	
2. Date of issue to bidders:	
2.3 Number of firms issued documents:	
2.4 Amendments to documents, if any:	
1. 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:	
1. Original date, time:	
2. 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):	
1. Originally specified:	
2. 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, did the bidder provide the manufacturer's confirmation to warranty obligations?
(yes /no /not applicable)

5. If an agent submitted the bid, was the manufacturer's authorization to submit the bid provided?
(yes /no /not applicable)

Annexure24:
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. Did the bidder made any additions, deletions, or other changes to the original bidding documents?
(yes/no)

4. Did 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 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. Did the bidder ask for price adjustments when a fixed price bid was invited?
(yes/no)

2. Did 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 listed in the bidding documents, such as performance securities, insurance coverage, etc.?
(yes/no) If no, provide details.

7. Does the bidder agree to the applicable law, taxes, and duties; and dispute resolution procedures specified in the bidding documents?
(yes/no) If no, provide details.

Annexure 27:
Technical Evaluation Sub-Schedule: Table 4

Technical Evaluation Sub-Schedule: 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:_____

Annexure28: 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 a separate sheet(s).

Attach combined technical specification and compliance sheets for each quotation/tender, if technical evaluation is complex.

Annexure 29: Table 5
Bid Prices (as read out)

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

[1] 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
[2] 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 30:
Table 6. Corrections and Unconditional Discounts

Bidder (a)	Read-out Bid Price(s)		Corrections		Corrected Bid Price(s)	Unconditional Discounts[2]		Corrected/ Discounted Bid Price(s)
	Currency(ies) (b)	Amount(s) (c)	Computational Errors[1] (d)	Provisional Sums (e)	(f)= © + (d) – (e)	Percentage (g)	Amount(s) (h)	(i)=(f)-(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).

[1] Corrections in column d may be positive or negative.

[2] 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 31:
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 32:
Ranking Worksheet

Ranking Worksheet

Bid No.:_____

Bid Opening Date:_____

Bidder	Total Bid Price	Ranking*

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

Annexure 33:
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 [insert subject of procurement].

The procurement method used and approved by the relevant authority was (open tender/ limited tender/ request for quotations/direct procurement).

Details of Invitation:

The bidding documents were approved by the relevant authority on (insert date). The announcement was advertised on the (insert date) in (insert 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 relevant authority on (insert 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; list and attach the appropriate records.)

Bid Closing:

Bids were closed on (insert date) at (insert time) at (insert location).

Details of Bid Opening/Quotation Opening:

Bids were opened in public at (insert location) by the Bid Opening Committee on (insert 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 (insert location) by the Bid Opening Committee on (insert date) at (insert 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 included 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 were rejected during the preliminary examination.)

Technical Evaluation

1. Technical evaluation determined the compliance of each responsive bid to the technical specification issued in the bidding documents.
2. [Samples submitted were inspected and confirmed to be acceptable.]
3. 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 the financial evaluation.

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

(Briefly describe the results of the technical evaluation, including 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—

1. Record the submitted bid prices.
2. Correct for any omissions or arithmetic mistakes.
3. Convert the bid prices to Pakistani rupees (if necessary).
4. 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.
5. Rank bids on the basis of the lowest evaluated price.

(For each bid, describe 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 (insert name of company) was subjected to qualification examination covering (add/delete as applicable):

1. experience and performance on similar contracts
2. equipment and manufacturing/construction facilities
3. qualifications and experience of personnel
4. financial position
5. local facilities and representation
6. current capacity available.

(Record any constraints or limitations, and accept or reject—with full justifications—the bidder.)

Note: If the bidder is rejected, repeat the qualification test for the next ranked bidder. (insert 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 (insert currency and amount) for the procurement of (insert list of 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 (insert number) bidders (insert 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 Rupees	Adjustments to Bid Price	Evaluated Bid Price	Rank
1								
2								
3								
4								
5								
6								
7								
8								

Annexure 34: 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

Section-B: Request for Approval of Evaluation Report

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

Subject of Procurement:	

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)

Approved Bidding Document:

Previous Submission: *(Section letter and title)*		Date Approved:	

The information 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 35: Recommendation for Contract Award

Name of Procuring Agency: _____

Form SPF 2 - C

Submission to Relevant Authority

Section-C: Recommendation for Contract Award

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

Subject of Procurement:	

7.8.1.1	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)

- Draft Contract
- 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.

Previous submission: *(section letter and title)*		Date approved:	

The information in this form and the attached documents are 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: Example: Responsibilities for Contract Performance

Responsibilities for Contract Performance (Example)

Supplier

1. Provides Performance Security.
2. Notifies purchaser, in writing, of all subcontracts awarded under the contract, if not stated in the bid.
3. Provides reasonable facilities and assistance to inspection agents, including access to production data and quality control records for purposes of inspection.
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 email of full details of shipment.
9. Forwards shipping documents and QA documents to purchaser.
10. Delivers goods in accordance with time schedule of the contract.
11. Requests payment in writing from the purchaser (or purchaser's bank).
12. Pays taxes, stamp duties, license fees, and any other levies imposed outside 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, the likely duration, and its cause.
16. Claims any adjustment in price within 30 days after receipt of change order.
17. Notifies purchaser in writing of any force majeure.

Purchaser

- Opens letter of credit in favor of the supplier.
- Arranges and prepares for pre- and post-shipment inspections and tests.
- Pays for pre-shipment inspections and tests.
- Notifies supplier, in writing, of the identity of any representatives retained for inspections and tests.
- Authorizes, in writing, the shipment of goods based on pre-shipment inspection and test results.
- Provides transportation of goods after delivery.
- Arranges for payment of contract price to supplier upon receipt of invoice and documents.
- Provides acceptance certificate for each delivery.
- Discharges and returns Performance Security to supplier no later than 30 days following the date of completion of the supplier's performance obligation under the contract, including any warranty obligation.
- Notifies supplier, in writing, of any claims arising under warranty.
- Issues change orders, in writing, to supplier for any modification to specifications, method of shipment, place of delivery, or services.
- Notifies supplier, in writing, of default(s).
- Notifies supplier, in writing, of intention to terminate contract, for any reason.

Appendix

Appendix 1: Pre-Qualification

This appendix contains information about—

1. Pre-Qualification Issues
2. Stringent Regulatory Authorities
3. World Health Organization Pre-qualification.

1. Pre-Qualification Issues

Procuring entities sometimes limit competition for contract awards to a list of potential bidders and products they have prescreened and approved using a pre-qualification process. This includes advertising the opportunity to pre-qualify, providing applicants with a set of documents that establishes rules and requirements, and 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 section 2 of this appendix.

Pre-qualification focuses on two separate aspects of the selection process:

1. Quality, safety, and efficacy of the product.
2. Reliability of the supplier.

In countries with weak regulatory systems, pre-qualification can be a valuable tool to ensure product quality, as well as the 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 when a large number of bids from questionable sources are routinely received. It may be less helpful 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; 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; 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, the supplier's reliability rather than the quality of the product would be the most likely focus of pre-qualification.

Vaccines and biological medicines purchasers should consider their product profiles, availability of suppliers prequalified by WHO, size of the marketplace, and their objectives in deciding whether or not to prequalify suppliers.

2. 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 (SRA), which is an authority that participates 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 below. Limiting procurement of medicines from manufacturers whose medicines are manufactured and registered in a country belonging to one of these agencies can also be another method of product pre-qualification.

International Conference on Harmonization

The ICH of Technical Requirements for Registration of Pharmaceuticals for Human Use 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. They make recommendations on ways to achieve greater harmonization in the interpretation and application of technical guidelines and requirements for product registration—this reduces or obviates the need to duplicate the testing carried out during the research and development of new medicines. This harmonization facilitates more economical use of human, animal, and material resources. It also helps 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)

- 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 good manufacturing practices (GMPs). 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 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)

- 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.

World Health Organization Pre-Qualification

WHO has pre-qualification programs for vaccines, diagnostics, medical devices, and medicines, including reproductive health products 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—donors, the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) and other agencies within the Reproductive Health Supplies Coalition[3] are increasingly requiring it.
- **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 10th and 11thInternational 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 process for medicines and devices is open to both innovator (patented) products and generic products. For pre-qualification to work, multiple manufacturers must participate. 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, 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 Co-operation 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 cGMPs. A representative of the national regulatory authority traditionally accompanies the inspection team during the site inspection.

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[3]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/.

- Condom and intrauterine devices pre-qualification is overseen and implemented by the UNFPA, on behalf of WHO; it is supported by independent technical experts with in-depth knowledge and expertise in the manufacturing and 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.
- 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 (studies tested within the living organisms) 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 one to three years, and at a minimum of every five years.
- Performance of random quality-control testing of pre-qualified medicines supplied to countries.
- Investigation and resolution of complaints.
- Monitoring of supplier quality and taking corrective action if standards are not maintained.

Appendix 2: Technical Specifications and Essential Medicines List

1. General Information for Technical Specifications

Technical specifications are one of the most important elements of procurement because they—

- provide detailed information to bidders about the goods to be purchased
- are the benchmarks against which the purchaser will judge the technical responsiveness of bids.
- are the basis for the contractual obligation of the supplier to the purchaser
- 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 be cancelled:

- Questions raised by bidders can force the procuring entity to extend 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 restart the process.
- The evaluation committee may be able to correctly identify a winning bid; 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 scenarios above, time and resources will be wasted: at a minimum, the delivery schedule will be delayed. Additionally, needs may 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*—must use generic terms and relative characteristics and performance requirements instead of brand names and superficial descriptions. If a brand name must be used, it must be followed by *or equivalent*. Non-functional requirements, such as color and exact dimensions, must have strong justification and may not be used to eliminate all but a specific brand.

Specifications must be written in industry-standard vocabulary to ensure there is no question about what is required. Medicines must be identified by the INN or generic name and described in scientific terms with reference to a specific pharmacopoeia. Medical devices can be described using a

system developed in the European Community—the Global Medical Device Nomenclature (GMDN)—which is used in the U.S. and other countries. Using standard nomenclature eliminates misunderstanding and miscommunication because of variations in terms (in English) by different countries and through translations from other (main) languages.

Specifications are not only about the physical product in terms of technical and performance characteristics, size, units and quantity; but should also include a description of the—

- intended use
- packaging and marking
- packing and shipping marks
- regulatory requirements
- standards and required certifications
- QA 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 best done by a person with specific technical expertise. Line directors and end users are aware of their requirements for using a product, but they are not usually the best authority on how the product is designed. 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. However, procurement officers should not write the specifications.

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 used in a procurement action.

2. Technical Specifications for Medicines

The following checklist can be a guide when preparing or reviewing a medicine technical specification to ensure that all of the key components are included in the bidding document. It is always beneficial for a technical expert to review any technical specification before release.

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 DRAP
- Drug manufacturing license number: number issued by DRAP
- **Presentation:**dosage form: tablets, pills, injectable, 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).

3. Visual Inspection Review Guidelines

Oral and injectable medicines

Oral medicines are available in different forms: 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 are usually packaged in bottles.

Injectable medicines come in several formulations and packing; e.g., single or multi-dose vials or ampoules. The shelf life is usually from two to five years, at room temperature (15–30°C).

The labeling criteria listed below are comprehensive and useful for identifying the product and for 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
Shipping Cartons Examine 100 percent of the shipping cartons against the shipping documents. Inspection Criteria				
Carton labeling:	Yes	No	N/A	
Product/brand name	☐	☐	☐	Major
Lot/batch number	☐	☐	☐	Major
Expiration date	☐	☐	☐	Major
Manufacturer's name. address	☐	☐	☐	Minor
Date of manufacture	☐	☐	☐	Minor
Contents and quantity	☐	☐	☐	Minor
Drug registration number	☐	☐	☐	Minor
Storage instructions	☐	☐	☐	Minor
Carton condition/content:				
Carton in good condition. undamaged	☐	☐	☐	Major
All inner boxes present, none missing	☐	☐	☐	Major
Proper nap/closure	☐	☐	☐	Minor
Visual Inspection Criteria	Meets Criteria			Defect Classification
Inner Boxes Inspection criteria				
Inner box labeling:	Yes	No	N/A	
Product/brand name	☐	☐	☐	Critical
Lot/batch number	☐	☐	☐	Critical
Expiration date	☐	☐	☐	Critical
Date of manufacture	☐	☐	☐	Minor
Manufacturer's name. address	☐	☐	☐	Minor
Contents and quantity	☐	☐	☐	Minor
Drug registration number	☐	☐	☐	Minor
Storage instructions	☐	☐	☐	Minor
Inner box condition/content:				
Inner box in good condition. undamaged	☐	☐	☐	Major

All unit packages present, none missing	☐	☐	☐	Major
Inner box contains no foreign matter	☐	☐	☐	Minor
UNIT PACKAGES: Inspection criteria				
Unit package labeling:				
Product/brand name	☐	☐	☐	Critical
Lot/batch number	☐	☐	☐	Critical
Expiration date	☐	☐	☐	Critical
Date of manufacture	☐	☐	☐	Critical
Manufacturer's name, address	☐	☐	☐	Critical
Product use instructions	☐	☐	☐	Critical
Contents and quantity	☐	☐	☐	Major
Drug registration number	☐	☐	☐	Major
Storage instructions	☐	☐	☐	Minor
Print on unit package is legible	☐	☐	☐	Minor
Product use instructions properly folded	☐	☐	☐	Minor
Unit package condition/content Oral:				
Unit package in good condition (undamaged, unopened)	☐	☐	☐	Critical
Tablets/capsules/syrup in good condition (unbroken, correct color, none missing)	☐	☐	☐	Critical
Good package seal, no breaks	☐	☐	☐	Critical
Unit package contains no foreign matter	☐	☐	☐	Critical
Unit package condition/content Injectable:				
Glass vial or ampoule in good condition (undamaged, unopened)	☐	☐	☐	Critical
Vial or ampoule free of foreign matter	☐	☐	☐	Critical
Vial or ampoule free of leakage	☐	☐	☐	Critical
Vial or ampoule free of solid material or caking	☐	☐	☐	Critical
Correct color	☐	☐	☐	Critical
Good vial seal no breaks	☐	☐	☐	Critical

4. Essential Medicines Lists for Primary- and Secondary-Level Healthcare Facilities

Explanatory Notes

The segregated core lists present the list of minimum medicine needs for a basic healthcare 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 the potential for safe and cost-effective treatment.

The square box symbol ▣ indicates 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. When there is no difference in terms of efficacy and safety data, the listed medicine is usually available at the lowest price, based on international medicine 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; see table 1 for details on each medicine.

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 section; there is no implication of preference for one form over another. Standard treatment guidelines should be consulted for information on appropriate dosage forms.

Table 1. 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 *ductusarteriosus*)
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

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anesthetics local	1	lidocaine (hydrochloride)[▣]	vial/ampoule	2% w/v (10ml)
				topical	2% gel (15gm)
B	Analgesics/NSAIDs	2	acetylsalicylic acid (dispersible/soluble)	tablet	100mg to 500mg
				suppository	50mg to 150mg
		3	diclofenac (sodium)	ampoule	75mg in 3ml
		4	ibuprofen[+]	tablet	200mg, 400mg
				syrup	200mg/5ml
		5	paracetamol	tablet	500mg
				syrup	125mg/5ml
				suppository	100mg
C	Anti-Allergics and medicines used in anaphylaxis	6	chlorpheniramine (hydrogen maleate)[+▣]	tablet	4mg
				syrup[©]	2.5mg/5ml
				injection	10mg/ml
		7	dexamethasone (disodium phosphate)	injection	4mg/ml
		8	epinephrine (adrenaline)	ampoule	1mg/ml
		9	hydrocortisone (sodium succinate)	injection	100mg, 250mg
		10	prednisolone[▣]	tablet	5mg
		11	loratadine	tablet	10mg
				syrup	1mg/ml
	ANTI-INFECTIVES				
D	Antibiotics/ antimicrobials	12	amoxicillin (trihydrate) (preferably dispersible tablet)	tablet	250mg, 500mg
				syrup[©]	125mg, 250mg
				injection	250mg, 500mg
		13	ampicillin (as sodium salt)	injection	500mg and 1g
		14	ciprofloxacin (hydrochloride)[▣]	tablet	250mg, 500mg
		15	cotrimoxazole[+] (sulfamethoxazole + trimethoprim)	tablet[©]	400mg + 80mg
				syrup[©]	200mg + 40mg/5ml
		16	[▣] metronidazole (benzoate)	tablet	200mg, 400mg
				syrup	200mg/5ml
E	Anti-Helminthic	17	mebendazole (chewable)	tablet	500mg (with caution, only for

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
					adults)
				Syrup	100mg/5ml
F	Anti-Fungal	18	nystatin	tablet	500,000 IU
				drops©	100,000 IU/ml
				vaginal tablet	100 000 IU
		19	clotrimazole	vaginal cream	1%
				vaginal tablet	100mg and 500mg
G	Anti-Tuberculosis medicines	20	ethambutol	tablet	400mg
				oral liquid©	25mg/ml
	As per TB control program guidelines	21	isoniazid	tablet/syrup©	50mg, 100mg, 300mg
		22	pyrazinamide	tablet	500mg
		23	rifampicin	capsule/syrup©	150mg, 300mg, 450mg, 600mg
		24	streptomycin	injection	1gm
		25	ethambutol + isoniazid	tablet	400mg + 150mg
		26	isoniazid + rifampicin	tablet	75mg + 150mg; 150mg + 300mg
		27	isoniazid + pyrazinamide + rifampicin	tablet	75mg + 400mg + 150mg
		28	rifampicin + isoniazid + pyrazinamide + ethambutol	tablet	150mg + 75mg + 400mg + 275mg
		29	ethambutol + isoniazid + rifampicin	tablet	275mg + 75mg + 150mg
H	Antimalarials	30	chloroquine (phosphate or sulfate)	tablet	150mg
	For Vivax	31	primaquine (diphosphate)	tablet	15mg
	For Falciparum *To be used in combination (co-blister)*	32	artesunate + sulfadoxineand pyrimethamine	tablet	co-blister of (6 + 2) tablet—two large tablets, each has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P—and six small tablet, each contains artesunate 50mg U.S.P.
			artesunate + sulfadoxineand pyrimethamine	tablet	co-blister of (6 + 3) tablet—three large tablets, each has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P.—six small tablet, each contains artesunate 100mg U.S.P.
		33	artesunate	tablet	50mg
I	Anti-Diabetics	34	glibenclamide	tablet	5mg
		35	metformin (hydrochloride)	tablet	500mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		36	insulin regular	injection	100 IU/ml
		37	insulin comp	injection	30% + 70% w/v
J	Cardiovascular medicines	38	furosemide[◘]	tablet	20mg, 40mg
				injection	10mg
		39	glyceryltrinitrate	sublingual	500mcg
		40	methyldopa	tablet	250mg
		41	enalapril (maleate)	tablet	5mg, 10mg
K	Gastrointestinal (GIT) medicines	42	hyoscine (butylbromide)	injection	20mg/ml
				tablets	10mg
		43	phloroglucinol	tablets	phloroglucinol 80mg + trimethylphloroglucinol 80mg
		44	metoclopramide (hydrochloride)[+]	tablets	10mg
				syrup	5mg/5ml
				injection	5mg/ml
		45	omeprazole[◘]	capsules	10mg, 20mg, 40mg
		46	ranitidine	injection	25mg/ml in 2ml
		47	aluminium hydroxide + magnesium trisilicate	tablets	250mg + 500mg
	Recommended in combination with zinc sulphate 20mg dispersible tablet for acute diarrhea	48	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 2.9gm B.P. potassium chloride1.5gm B.P., sodium chloride 2.6gm B.P.
		49	glycerin	suppository	
L	Respiratory medicines	50	salbutamol (sulfate)[◘]	tablet	2 and 4mg
				solution	5mg/ml for nebulizer
		51	aminophylline	injection	25mg/ml
M	Miscellaneous	52	atropine (sulfate)[+]	ampoule	1mg in 1ml
		53	charcoal activated	powder	
		54	diazepam	injection	10mg
				gel or rectal solutions	5mg/ml in 0.5ml; 2ml; 4-ml
	For eclampsia only	55	magnesium sulphate	injection	500mg/ml
		56	naloxone (hydrochloride)	injection	400mcg in 1ml

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		57	oxygen concentrator/cylinder		
N	Ophthalmic/ENT	58	boroglycerine	ear drops (only for wax removing)	40.00%
		59	polymyxin B sulphate + lignocaine	ear drops	each ml contains polymyxin B (sulphate):10000IU/ml,Lignocaine:50 mg/ml]; 5ml plastic bottle
		60	chloramphenicol	eye drops	1% w/v, 0.5% w/v
		61	gentamicin (sulfate)	eye drops	0.30%
		62	polymyxin B (sulphate) + bacitracin zinc	eye ointment	10,000 IU/g + 500 IU/g
O	I/V infusions Plasma substitutes	63	dextrose + saline	Infusion	5% + 0.9% w/v
		64	glucose/dextrose	Infusion	5%,10%
		65	normal saline	Infusion	0.9%
		66	Ringer lactate	Infusion	infusion1,000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6gm U.S.P.; 3.1gm sodium lactate U.S.P., sterile water for injection 1,000ml (q.s.),1,*000ml collapsible plastic bottle*
		67	water for injection	Ampoule	5ml and 10ml
P	Vitamins and minerals Micronutrients	68	ascorbic acid	Tablet	50mg, 100mg, 500mg
		69	calcium gluconate	Injection	100mg/ml in 10 ml
		70	calcium lactate	Tablet	500mg, 1gm
		71	ergocalciferol (vitamin D)	Tablet	1.25mg (50,000 IU)
		72	ferrous salt (fumarate)	Tablet	equivalent to 60mg iron
				Syrup	equivalent to 25mg/ml iron
		73	folic acid	Tablet	0.5mg, 1mg, and 5mg
		74	ferrous salt + folic acid	Tablet	tablet, equivalent to 60mg iron + 400mcg folic acid
		75	multiple micronutrients	Sachet	UNICEF approved
		76	retinol (vitamin A)	tablet/capsule	50,000 IU; 100,000 IU; 200,000 IU (as palmitate)
		77	zinc sulphate	dispersible tablet	20mg
		78	B complex	Tablet	DRAP approved
		79	multivitamins	Tablet	DRAP approved
Q	Dermatologicals	80	benzyl benzoate	Lotion	5%, 25%

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		81	calamine[▣]	lotion	15%
		82	hydrocortisone[▣]	cream	1%
		83	polymyxin B (sulphate) + bacitracin zinc	ointment	10,000 IU/g + 500IU/g
		84	silver sulphadiazine[✦]	cream	1%
R	Oxytocic medicines	85	ergometrine (hydrogen maleate)[▣]	injection	200mcg in 1ml
		86	misoprostol	tablet	200mcg
		87	oxytocin	injection	10 IU in 1-ml
S	Contraceptives	88	condoms		
		89	ethynylestradiol[▣] + norethisterone[▣]	CO pills	35mcg + 1mg
		90	levonorgestrel[▣]	PO pills	30mcg
		91	copper T/multiload	IUCD	
		92	medroxyprogesterone acetate (DMPA)	injection	150mg /1ml
		93	norethisteroneenanthate	injection	200mg/ml in 1ml
T	Vaccines and sera	94	BCG vaccine		WHO-approved/as per national EPI program
		95	hepatitis B vaccine		
		96	measles vaccine		
		97	polio vaccine (OPV trivalent)/IPV	oral/ injection	
		98	pentavalent vaccine		
		99	pneumococcal vaccine		
		100	tetanus toxoid		
		101	anti-rabies vaccine (PVRV)	single-dose vial	>2.5 IU
		102	anti-snake venom serum		
U	Antiseptics/ disinfectants *Only chlorine-based compound in stable dry granular form*	103	povidone-iodine	solution	10% w/v
		104	halogenated natrium phosphate	powder	100gms
		105	chlorine-base compound	powder	(0.1% available chlorine) for solution
		106	chlorhexidine + ceterimide	solution	1.5% w/v + 15% w/v
	Antiseptics for cord care	107	chlorhexidinedigluconate (7.1%) for cord care	solution, gel	equivalent to 4% chlorhexidine
V	Disposable supplies	108	syringe (autodisable)	sterile packs	1cc and 5cc
		109	IV sets (DRAP approved)	sterile packs	
		110	IV cannula (DRAP approved)	sterile packs	16G, 20G, 24G

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		111	adhesive tape (hypoallergenic)	roll	1 inch, 2 inch
		112	surgical gauze		32 pix, 40 M
		113	cotton bandage	roll	6.5cm x 2m
		114	absorbent cotton wool	pack	500gm
		115	examination gloves	pairs	box of 100 (small, medium, and large) [1:2:1]
		116	sterile surgical gloves	pairs	7, 7½
		117	silk sutures	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		118	face masks disposable		
		119	blood lancets	sterile packs	
		120	slides		
		121	clean delivery kits	sterile packs	• 1 bath soap, 50 gram wrapped • 1 apron • 2 paper towel • 2 pairs of latex examination gloves (M) • 1 plastic under sheet (about one square meter) • 1 under pad 60 cm x 90 cm • 2 alcohol pads • 2 packs of sponges (4 sponges) • 1 sterile bulb sucker • 2 sterile umbilical cord clamp • 1 sterile surgical blade • 2 cotton thread (cord ties) • 1 maternity pad • 1 white poly bag for disposal • 1 unbleached dignity drape • 1 instruction sheet

▣ *Indicates similar clinical performance within a pharmacological class*

✧ *Indicates that there is an age or weight restriction on use of the medicine*

© *Signifies that there is a specific indication for restricting its use to children*

Emergency Tray for BHU			
Sr#	Name of Item	Strength	Quantity
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	1,000ml	10
11	injection normal saline	1,000ml	10
12	glyceryltrinitrate sublingual	500mcg	50
13	isosorbidedinitrate sublingual	5mg	10
14	lidocaine	gel	1
15	cotton roll BPC	500gms	1
16	compression bandage BPC		5
17	D/S	5 cc	30
18	IV set		20
19	IV cannula	18G, 20G, 22G, 24G	20 (1:2:2:1)
20	silk sutures sterile packs	0, 1/0, 2/0	10
21	ETT	(3mm, 3.5mm, 4mm, 7.5mm, 8mm)	10
22	Foley catheter	All sizes (10 F to 28 F)	12
23	NG tube	(14–18 Fr, infant/child: 10–14 Fr)	10
24	injection 25% DW	25ml ampoule	2

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anesthetics local	1	lidocaine (hydrochloride)[▣]	vial/ampoule	5% (hydrochloride) in 2 ml ampoule to be mixed with 7.5% glucose solution
				topical forms	2% gel, 4% solution
		2	lignocaine + epinephrine (adrenaline)	injection	2% + 1:200 000
		3	lignocaine + epinephrine (adrenaline)	dental cartridge	2% + 1:80 000
B	Analgesics Opioid	4	morphine (sulphate or hydrochloride)	ampoule	10mg/1ml
		5	pethidine (hydrochloride)	ampoule	50mg/ml in 2ml
C	Analgesics/NSAIDs	6	acetylsalicylic acid (dispersible)	tablet	300mg
		7	mefenamic acid	tablet	250mg
				suspension	50mg/5ml
		8	diclofenac (sodium)	tablet	50mg
				ampoule	75mg in 3ml
		9	ibuprofen[✦]	tablet	200mg, 400mg
				syrup	200mg/5ml
		10	paracetamol	tablet	500mg
				injection	150mg/ml
				syrup	125mg/5ml
				suppository	100mg
D	Anti-Allergics and medicines used in anaphylaxis	11	[▣]chlorpheniramine (hydrogen maleate)[✦]	tablet	4mg
				injection	10mg/ml
				syrup[©]	2mg/5ml
		12	dexamethasone (disodium phosphate)	injection	4mg/ml
				tablet	0.5mg
		13	epinephrine (adrenaline)	ampoule	1mg /ml
		14	hydrocortisone (sodium succinate)	injection	100mg, 250mg
		15	loratadine	tablet	10mg
				syrup	1mg/ml
		16	prednisolone[▣]	tablet	5mg
E	Antidotes and other substances used in	17	atropine (sulfate)[✦]	ampoule	1mg in 1ml
		18	charcoal activated	powder	

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	poisonings	19	diazepam	injection	10mg
		20	methylthioninium chloride (methylene blue)	ampoule	10mg/ml in 10ml
		21	naloxone (hydrochloride)	ampoule	400 mcg in 1ml
F	Anti-Epileptics	22	carbamazepine	tablet	200mg
				syrup	100mg/5ml
	For eclampsia only	23	magnesium sulphate	injection	500mg/ml
		24	phenobarbital (sodium)	tablet	30mg
				injection	200mg/ml
		25	phenytoin (sodium)	tablet	100mg
G	Anti-Helminthic	26	albendazole	tablet	200mg
				syrup	100mg/5ml
		27	mebendazole (chewable)	tablet	500mg (with caution only for adults)
		28	pyrantel (pamoate)	tablet	250mg
				syrup	250mg/5ml
H	Anti-Fungal	29	clotrimazole	vaginal cream	1%
				vaginal tablet	100mg, 500mg
				topical cream	1% w/w
		30	nystatin	tablet	500,000 IU
				drops©	100,000 IU/ml
				vaginal tablet	100,000 IU
	ANTI-INFECTIVES				
I	Antibiotics/ antimicrobials	31	amoxicillin (trihydrate) (preferably dispersible tablet)	tablet	250mg, 500mg
				syrup©	125mg, 250mg
				injection	250mg, 500mg
		32	ampicillin (sodium)	capsule	250mg, 500mg
				syrup©	125mg, 250mg/5ml
				injection	500mg and 1g
		33	azithromycin▣	capsule	250mg, 500mg
				suspension	125mg/5ml in 22.5ml
		34	benzathine penicillin	injection©	0.6m IU, 1.2 m IU

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	Only for epidemic meningitis	35	chloramphenicol (palmitate) (sodium succinate)	capsule	250mg
				syrup	125mg/5ml
				injection	1gm
	Only listed for single-dose treatment of uncomplicated ano-genital gonorrhea	36	cefixime* (trihydrate)	capsule	400mg
		37	ciprofloxacin (hydrochloride)[▣]	tablet	250mg, 500mg
		38	cotrimoxazole[✦] (sulfamethoxazole + trimethoprim)	tablet[©]	400mg + 80mg
				syrup[©]	200mg + 40mg/5ml
		39	doxycycline (hyclate)[✦]	capsule	100mg
		40	gentamicin (sulfate)[▣]	injection	40mg, 80mg
		41	metronidazole[▣] (benzoate)	tablet	200mg, 400mg
				syrup	200mg/5ml
				infusion	5mg/ml in 100ml
		42	nitrofurantoin	tablet	100mg
		43	procaine benzyl penicillin	injection	1 m IU ; 3 m IU
		44	phenoxymethylpenicillin (potassium)	tablet	250mg, 500mg
				syrup	125mg/5ml
J	Anti-Tuberculosis medicines	45	ethambutol	tablet	400mg
				oral liquid[©]	25mg/ml
	As per TB control program guidelines	46	isoniazid	tablet/syrup[©]	50mg, 100mg, 300mg
		47	pyrazinamide	tablet	500mg
		48	rifampicin	capsule/syrup[©]	150mg, 300mg, 450mg, 600mg
		49	streptomycin	injection	1gm
		50	ethambutol + isoniazid	tablet	400mg + 150mg
		51	isoniazid + rifampicin	tablet	75mg + 150mg; 150mg + 300mg
		52	isoniazid + pyrazinamide + rifampicin	tablet	75mg + 400mg + 150mg
		53	rifampicin + isoniazid + pyrazinamide + ethambutol	tablet	150mg + 75mg + 400mg + 275mg
		54	ethambutol + isoniazid + rifampicin	tablet	275mg + 75mg + 150mg
K	Anti-Diabetics	55	glibenclamide	tablet	5mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		56	metformin (hydrochloride)	tablet	500mg
		57	insulin regular	injection	100 IU/ml
		58	insulin comp	injection	30% + 70% w/v
L	Antimalarials	59	chloroquine (phosphate or sulfate)	tablet	150mg
	For Vivax	60	primaquine (diphosphate)	tablet	15mg
	For Falciparum	61	sulfadoxine+ pyrimethamine co-blister/combined therapy	tablet	500mg + 25mg
	To be used in combination (co-blister)	62	artesunate + sulfadoxineand pyrimethamine	tablet	co-blister of (6+2) tablet, 2 large tablets–each has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P—6 small tablets, each has artesunate 50mg U.S.P.
			artesunate + sulfadoxineand pyrimethamine	tablet	co-blister of (6 + 3) tablet—3 large tablet, each has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P.—6 small tablet, each tablet has artesunate 100mg U.S.P.
	management of severe malaria	63	artemether	injection	40mg/ml
M	GIT medicines	64	hyoscine (butylbromide)	injection	20mg/ml
				tablet	10mg
		65	phloroglucinol	tablet	phloroglucinol 80mg + trimethylphloroglucinol 80mg
		66	metoclopramide (hydrochloride)✦	tablet	10mg
				syrup	5mg/5ml
				injection	5mg/ml
		67	omeprazole▣	capsule	10mg, 20mg, 40mg
		68	ranitidine	injection	25mg/ml in 2ml
				tablet	150mg, 250mg
		69	aluminium hydroxide + magnesium trisilicate	tablet	250mg + 500mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	Recommended in combination with zinc sulphate 20mg dispersible tablet for acute diarrhea	70	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 2.9gm B.P., potassium chloride1.5gm B.P., sodium chloride 2.6gm B.P.
		71	bisacodyl	tablet	5mg
		72	glycerin	suppository	
N	Cardiovascular Medicines	73	glyceryltrinitrate	sublingual	500mcg
		74	isosorbidedinitrate[▣]	sublingual	5mg
		75	amlodipine (besylate)	tablet	2.5mg, 5mg
	For severe Pregnancy Induced Hypertension (PIH) only	76	methyldopa	tablet	250mg, 500mg
				injection	250mg
	For severe PIH only	77	hydrochlorothiazide[▣]	injection	20mg
				tablet	25mg, 50mg
		78	enalapril (maleate)	tablet	5mg, 10mg
		79	atenolol	tablet	5mg, 10mg, 25mg
		80	furosemide[▣]	tablet	20mg, 40mg
				injection	10mg
O	Oxytocic medicines	81	ergometrine (hydrogen maleate)[▣]	injection	200mcg in 1ml
		82	misoprostol	tablet	200 mcg
		83	oxytocin	injection	10 IU in 1ml
P	Respiratory medicines	84	salbutamol (sulfate)[▣]	tablet	2mg and 4mg
				inhaler	100 mcg per dose
		85	ammonium chloride + chloroform + menthol + diphenhydramine + sodium citrate	Anti-tussive / expectorant	131.5mg/5ml + 22mg/5ml + 1mg/5ml + 13.5mg/5ml + 55mg/5ml
		86	aminophylline	injection	25mg/ml
Q	Ophthalmic/ENT	87	boroglycerine	ear drops (only for wax removing)	40.00%
		88	polymyxin B sulphate + lignocaine	ear drops	each ml contains Polymyxin B (Sulphate):10000IU/ml,Lignocaine:50mg/ml]; *5ml plastic bottle*

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		89	chloramphenicol	eye drops	1% w/v, 0.5% w/v
		90	ciprofloxacin[◙] (hydrochloride)	eye/ear drops	0.3% w/v
		91	tetracycline (hydrochloride)[◙]	eye ointment	1%
		92	xylometazoline[✦◙]	nasal drops	0.05%
R	I/V Infusions Plasma substitutes	93	plasma expander	infusion	dextran 6% w/v, glucose 5% w/v
		94	glucose/dextrose	infusion	5%, 10,%
				ampoule	25%
		95	normal saline	infusion	0.9%
		96	dextrose + saline	infusion	5% + 0.9% w/v
		97	Ringer lactate[◙]	infusion	infusion1,000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6gm U.S.P.; 3.1gm sodium lactate U.S.P., sterile water for injection
		98	potassium chloride	solution	11.2% in 20ml ampoule
		99	sodium bicarbonate	injection	1.4% isotonic
		100	water for injection	ampoule	5ml, 10ml
S	Vitamins and minerals	101	ascorbic acid	tablet	50mg, 100mg, 500mg
		102	calcium gluconate	injection	100mg/ml in 10-ml
		103	calcium lactate	tablet	500mg, 1gm
		104	calcium chloride	injection	200mg/ml
		105	ergocalciferol (vitamin D)[◙]	tablet	1.25mg (50,000 IU)
		106	ferrous salt (fumarate)	tablet	equivalent to 60mg iron
				syrup	equivalent to 25mg/ml iron
		107	folic acid	tablet	1mg, 5mg
		108	ferrous salt + folic acid	tablet (DRAP approved)	tablet, equivalent to 60mg iron + 400mcg folic acid
		109	multiple micronutrients	sachet	UNICEF approved
		110	retinol (vitamin A)	tablet/capsule	50,000 IU; 100,000 IU; 200,000 IU (as palmitate)
		111	zinc sulphate	dispersible tablet	20mg
		112	vitamin K	injection	10mg
		113	B complex	tablet	DRAP approved

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		114	multivitamins	tablet	DRAP approved
T	Dermatologicals	115	benzyl benzoate[+][▣]	lotion	5%, 25%
		116	permethrin	cream, lotion	5% w/w
		117	calamine[▣]	lotion	15%
		118	coal tar	lotion	5%
		119	clobetasol (propionate)	cream	0.05% w/w
		120	hydrocortisone[▣]	cream	1%
		121	polymyxin B (sulphate) + bacitracin zinc	ointment	10,000 IU/g + 500 IU/g
		122	silver sulphadiazine[+]	cream	1%
U	Contraceptives	123	condoms		
		124	ethynylestradiol[▣] + norethisterone[▣]	CO pills	35mcg + 1mg
		125	levonorgestrel[▣]	PO pills	30mcg
		126	levonorgestrel	EC pills	750 mcg (pack of 2)
		127	copper T/multiload	IUCD	
		128	DMPA (medroxyprogesterone acetate)	injection	150mg/1ml
		129	norethisteroneenanthate	injection	200mg/ml in 1ml
		130	estradiol cypionate + medroxyprogesterone acetate	injection	5mg + 25mg
V	Vaccines and Sera	131	BCG vaccine		WHO approved/as per national EPI program
		132	polio vaccine (OPV trivalent)/IPV	oral/ injection	
		133	hepatitis B vaccine		
		134	measles vaccine		
		135	tetanus toxoid		
		136	pentavalent vaccine		
		137	pneumococcal vaccine		
		138	anti-rabies vaccine (PVRV)	single-dose vial	>2.5 iu
		139	anti-snake venom serum		
W	Miscellaneous	140	tranexamic acid	injection	250mg, 500mg /5ml
				caps	250mg, 500mg
X	Anxiolytics	141	alprazolam	tablet	0.5mg
		142	diazepam	tablet	2mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
Y	Antiseptics/ disinfectants *Only chlorine-based compound in stable dry granular form*	143	povidone-iodine	solution	10% w/v
		144	halogenated natrium phosphate	powder	100gm
		145	chlorine base compound	powder	(0.1% available chlorine) for solution
		146	chlorhexidine + ceterimide	solution	1.5% w/v + 15% w/v
	Antiseptics for cord care	147	chlorhexidinedigluconate (7.1%) for cord care	solution, gel	equivalent to 4% chlorhexidine
Z	Disposable Supplies	148	syringe (autodisable)	sterile packs	1cc, 5cc
		149	IV sets	sterile packs	DRAP approved
		150	scalp vein set	sterile packs	DRAP approved
		151	volumetric chamber (IV burette)	sterile packs	100ml size
		152	IV cannula (DRAP approved)	sterile packs	18G, 20G, 22G, 24G
		153	adhesive tape (hypoallergenic)	roll	1 inch, 2 inch
		154	sterile gauze dressing		7.5 x 7.5 cm (10 ply)
		155	liquid paraffin gauze	sterile packs	
		156	cotton bandage	roll	6.5cm x 2m
		157	absorbent cotton wool	pack	500gm
		158	crepe bandage		7.5, 10 cm x 2.7m
		159	examination gloves	pairs	box of 100 (small, medium, and large size) [1:2:1]
		160	sterile surgical gloves	pairs	6, 6½, 7, 7½
		161	silk sutures sterile	12/pack	0, 1/0, 2/0, 3/0, 4/0
		162	chromic catgut sterile	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		163	face masks disposable		
		164	blood lancets	sterile packs	
		165	slides		
		166	air way	set of 3	adult/pediatric
		167	endotracheal tube	sterile packs	set of 12
		168	resuscitator bag with mask		adult/pediatric
		169	nasogastric tube		adult/pediatric

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		170	clean delivery kits	sterile packs	• 1 bath soap, 50 gram wrapped • 1 apron • 2 paper towel • 2 pairs of latex examination gloves (M) • 1 plastic under sheet (about one square meter) • 1 under pad 60 cm x 90 cm • 2 alcohol pads • 2 packs of sponges (4 sponges) • 1 sterile bulb sucker • 2 sterile umbilical cord clamp • 1 sterile surgical blade • 2 cotton thread (cord ties) • 1 maternity pad • 1 white poly bag for disposal • 1 unbleached dignity drape 1 instruction sheet

▣Indicates similar clinical performance within a pharmacological class
✧Indicates that there is an age or weight restriction on use of the medicine
© Signifies that there is a specific indication for restricting its use to children

Emergency Tray for RHC			
Sr#	Items Name	Strength	Qty
1	injection dobutamine	50mg/ml	5
2	injection tranexamic acid	250mg/5ml	10
3	injection furosemide	10mg/ml	10
4	injection calcium gluconate	100mg/ml in 10ml	10
5	injection dimenhydrinate	50mg/ml	10
6	injection sodium bicarbonate	8.4% w/v, 25ml	10
7	injection potassium chloride	11.2% in 20ml 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's lactate infusion	1000ml	10
20	dextrose infusion	10%, 500ml	10
21	normal saline infusion	1,000ml	10
22	normal saline with dextrose infusion	5%, 1,000ml	10
23	lidocaine	gel	5
24	cotton roll BPC	500gms	5
25	cotton bandage BPC	4 inch, 6 inch	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 (IV burette)		5
31	IV set		45

Emergency Tray for RHC			
32	IV cannula	16G, 18G, 20G, 22G, 24G	25 (1:1:2:2:1)
33	ETT	(3mm, 3.5mm, 4mm, 7.5mm, 8mm)	10
34	Foley catheter	all sizes (10 F to 28 F)	10
35	NG tube	(14–18 Fr, infant/child: 10–14 Fr)	12

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anesthetics 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	10mg/ml, 20mg/ml
B	Muscle relaxants	6	neostigmine (metilsulfate) (bromide)	injection	2.5mg in 1ml
				tablet	15mg
		7	suxamethonium (chloride)	ampoule	50mg/ml in 2ml
C	Anestheticslocal	8	bupivacaine (hydrochloride)▣	vial	0.25%; 0.5%
			injection for spinal anesthesia	ampoule	(5mg/ml) 0.5% in 4ml
		9	lidocaine (hydrochloride)▣	vial	5% (hydrochloride) in 2ml ampoule to be mixed with 7.5% glucose solution
				topical forms	2% gel, 4% solution
		10	lignocaine + epinephrine (adrenaline)	injection	2% + 1:200,000
		11	lignocaine + epinephrine (adrenaline)	dental cartridge	2% + 1:80,000
	Complementary list	12	ephedrine (hydrochloride)	ampoule	30mg in 1ml
D	Analgesics Opioid/central acting	13	morphine (sulphate or hydrochloride)	ampoule	10mg in 1ml
		14	pethidine (hydrochloride)	ampoule	50mg/ml in 2ml
		15	nalbuphine (HCl)	injection	10mg/ml, 20mg/ml
		16	pentazocine	injection	30mg/ml
E	Analgesics/NSAIDs	17	acetylsalicylic acid (dispersible)	dispersible tablet	300mg
		18	diclofenac (sodium)	tablet	50mg
				ampoule	75mg in 3ml
				gel	3% w/w
		19	ibuprofen+	tablet	200, 400mg
				gel	10% w/w
				syrup	200mg/5ml
		20	naproxen	tablet	250mg, 500mg
		21	paracetamol	tablet	500mg
					125 mg/5 ml

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				injection	150mg/ml
				suppository	100mg
F	Medicines to treat gout	22	allopurinol	tablet	100mg and 300mg
G	Anti-Allergics and medicines used in anaphylaxis	23	chlorpheniramine (hydrogen maleate)✦▣	tablet	4mg
				injection	10mg/ml
				syrup©	2mg/5ml
		24	loratadine	tablet	10mg
				syrup	1mg/ml
		25	cetirizine	tablet	10mg
				syrup	5mg/5ml
		26	promethazine (HCl)	tablet	25mg
				syrup	25mg/5ml
				injection	25mg/ml in 2ml
		27	dexamethasone (disodium phosphate)	injection	4mg/ml
				tablet	0.5mg
		28	epinephrine (adrenaline)	ampoule	1mg /ml
		29	hydrocortisone (sodium succinate)	injection	100mg, 250mg
		30	prednisolone▣	tablet	5mg
H	Antidotes and other substances used in poisonings	31	atropine (sulfate)✦	ampoule	1mg in 1ml
		32	charcoal activated	powder	
		33	methylthioninium chloride (methylene blue)	ampoule	10mg/ml in 10ml
		34	naloxone (hydrochloride)	ampoule	400 mcg in 1ml
I	Anti-Epileptics Anti-Convulsives *For eclampsia only*	35	carbamazepine	tablet	200mg
				syrup	100mg/5ml
		36	magnesium sulphate	injection	500mg/ml
		37	phenobarbital (sodium)	tablet	30mg
				injection	200mg /ml
		38	phenytoin (sodium)	tablet	100mg
				syrup	30mg/5ml
	ANTI-INFECTIVES				
J	Antibiotics/ antimicrobials	39	amoxicillin (trihydrate)	tablet	250mg, 500mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
			(preferably dispersible tablet)		
				powder for suspension©	125mg, 250mg/5ml
				injection	250mg, 500mg
		40	ampicillin (sodium)	capsule	250mg, 500mg
				powder for suspension©	125mg, 250mg/5ml
				injection	500mg, 1 g
		41	amoxicillin + clavulanic acid	tablet	125mg amoxicillin + 31.25mg clavulanic acid/5ml and 250mg amoxicillin + 62.5mg clavulanic acid/5ml
				injection	1gm
		42	benzathine penicillin	injection©	0.6m IU, 1.2m IU
		43	cloxacillin	capsule	250mg, 500mg
				powder for suspension©	125mg, 250mg/5ml
	Only listed for single-dose treatment of uncomplicated ano-genital gonorrhea	44	cefixime* (trihydrate)	capsule	400mg
				syrup	100mg, 200mg/5ml
		45	ceftriaxone (sodium)✧	powder for injection	250mg, 500mg, 1gm
	Only for epidemic meningitis	46	chloramphenicol (palmitate) (sodium succinate)	capsule	250mg
				syrup	125mg/5ml
				injection	1gm
		47	ciprofloxacin (hydrochloride)▣	tablet	250mg, 500mg
		48	azithromycin▣	capsule	250mg, 500mg
				suspension	125mg/5ml in 22.5ml
	Recommended in combination regimens for eradicating H. pylori in adult.	49	clarithromycin*	tablet	500mg
		50	clindamycin (hydrochloride) (phosphate)	capsule	150mg, 300mg
				injection	150mg/ml
		51	cotrimoxazole✧ (sulfamethoxazole + trimethoprim)	tablet©	400mg + 80mg
				syrup©	200mg + 40mg/5ml
		52	doxycycline (hyclate)✧	capsule©	100mg
				syrup©	25mg/5ml

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		53	gentamicin (sulfate)[▣]	injection	40mg, 80mg
		54	levofloxacin	tablet	250g, 500mg
		55	metronidazole[▣] (benzoate)	tablet	200mg, 400mg
				injection	500mg in 100-ml
				syrup	200mg/5ml
		56	nitrofurantoin	tablet	100mg
		57	procaine benzyl penicillin	injection	1m IU, 3m IU
		58	phenoxymethylpenicillin (potassium)	tablet	250mg, 500mg
				syrup	125mg/5ml
K	Anti-Helminthic	59	albendazole	tablet	200mg
				syrup	100mg/5ml
		60	mebendazole (chewable)	tablet	500mg (with caution only for adults)
		61	pyrantel (pamoate)	tablet	250mg
				syrup	250mg/5ml
L	Anti-Fungal	62	clotrimazole	vaginal cream	1%
				vaginal tablet	100mg, 500mg
		63	fluconazole[▣]	capsule	50mg
				injection	2mg/ml
				syrup	50mg/5ml
		64	nystatin	tablet	500,000 IU
				drops[©]	100,000 IU/ml
M	Anti-Tuberculosis medicines *As per TB Control program guidelines*	65	ethambutol	tablet	400mg
				oral liquid[©]	25mg/ml
		66	isoniazid	tablet/syrup[©]	50mg, 100mg, 300mg
		67	pyrazinamide	tablet	500mg
		68	rifampicin	caps/syrup[©]	150mg, 300mg, 450mg,600mg
		69	streptomycin	injection	1gm
		70	ethambutol + isoniazid	tablet	400mg + 150mg
		71	isoniazid + rifampicin	tablet	75mg + 150mg; 150mg + 300mg
		72	isoniazid + pyrazinamide + rifampicin	tablet	75mg + 400mg + 150mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		73	rifampicin + isoniazid + pyrazinamide + ethambutol	tablet	150mg + 75mg+ 400mg + 275mg
		74	ethambutol + isoniazid + rifampicin	tablet	275mg + 75mg + 150mg
N	Anti-Diabetics	75	glibenclamide	tablet	5mg
		76	glimepiride	tablet	1mg, 2mg, 3mg
		77	metformin (hydrochloride)	tablet	500mg
		78	insulin regular	injection	100 IU/ml
		79	insulin comp	injection	30% + 70% w/v
O	Antimalarials	80	chloroquine (phosphate or sulfate)	tablet	150mg
	For Vivax	81	primaquine (diphosphate)	tablet	15mg
	For Falciparum	82	sulfadoxine+ pyrimethamine	tablet	500mg + 25mg
	To be used in combination (co-blister)	83	artesunate	tablet	50mg
		84	artesunate + sulfadoxine+ pyrimethamine	tablet	co-blister of (6 + 2) tablet—2 large tablet, each has sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P]—6 small tablets, each has artesunate 50mg U.S.P.]
			artesunate + sulfadoxine+ pyrimethamine	Tablets	co-blister of (6 + 3) tablet—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.
	Management of severe malaria	85	artemether*	ampoule	80mg/ml in 1ml
		86	artemether + lumefantrine*	tablet©	20mg + 120mg
P	GIT medicines	87	hyoscine (butylbromide)	injection	20mg/ml
				tablet	10mg
		88	phloroglucinol	tablet	phloroglucinol 80mg + trimethylphloroglucinol 80mg
		89	metoclopramide (hydrochloride)✧	tablet	10mg
				syrup	5mg/5ml
				injection	5mg/ml
		90	dimenhydrinate	tablet	50mg
		91	omeprazole▣	capsule	10mg, 20mg, 40mg
		92	ranitidine	injection	25mg/ml in 2ml

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				tablet	150mg, 250mg
		93	aluminium hydroxide + magnesium trisilicate	tablet	250mg + 500mg
	For treatment of acute diarrhea—in combination with zinc sulphate 20mg dispersible tablet	94	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 2.9gm B.P, potassium chloride 1.5gm B.P., sodium chloride 2.6gm B.P.
		95	sodium phosphate	enema	7.2g /120ml
		96	bisacodyl	tablet	5mg
		97	glycerin	suppository	
		98	magnesium oxides and hydroxides	suspension	7.9% w/v
Q	Cardiovascular medicines	99	acetylsalicylic acid	tablet	100mg
		100	bisoprolol[◙]	tablet	1.25mg; 5mg
		101	digoxin	tablet	62.5mcg, 250mcg
				injection	250mcg /ml in 2ml
		102	dopamine (hydrochloride)	injection	40mg/ml in 5ml vial
		103	enalapril (maleate)[◙]	tablet	2.5mg, 5mg
		104	glyceryltrinitrate	sublingual	500 mcg
	For severe PIH only	105	hydralazine (hydrochloride)	injection	20mg
				tablet	25mg, 50mg
		106	isosorbidedinitrate[◙]	sublingual	5mg
	For severe PIH only	107	methyldopa	tablet	250mg, 500mg
				injection	250mg
		108	propanolol (HCl)	tablet/caps	10mg, 40mg, 80mg
		109	simvastatin[◙]	tablet	5mg, 10mg, 20mg, 40mg
		110	verapamil (hydrochloride)	tablet	40mg, 80mg
R	Diuretics	111	furosemide[◙]	tablet	20mg, 40mg
				injection	10mg
		112	hydrochlorothiazide[◙]	tablet	12.5mg, 25mg
		113	spironolactone	tablet	25mg
S	Medicines affecting	114	heparin sodium	injection	1,000, 5,000, 20,000 IU/ml

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	coagulation	115	tranexamic acid	injection	100mg/ml in 10ml
				capsule	250mg, 500mg
		116	warfarin (sodium)[◙]	tablet	1mg, 2mg, 5mg
T	Antivirals for hepatitis	117	interferon alpha 2b	injection	3 MIU
		118	ribavirine	tablet	200mg, 400mg, 600mg
U	Anti-Herpes medicines	119	acyclovir[◙]	tablet	200mg
				syrup	200mg/5ml
				cream/ointment	5% w/w
V	Oxytocic medicines	120	ergometrine (hydrogen maleate)[◙]	injection	200mcg in 1ml
		121	misoprostol	tablet	200mcg
		122	oxytocin	injection	10 IU in 1ml
W	Respiratory medicines	123	aminophylline	injection	25mg/ml in 10ml
				tablet	100mg
		124	beclomethasone (dipropionate)	Inhalation (aerosol)	50mcg per dose
		125	salbutamol (sulfate)[◙]	tablet	2mg, 4mg
				Inhalation (aerosol)	100mcg per dose
				solution for nebulizer	5mg /ml
				injection	50 mcg in 5ml
		126	ammonium chloride + chloroform + menthol + diphenhydramine + sodium citrate	antitussive expectorant	131.5mg/5ml + 22mg/5ml + 1mg/5ml + 13.5mg/5ml + 55mg/5ml
		127	dextromethorphan + diphenhydramine	antitussive syrup	12.5mg/5ml + 12.5mg/5ml
X	Ophthalmic	128	dexamethasone	eye drops	0.1% w/v
		129	gentamicin (sulfate)[◙]	eye drops	0.30%
		130	tropicamide	eye drops	1% w/v
		131	pilocarpine (hydrochloride or nitrate)	eye drops	2%; 4%
		132	tetracycline (hydrochloride)[◙]	eye ointment	1%
				eye drops	0.50%
		133	polymyxin B (sulphate) + bacitracin zinc	eye ointment	10,000IU/g + 500 IU/g
		134	tetracaine (hydrochloride)+[◙]	drops	0.50%

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		135	timolol (hydrogen maleate)[◙]	eye drops	0.25%; 0.5%
Y	ENT	136	boroglycerine	ear drops (only for wax removing)	40%
		137	polymyxin B sulphate + lignocaine	ear drops	each ml contains polymyxin B (sulphate):10001U/ml,lignocaine:50mg/ml]; 5ml plastic bottle
		138	ciprofloxacin	ear drops	0.30%
		139	ephedrine	nasal drops	0.5%
		140	lignocaine	topical solution	4%
		141	saline nasal drops	nasal drops	0.9%
		142	xylometazoline[✦◙]	nasal spray	0.05%
Z	Anti-Leishmaniasis medicines	143	amphotericin B	injection	50mg in vial
		144	sodium stibogluconate	injection	100mg/ml in 30ml vial
AA	I/V infusions Plasma substitutes	145	plasma expander	infusion	dextran 6% w/v, glucose 5% w/v
		146	glucose/dextrose	infusion	5, 10%
				ampoule	25%
		147	normal saline	infusion	0.9%
		148	dextrose + saline	infusion	5%, 10%
		149	Ringer's lactate[◙]	infusion	infusion,1,000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6gm U.S.P.; sodium lactate 3.1gm U.S.P.; sterile water for injection 1,000ml (q.s.);1,000ml collapsible plastic bottle
		150	potassium chloride	solution	11.2% in 20ml ampoule
		151	sodium bicarbonate	injection	1.4% isotonic
		152	mannitol	infusion	10% and 20% w/v (500ml)
		153	water for injection	ampoule	5ml, 10ml
AB	Dermatologicals	154	benzyl benzoate[✦◙]	lotion	5%, 25%
		155	betamethasone[✦◙]	cream/ointment	0.1%
		156	calamine[◙]	lotion	15%

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		157	coal tar	lotion	5%
		158	clotrimazole	topical cream	1% w/w
		159	hydrocortisone[◙]	cream	1%
		160	permethrin	cream/lotion	5% /1%
		161	salicylic acid	solution	5%
		162	polymyxin B (sulphate) + bacitracin zinc	ointment	10,000 IU/g + 500 IU/g
		163	silver sulphadiazine[✦]	cream	1%
		164	sodium thiosulphate	solution	15%
AC	Vitamins and minerals	165	ascorbic acid	tablet	50mg, 100mg, 500mg
		166	calcium gluconate	injection	100mg/ml in 10ml
		167	calcium lactate	tablet	500mg, 1gm
		168	ergocalciferol (vitamin D)[◙]	tablet	1.25mg (50,000 IU)
		169	ferrous salt (fumarate)	tablet	equivalent to 60mg iron
				syrup	equivalent to 25mg/ml iron
		170	folic acid	tablet	0.5mg, 1mg, and 5mg
		171	ferrous salt + folic acid	tablet (DRAP approved)	tablet, equivalent to 60mg iron + 400 mcg folic acid
		172	vitamin K	injection	10mg
		173	hydroxocobalamin	ampoule	1mg in 1ml
		174	multiple micronutrients	sachet	UNICEF approved
		175	retinol (vitamin A)	tablet/ capsule	50,000 IU; 100,000 IU; 200,000 IU (as palmitate)
	For acute diarrhea	176	zinc sulphate	dispersible tablet	20mg
		177	B complex (B1, B6, and B12)	tablet	DRAP approved
		178	multivitamins	tablet	DRAP approved
AD	Contraceptives	179	condoms		
		180	ethynylestradiol[◙] + norethisterone[◙]	combined oral pills	35mcg + 1mg
		181	levonorgestrel[◙]	progesterone only pills	30mcg
		182	levonorgestrel	emergency contraceptive pills	750 mcg (pack of 2)

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		183	copper T/multiload	IUCD	
		184	DMPA (medroxyprogesterone acetate)	injection	150mg /1ml
		185	norethisteroneenanthate	injection	200mg/ml in 1ml
		186	estradiol cypionate + medroxyprogesterone acetate	injection	5mg + 25mg
		187	levonorgestrel-releasing implant	sub dermal implant	2 rod 75mg each (use life: 5 years)
		188	etonogestrel-releasing implant	sub dermal implant	1 rod 68mg each (use life: 3 years)
AE	Vaccines and sera	189	BCG vaccine		WHO approved/as per national EPI program
		190	polio vaccine (OPV trivalent)/IPV	oral/ injection	
		191	hepatitis B vaccine		
		192	measles vaccine		
		193	tetanus toxoid		
		194	pentavalent vaccine		
		195	pneumococcal vaccine		
		196	meningococcal vaccine		
		197	anti-rabies vaccine (PVRV)	single dose vial	>2.5 IU
		198	anti-snake venom serum		
		199	anti D immunoglobulin (human)	single dose vial	250mg
		200	diphtheria antitoxin	vial	10,000 IU; 20,000 IU
		201	tetanus immunoglobulin (human)	injection	500 IU in vial
		202	rabies immunoglobulin (human)	vial	150 IU/ml
AF	Medicines for mental and behavioral disorders	203	chlorpromazine (hydrochloride)[◙]	injection	25mg in 2ml
				tablet	100mg
		204	haloperidol	tablet	5mg
	Tranquilizers	205	alprazolam	tablet	0.5mg
		206	diazepam	tablet	2mg, 5mg
		207		injection	10mg
	Anti-Migraine	208	migril	tablet	
		209	caafergot	tablet	
AG	Antiseptics/ disinfectants	210	povidone-iodine	solution	10% w/v

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
	Only chlorine-based compound in stable dry granular form	211	halogenated natrium phosphate	powder	100gm
		212	chlorhexidine + ceterimide	solution	1.5% w/v + 15% w/v
		213	acriflavine	cream	0.1% w/w
		214	tincture benzoin Compound	Solution	7.5% w/v
	Antiseptics for cord care	215	chlorhexidinedigluconate (7.1%) for cord care	solution, gel	equivalent to 4% chlorhexidine
AH	Disposable supplies	216	syringe (autodisable)	sterile packs	1cc, 5cc
		217	disposable syringe	sterile packs	50cc
		218	IV sets	sterile packs	DRAP approved
		219	scalp vein set	sterile packs	DRAP approved
		220	volumetric chamber (IV burette)	sterile packs	100ml size
		221	IV cannula (DRAP approved)	sterile packs	16G, 20G, 24G
		222	adhesive tape (hypoallergenic)	roll	1 inch, 2 inch
		223	sterile gauze dressing		7.5 x 7.5 cm (10 ply)
		224	cotton bandage	roll	6.5cm x 2m
		225	absorbent cotton wool	pack	500gm
		226	crepe bandage	roll	7.5, 10cm x 2.7m
		227	examination gloves	pairs	box of 100 (small, medium and large size) [1:2:1]
		228	sterile surgical gloves	pairs	6, 6½, 7, 7½, 8
		229	silk sutures sterile	12/pack	0, 1/0, 2/0, 3/0, 4/0
		230	chromic catgut sterile	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		231	silk sutures sterile	12/pack	8/0, 10/0
		232	prolene/vicryl sterile sutures	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		233	plaster of paris bandage	roll	10cm, 20cm x 6m
		234	face masks disposable		
		235	blood lancets	sterile packs	
		236	slides	sterile packs	
		237	endotracheal tube	sterile packs	set of 12
		238	nasogastric tube	sterile packs	adult/pads
		239	Foley catheter	sterile packs	all sizes
		240	urine bags	sterile packs	

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		241	blood bags	sterile packs	
		242	disposable airways	sterile packs	all sizes
		243	suction catheter	sterile packs	
		244	disposable cord clamps	sterile packs	
		245	spinal needle	sterile packs	
		246	surgical blades	sterile packs	
		247	clean delivery kits	sterile packs	• 1 bath soap, 50 gram wrapped • 1 apron • 2 paper towel • 2 pairs of latex examination gloves (M) • 1 plastic under sheet (about one square meter) • 1 under pad 60 cm x 90 cm • 2 alcohol pads • 2 packs of sponges (4 sponges) • 1 sterile bulb sucker • 2 sterile umbilical cord clamp • 1 sterile surgical blade • 2 cotton thread (cord ties) • 1 maternity pad • 1 white poly bag for disposal • 1 unbleached dignity drape • 1 instruction sheet
AI	Radio contrast media	248	amidotrizoate	injection	140mg to 420mg iodine/ml in 20ml
		249	barium sulfate	aqueous suspension	
		250	Iohexol	injection	140mg to 350mg iodine/ml in 5ml; 10ml; 20ml ampoules

▣Indicates similar clinical performance within a pharmacological class

✧Indicates that there is an age or weight restriction on use of the medicine

© Signifies that there is a specific indication for restricting its use to children

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
A	Anesthetics 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	10mg/ml, 20mg/ml
B	Muscle relaxants	6	atracurium (besylate)[▣]	injection	10mg/ml
		7	neostigmine (metilsulfate)	injection	2.5mg in 1ml
			(bromide)	tablet	15mg
		8	suxamethonium (chloride)	ampoule	50mg/ml in 2ml
C	Anesthetics local	9	bupivacaine (hydrochloride)[▣]	vial	0.25%, 0.5%
			injection for spinal anesthesia	ampoule	(5mg/ml) 0.5% in 4ml
		10	lidocaine (hydrochloride)[▣]	vial	5% (hydrochloride) in 2ml ampoule to be mixed with 7.5% glucose solution.
				topical forms	2% gel, 4% solution
		11	lignocaine + epinephrine (adrenaline)	injection	2% + 1:200,000
		12	lignocaine + epinephrine (adrenaline)	dental cartridge	2% + 1:80,000
		13	ephedrine (hydrochloride)	ampoule	30mg in 1ml
D	Analgesics Opioid/central acting	14	morphine (sulphate or hydrochloride)	ampoule	10mg/1ml
		15	pethidine (hydrochloride)	ampoule	50mg/ml in 2ml
			nalbuphine (HCl)	injection	10mg/ml, 20mg/ml
		16	midazolam	injection	1mg/ml
				tablet	7.5mg
E	Analgesics/NSAIDs	17	acetylsalicylic acid	dispersible tablet	300mg
				suppository	50mg to 150mg
		18	diclofenac (sodium)	tablet	50mg
				ampoule	75mg in 3ml
				gel	3% w/w
		19	naproxen	tablet	250mg, 500mg
		20	meloxicam	tablet	7.5mg, 15mg
		21	ibuprofen[✦]	tablet	200mg, 400mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				gel	10% w/w
				syrup	200mg/5ml
		22	paracetamol	tablet	500mg
				syrup	125mg/5ml
				injection	150mg/ml
				suppository	100mg
F	Medicines to treat gout	23	allopurinol	tablet	100mg
G	Anti-Allergics and medicines used in anaphylaxis	24	chlorpheniramine (hydrogen maleate)+▣	tablet	4mg
				injection	10mg/ml
				syrup©	2mg/5ml
		25	cetirizine	tablet	10mg
				syrup	5mg/5ml
		26	loratadine	tablet	10mg
				syrup	1mg/ml
		27	promethazine (HCl)	tablet	25mg
				syrup	25mg/5ml
				injection	25mg/ml in 2ml
		28	dexamethasone (disodium phosphate)	injection	4mg/ml
				tablet	0.5mg
		29	epinephrine (adrenaline)	ampoule	1mg /ml
		30	hydrocortisone (sodium succinate)	injection	100mg, 250mg
		31	prednisolone▣	tablet	5mg
	ANTI-INFECTIVES				
H	Antibiotics/ antimicrobial	32	amoxicillin (trihydrate) (preferably dispersible tablet)	tablet	250mg, 500mg
				powder for suspension©	125mg, 250mg /5ml
				injection	250mg, 500mg
		33	ampicillin (sodium)	capsule	250mg, 500mg
				powder for suspension©	125mg, 250mg/5ml
				injection	500mg and 1g
	Reserved 2nd line	34	amikacin (sulfate)	injection	500mg, 1gm
		35	azithromycin▣		

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				suspension	125mg/5ml in 22.5ml
		36	amoxicillin + clavulanic acid	tablet	375mg
				injection	1gm
		37	benzathine penicillin	injection©	0.6m IU, 1.2 m IU
		38	cloxacillin	capsule	250mg, 500mg
				powder for suspension©	125mg, 250mg/5ml
	*Only listed for single-dose treatment of uncomplicated ano-genital gonorrhea	39	cefixime* (trihydrate)	capsule	400mg
				syrup	100mg, 200mg/5ml
		40	ceftriaxone (sodium)✦	powder for injection	250mg, 500mg, 1gm
	*Only for epidemic meningitis	41	*chloramphenicol (palmitate) (sodium succinate)	capsule	250mg
				syrup	125mg/5ml
				injection	1gm
		42	ciprofloxacin (hydrochloride)▣	tablet	250mg, 500mg
				infusion	500mg/100ml
	*Recommended for use in combination regimens for eradication of H. pylori in adults	43	clarithromycin*	tablet	500mg
		44	clindamycin (hydrochloride)	capsule	150mg, 300mg
			(phosphate)	injection	150mg/ml
		45	cotrimoxazole✦ (sulfamethoxazole + trimethoprim)	tablet©	400mg + 80mg
				syrup©	200mg + 40mg/5ml
		46	doxycycline (hyclate)✦	capsule©	100mg
				syrup©	25mg/5ml
		47	flucloxacillin [floxacillin sodium]	injection	250mg, 500mg
				capsule	250mg, 500mg
		48	gentamicin (sulfate)▣	injection	40mg, 80mg
	*for multidrug-resistance (MDR) tuberculosis (TB)	49	*kanamycin (sulfate)	injection	500mg, 1gm
		50	levofloxacin	tablet	250mg, 500mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				injection	500mg
		51	metronidazole	tablet	200mg, 400mg
				injection	500mg in 100ml
			(benzoate)	syrup	200mg/5ml
		52	nitrofurantoin	tablet	100mg
		53	procaine benzyl penicillin	injection	1m IU, 3 m IU
		54	phenoxymethylpenicillin (potassium)	tablet	250mg, 500mg
				syrup	125mg/5ml
		55	vancomycin (HCl)	injection	500mg
I	Antidotes and other substances used in poisonings	56	atropine (sulfate)	ampoule	1mg in 1ml
		57	charcoal activated	powder	
		58	methylthioninium chloride (methylene blue)	ampoule	10mg/ml in 10ml
		59	naloxone (hydrochloride)	ampoule	400 mcg in 1ml
J	Anti-Epileptics Anticonvulsants *For eclampsia only*	60	carbamazepine	tablet	200mg
				syrup	100mg/5ml
		61	magnesium sulphate	injection	500mg/ml
		62	phenobarbital (sodium)	tablet	30mg
				injection	200mg /ml
		63	valproic acid (sodium valproate)	injection	200mg/5ml
				tablet	200mg, 500mg
		64	phenytoin (sodium)	tablet	100mg
				syrup	30mg/5ml
K	Anti-Helminthic	65	albendazole	tablet	200mg
				syrup	100mg/5ml
		66	mebendazole (chewable)	tablet	500mg (with caution—only for adults)
		67	pyrantel (pamoate)	tablet	250mg
				syrup	250mg/5ml
L	Anti-Fungal	68	clotrimazole	vaginal cream	1% w/v
				vaginal tablet	100mg, 500mg
		69	fluconazole	capsule	50mg
				injection	2mg/ml

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
				syrup	50mg/5ml
		70	nystatin	tablet	500,000 IU
				drops©	100,000 IU/ml
				vaginal tablet	100,000 IU
M	Anti-Tuberculosis drugs *As per TB control program guidelines*	71	ethambutol	tablet	400mg
				oral liquid©	25mg/ml
		72	isoniazid	tablet/syrup©	50mg, 100mg, 300mg
		73	pyrazinamide	tablet	500mg
		74	rifampicin	capsules/syrup©	150mg, 300mg, 450mg, 600mg
		75	streptomycin	injection	1gm
		76	ethambutol + isoniazid	tablet	400mg + 150mg
		77	isoniazid + rifampicin	tablet	75mg + 150mg; 150mg + 300mg
		78	isoniazid + pyrazinamide + rifampicin	tablet	75mg + 400mg + 150mg
		79	rifampicin + isoniazid + pyrazinamide + ethambutol	tablet	150mg + 75mg + 400mg + 275mg
		80	ethambutol + isoniazid + rifampicin	tablet	275mg + 75mg + 150mg
N	Anti-Herpes medicines	81	acyclovir▣	tablet	200mg
O	Anti-Leishmaniasis medicines	82	amphotericin B	injection	50mg in vial
		83	sodium stibogluconate	injection	100mg/ml in 30ml vial
P	Anti-Diabetics	84	glibenclamide	tablet	5mg
		85	glimepiride	tablet	1mg, 2mg, 3mg
		86	metformin (hydrochloride)	tablet	500mg
		87	insulin regular	injection	100 IU/ml
		88	insulin comp	injection	30% + 70% w/v
Q	Antimalarials	89	chloroquine (phosphate or sulfate)	tablet	150mg
				syrup	50mg/5ml
		90	quinine	tablet	300mg
				injection	300mg/ml
	For Vivax *For Falciparum*	91	primaquine (diphosphate)	tablet	15mg
		92	sulfadoxine + pyrimethamine	tablet	500mg + 25mg
	To be used in combination (co-blister)	93	artesunate + sulfadoxine + pyrimethamine	tablet	co-blister of (6 + 2) tablet—two large tablets, each has

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
					sulfadoxine 500mg U.S.P. + pyrimethamine 25mg U.S.P—six mall tablets ,each contains artesunate 50mg U.S.P.
			artesunate + sulfadoxineand pyrimethamine	tablet	co-blister of (6 + 3) tablet—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.
	Management of severe malaria	94	artemether*	ampoule	80mg/ml in 1ml
		95	artemether + lumefantrine*	tablet©	20mg + 120mg
R	GIT medicines	96	hyoscine (butylbromide)	injection	20mg/ml
				tablet	10mg
		97	phloroglucinol	tablet	phloroglucinol 80mg + trimethylphloroglucinol 80mg
		98	metoclopramide (hydrochloride)✦	tablets	10mg
				syrup	5mg/5ml
				injection	5mg/ml
		99	omeprazole▣	capsules	10mg, 20mg, 40mg
		100	ranitidine	injection	25mg/ml in 2ml
				tablets	150mg, 250mg
		101	aluminium hydroxide + magnesium trisilicate	tablets	250mg + 500mg
	Recommended in combination with zinc sulphate 20mg dispersible tablet in case of acute diarrhea	102	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 2.9gm B.P., potassium chloride1.5gm B.P., sodium chloride 2.6gm B.P.
		103	sodium phosphate	enema	7.2g /120ml
		104	lactulose	syrup	3.35g/5ml in 120ml
		105	bisacodyl	tablet	5mg
		106	glycerin	suppository	
		107	magnesium oxide and hydroxide	suspension	7.9% w/v
S	Antivirals for hepatitis	108	interferon alpha 2b	injection	3 million international units(MIU)
		109	ribavirine	tablet	200mg, 400mg, 600mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		110	lamivudine	tablet	150mg
T	Cardiovascular medicines	111	acetylsalicylic acid	tablet	100mg
		112	bisoprolol	tablet	1.25mg, 5mg
		113	digoxin	tablet	62.5mcg, 250mcg
				injection	250mcg/ml in 2ml
		114	dopamine (hydrochloride)	injection	40mg/ml in 5ml vial
		115	dobutamine (hydrochloride)	injection	50mg/ml in 5ml
		116	enalapril (maleate)	tablet	2.5mg, 5mg
		117	glyceryltrinitrate	sublingual	500 mcg
	For severe PIH only	118	hydralazine (hydrochloride)	injection	20mg
				tablet	25mg, 50mg
		119	isosorbidedinitrate	sublingual	5mg
	For severe PIH only	120	methyldopa	tablet	250mg, 500mg
				injection	250mg
		121	losartan	tablet	25mg, 50mg, 100mg
		122	propanolol (HCl)	tablet/caps	10mg, 40mg, 80mg
		123	streptokinase	powder for injection	1.5 million IU
		124	simvastatin	tablet	5mg, 10mg, 20mg, 40mg
		125	verapamil (hydrochloride)	tablet	40mg, 80mg
U	Diuretics	126	furosemide	tablet	20mg, 40mg
				injection	10mg
		127	hydrochlorothiazide	tablet	12.5mg, 25mg
		128	spironolactone	tablet	25mg
V	Medicines affecting coagulation	129	heparin (sodium)	injection	1,000, 5,000, 20,000 IU/ml
		130	tranexamic acid	injection	100mg/ml in 10ml
				capsule	250mg, 500mg
		131	clopidogrel	tablet	75mg, 150mg, 300mg
		132	warfarin (sodium)	tablet	1mg, 2mg, 5mg
W	Oxytocic medicines	133	ergometrine (hydrogen maleate)	injection	200mcg in 1ml
		134	misoprostol	tablet	200mcg
		135	oxytocin	injection	10 IU in 1ml
X	Respiratory medicines	136	aminophylline	injection	25mg/ml in 10ml
				tablet	100mg

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		137	beclomethasone (dipropionate)	inhaler	50mcg per dose
		138	salbutamol (sulfate)	tablet	2mg, 4mg
				inhaler	100mcg per dose
				solution for nebulizer	5mg /ml
				injection	50mcg in 5ml
		139	ammonium chloride + chloroform + menthol + diphenhydramine + sodium citrate	antitussive expectorant	131.5mg/5ml + 22mg/5ml + 1mg/5ml + 13.5mg/5ml + 55mg/5ml
		140	dextromethorphan + diphenhydramine	antitussive syrup	12.5mg/5ml + 12.5mg/5ml
Y	Ophthalmic	141	dexamethasone	eye drops	0.1% w/v
		142	gentamicin (sulfate)	eye drops	0.30%
		143	tropicamide	eye drops	1% w/v
		144	pilocarpine (hydrochloride or nitrate)	eye drops	2%, 4%
		145	ciprofloxacin	eye drops	
		146	polymyxin B (sulphate) + bacitracin zinc	eye ointment	10,000IU/g + 500IU/g
		147	tetracycline (hydrochloride)	eye ointment	1%
				eye drops	0.50%
		148	tetracaine (hydrochloride)	drops	0.50%
		149	timolol (hydrogen maleate)	eye drops	0.25%, 0.5%
Z	ENT	150	boroglycerine	ear drops (only for wax removing)	40%
		151	polymyxin B sulphate + lignocaine	ear drops	each ml contains polymyxin B (sulphate):10000IU/ml,Lignocaine:50mg/ml]; 5ml plastic bottle
		152	ciprofloxacin	ear drops	0.30%
		153	ephedrine	nasal drops	0.5%
		154	lignocaine	topical solution	4%
		155	saline nasal drops	nasal drops	0.9%
		156	xylometazoline	nasal spray	0.05%
AA	I/V Infusions	157	plasma expander	infusion	dextran 6% w/v, glucose 5% w/v
	Plasma substitutes	158	glucose/dextrose	infusion	5%, 10%
				ampoule	25%

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		159	normal saline	infusion	0.9%
		160	dextrose + saline	infusion	5% + 0.9% w/v
		161	Ringer's lactate	infusion	infusion1,000ml contains calcium chloride 0.2gm U.S.P.; potassium chloride 0.3gm U.S.P.; sodium chloride 6gm U.S.P.; 3.1gm sodium lactate U.S.P., sterile water for injection
		162	potassium chloride	solution	11.2% in 20ml ampoule
		163	sodium bicarbonate	injection	1.4% isotonic
		164	mannitol	infusion	20% w/v
		165	water for injection	ampoule	5ml, 10ml
AB	Vitamins and minerals	166	ascorbic acid	tablet	50mg, 100mg, 500mg
		167	calcium gluconate	injection	100mg/ml in 10ml
		168	calcium lactate	tablet	500mg, 1gm
		169	ergocalciferol (vitamin D)	tablet	1.25mg (50,000 IU)
		170	ferrous salt (fumarate)	tablet	equivalent to 60mg iron
				syrup	equivalent to 25mg/ml iron
		171	folic acid	tablet	0.5mg,1mg, 5mg
		172	ferrous salt + folic acid	tablet	tablet, equivalent to 60mg iron + 400mcg folic acid
		173	vitamin K	injection	10mg
		174	hydroxocobalamin	ampoule	1mg in 1ml
		175	multiple micronutrients	sachet	UNICEF approved
		176	retinol (vitamin A)	tablet/ capsule	50,000 IU; 100,000 IU; 200,000 IU (as palmitate)
	Acute diarrhea	177	zinc sulphate	dispersible tablet	20mg
		178	B complex (B1, B6, and B12)	tablet	DRAP approved
		179	multivitamins	tablet	DRAP approved
AC	Dermatologicals	180	benzyl benzoate	lotion	5%, 25%
		181	betamethasone	cream/ointment	0.1%
		182	calamine	lotion	15%
		183	coal tar	lotion	5%
		184	hydrocortisone	cream	1%

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		185	permethrin	cream/lotion	5%, 1%
		186	salicylic acid	solution	5%
		187	selenium sulfide	detergent-based suspension	2%
		188	polymyxin B (sulphate) + bacitracin zinc	ointment	10,000 IU/g + 500 IU/g
		189	silver sulphadiazine+	cream	1%
		190	sodium thiosulphate	solution	15%
AD	Medicines for mental and behavioral disorders	191	amitriptyline (hydrochloride)	tablet	25mg
		192	carbamazepine	tablet	100mg, 200mg
	Tranquilizers	193	chlorpromazine (hydrochloride)	injection	25mg in 2ml
				tablet	100mg
		194	clomipramine (hydrochloride)	tablet	10mg, 25mg
		195	olanzapine	tablet	5mg, 7mg, 5mg
		196	risperidone	tablet	1mg, 2mg, 3mg
		197	fluoxetine (hydrochloride) +©	tablet	20mg
		198	fluphenazine (decanoate or enantate)	tablet	25mg
		199	diazepam	tablet	2mg, 5mg
				injection	10mg
		200	alprazolam	tablet	0.5mg
		201	bromazepam	tablet	3mg
AE	Contraceptives	202	condoms		
		203	ethynylestradiol + norethisterone	CO pills	35mcg + 1mg
		204	levonorgestrel	PO pills	30mcg
		205	levonorgestrel	EC pills	750mcg (pack of 2)
		206	copper T/multiload	IUCD	
		207	medroxyprogesterone acetate (DMPA)	injection	150mg/1ml
		208	norethisteroneenanthate	injection	200mg/ml in 1ml
		209	estradiol cypionate + medroxyprogesterone acetate	injection	5mg + 25mg
		210	levonorgestrel-releasing implant	sub dermal implant	2 rod 75mg each (use life: 5 years)
		211	etonogestrel-releasing implant	sub dermal implant	1 rod 68mg each (use life: 3 years)
AF	Vaccines and sera	212	BCG vaccine		WHO-approved/as per national

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		213	polio vaccine (OPV trivalent)/ IPV	oral/ injection	EPI program
		214	hepatitis B vaccine		
		215	measles vaccine		
		216	tetanus toxoid		
		217	pentavalent vaccine		
		218	pneumococcal vaccine		
		219	meningococcal vaccine		
		220	anti-rabies vaccine (PVRV)	single-dose vial	>2.5 IU
		221	anti-snake venom serum		
		222	anti-D immunoglobulin (human)	single-dose vial	250 micrograms
		223	diphtheria antitoxin	vial	10,000 IU; 20 000 IU
		224	tetanus immunoglobulin (human)	injection	500 IU in vial
		225	rabies immunoglobulin (human)	vial	150 IU/ml
AG	Peritoneal dialysis solutions	226	intraperitoneal dialysis solution	parenteral solution	of appropriate composition
AH	Immunosuppressives	227	azathioprine (as sodium salt)	tablet	50mg
				injection	100mg in vial
		228	cyclosporine	capsule	25mg
AI	Anti-Parkinson's	229	biperiden	injection	5mg (lactate) in 1ml
				tablet	2mg (hydrochloride)
		230	levodopa + carbidopa	tablet	100mg + 10mg; 250mg + 25mg
AJ	Thyroid/ anti-thyroid	231	levothyroxine	tablet	50mcg, 100 mcg
		232	propylthiouracil	tablet	50mg
AK	Antiseptics /disinfectants	233	povidone-iodine	solution	10% w/v
		234	chlorhexidine + ceterimide	solution	1.5% w/v + 15% w/v
	Only chlorine based compound in stable dry granular form	235	halogenated natrium phosphate	powder	100gms
		236	tincture benzoin compound	Solution	7.5% w/v
	Antiseptics for cord care	237	chlorhexidinedigluconate (7.1%) for cord care	solution, gel	equivalent to 4% chlorhexidine

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
AL	Disposable supplies	238	syringe (autodisable)	sterile packs	1cc, 5cc
		239	disposable syringe	sterile packs	50 cc
		240	IV sets	sterile packs	DRAP approved
		241	scalp vein set	sterile packs	DRAP approved
		242	volumetric chamber (IV burette)	sterile packs	100ml
		243	IV cannula (DRAP approved)	sterile packs	16G, 20G, 24G
		244	adhesive tape (hypoallergenic)	roll	1 inch, 2 inch
		245	sterile gauze dressing		7.5 x 7.5 cm (10 ply)
		246	cotton bandage	roll	6.5 cm x 2m
		247	absorbent cotton wool	pack	500gm
		248	crepe bandage	roll	7.5, 10 cm x 2.7m
		249	examination gloves	pair	box of 100 (small, medium, and large) [1:2:1]
		250	sterile surgical gloves	pair	6, 6½, 7, 7½, 8
		251	silk sutures sterile	12/pack	0, 1/0, 2/0, 3/0, 4/0
		252	chromic catgut sterile	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		253	silk sutures sterile	12/pack	8/0, 10/0
		254	prolene/vicryl sterile sutures	sterile packs	0, 1/0, 2/0, 3/0, 4/0
		255	plaster of paris bandage	roll	10 cm, 20 cm x 6 m
		256	face masks disposable		
		257	blood lancets	sterile packs	
		258	slides	sterile packs	
		259	endotracheal tube	sterile packs	Set of 12
		260	nasogastric tube	sterile packs	adult/pads
		261	Foley catheter	sterile packs	all sizes
		262	urine bags	sterile packs	
		263	blood bags	sterile packs	
		264	disposable airways	sterile packs	all sizes
		265	suction catheter	sterile packs	
		266	disposable cord clamps	sterile packs	
		267	spinal needle	sterile packs	
		268	surgical blades	sterile packs	

Sr. #	Therapeutic Class	Sr. #	Generic Drug Name	Form	Strength
		269	clean delivery kits	sterile packs	• 1 bath soap, 50 gram wrapped • 1 apron • 2 paper towel • 2 pairs of latex examination gloves (M) • 1 plastic under sheet (about one square meter) • 1 under pad 60 cm x 90 cm • 2 alcohol pads • 2 packs of sponges (4 sponges) • 1 sterile bulb sucker • 2 sterile umbilical cord clamp • 1 sterile surgical blade • 2 cotton thread (cord ties) • 1 maternity pad • 1 white poly bag for disposal • 1 unbleached dignity drape • 1 instruction sheet
AM	Radio contrast media	270	amidotrizoate	injection	140mg to 420mg iodine/ml in 20ml
		271	barium sulfate	aqueous suspension	
		272	Iohexol	injection	140mg to 350mg iodine/ml in 5ml; 10ml; 20ml ampoules.
AN	Dental materials	273			

▣Indicates similar clinical performance within a pharmacological class

✧Indicates that there is an age or weight restriction on use of the medicine

© Signifies that there is a specific indication for restricting its use to children

Appendix 3: Endorsement of Manual by SPPRA, Sindh

No. Dir(Enf-I)/SPPRA/USAID/13-14/ 6653
GOVERNMENT OF SINDH
SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY
Karachi, dated the 6th May, 2014

To,

Dr. Muhammad Tariq,
Country Director,
USAID Delivery Project
Islamabad.

SUBJECT: CONSULTATION ON PROCUREMENT MANUAL MEDICINES AND SUPPLIES GOVERNMENT OF SINDH

Please refer to your letter dated 15.04.2014. The Authority has examined the subject Procurement Manual prepared for Government of Sindh and to inform that the observations of the Authority have been incorporated in the Manual and the Manual is endorsed.

2. SPPRA appreciates the efforts put in by the USAID Deliver Project and hopes to continue a productive collaboration.

(IFFAT MALIK)
Director (Enforcement-I)

Copy for information:

1. Mr. Inamullah Khan, Director, Field Operation & LMIS, USAID | DELIVER PROJECT, Islamabad.
2. Dr. Mumtaz Brohi, Technical Advisor, USAID | DELIVER PROJECT, Islamabad.
3. Dr. Tanweer Hussain, Sr. Provincial Logistics Managers, USAID | DELIVER PROJECT, Islamabad.

Glossary

accountee	Legal banking term that describes the party—usually, the buyer—who is ultimately responsible for paying an amount guaranteed through a commercial *letter of credit*.
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 *agent* of an organization hired to inspect goods. Also, an independent contractor or *agent* 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 *applicant* becomes the *accountee*.
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 *lot*.
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 *Lot Release Certificate*.
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 *No Objection Certificate*.
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 *collateralized*.
collusive practice	Arrangement between two or more parties to achieve an improper purpose, including to improperly influence the actions of another party.
commercial bank	*For profit* 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;	Potential suppliers sometimes offer a discount by bidding on two or more contracts, simultaneously; the discount will apply only if two or more contracts

cross discount	are awarded to the supplier.
consignee	Used in shipping to describe the party to whom something is entrusted; e.g., the *ship to* 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 *essential medicines* 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 *non-compliant* 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, *Development Business,* 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 servicesto 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 *Request for Quote*.
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 *commercial invoice*.
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 *restricted bid* and *pre-qualification*
Lot	Supply term that can be used in two ways: production lot (see *batch manufacturing*) 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 *Certificate of Free Sale*.
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 *agent* is used for the same relationship.
margin of preference	See *domestic preference*.
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.
K2National Control Authority (NCA)	See *National Regulatory Authority*. 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 *no objection* 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 *bid* and *proposal*.
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 *entity*).
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 *Operational Plan*.
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, "publicfund" means the Federal Consolidated Fundandthe 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 *pushes* 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 *International Competitive Bidding, Local Competitive Bidding*, and *Limited International Bidding*.
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 *bio-availability* 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 *Incoterms*.
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 *direct procurement*.
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 *rules* 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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