

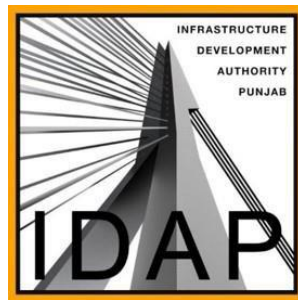
# PRE-QUALIFICATION DOCUMENT OF FIRMS

FOR  
Hospital Management Information System  
and Infrastructural Services, Pakistan  
Kidney & Liver Institute (PKLI), Lahore,  
Pakistan

Issued to : \_\_\_\_\_

Issued on : \_\_\_\_\_

Sign of Issuing Officer: \_\_\_\_\_



**INFRASTRUCTURE DEVELOPMENT AUTHORITY PUNJAB (IDAP)**  
**GOVERNMENT OF PUNJAB**  
Ground Floor 7-C-1, Gulberg-III, Lahore, Pakistan

## CONTENTS

| <b>SECTION</b> | <b>DESCRIPTION</b>                           | <b>PAGE NO.</b> |
|----------------|--|-----------------|
| SECTION I      | INTRODUCTION                                 | 03              |
| SECTION II     | INFORMATION / INSTRUCTIONS TO THE APPLICANTS | 05              |
| SECTION III    | ELIGIBILITY & EVALUATION                     | 10              |
| SECTION IV     | APPENDICES & PREQUALIFICATION FORMS          | 22              |

## **SECTION-I**

### **1. INTRODUCTION**

#### **1.1. Background & Purpose**

Pakistan Kidney & Liver Institute and Research Center ("PKLI") was established on January 2, 2015 vide the enactment of The Pakistan Kidney and Liver Institute and Research Centre Act 2014 ("PKLI Act" or the "Act"), as a not-for-profit tertiary care health project.

The construction of the hospital complex is divided into different phases. The first phase of hospital which consists of 320 beds is scheduled to be operational by December 2017.

PKLI at Lahore is planned to be a state-of-the-art, integrated healthcare facility comprising a full-service hospital dedicated to urology, nephrology, hepatology and transplantation; a modern research center to undertake research on related topics and a center of academic excellence.

The specialty mix shall include all major sub-specialties of Urology, Nephrology, Hepatology and Transplantation of kidney and liver. In addition to the curative medical and surgical facilities, PKLI shall also offer postgraduate training and advanced research in these medical specialties.

PKLI will develop an excellent and efficient electronic service platform, hospital management information system to achieve the vision and mission, a center of excellence in kidney and liver healthcare services.

The 'Infrastructure Development Authority of the Punjab' (IDAP) is established by the Government of Punjab, Pakistan as an Autonomous body under the Infrastructure Development Authority of Punjab Act, 2016 for planning, designing, construction & execution of Infrastructure in Punjab, hereinafter the "Employer". Employer is seeking to prequalify firms with extensive experience of developing, managing and implementing hospital management information system and infrastructure at leading contemporary and tertiary level hospitals.

Employer intends to adopt a two stage process for the selection of a successful bidder for the project. The first stage of the process involves issuing this PQ (Pre-Qualification) Document to interested parties, the second stage will entail preparation and invitation to submit detailed proposals by short listed proponents.

#### **1.2. Scope of Work (Procurement Scope)**

Aiming to achieve a fully automated and paperless environment, Employer intends to acquire the services for design and build its hospital management information system and infrastructure ("the project") fully supporting clinical and business needs.

The scope of work for the project is summarized in Appendix-D. The scope of work includes analysis, designing, development, testing, migration, training and other operational supports to implement hospital management information system ("HMIS"). It also includes the works

and services to interface and integrate HMIS with information technology ("IT") infrastructure. The supplies and installations of IT infrastructure required for HMIS are not in the scope of this prequalification. However, the successful bidder would be required in the RFP to provide specification and requirements of the IT infrastructure (including but not limited to Data Center, DR Site, Servers, Switches, Networking Equipment, Client work stations and other required accessories) and shall also provide services of IT Infrastructure planning to the Employer.

The project involves, but is not limited to implementing:

- Comprehensive and user friendly computerized physician order entry system (CPOE) to be implemented for process of a medical professional entering medication orders or other physician instructions electronically instead of on paper charts.
- Comprehensive Electronic Medical Record (EMR) to be implemented to store, archive and communicate patients' clinical record, histories and demographics.
- Advanced Radiology Information System (RIS), Laboratory Information System (LIS) and pharmacy system to be implemented to support clinical diagnosis and reduce medical errors.
- Picture Archiving and Communications System (PACS) to be fully integrated into the system to provide economic storage and convenient access to images for multiple modalities.
- Patient Accounting and Management System, Hospital Revenue Cycle Management System, to be implemented to manage patient information while simultaneously automating the billing process. It should allow users to work with patient registration from beginning to end, through the initial registration process, charge entry, patient and insurance billing, cash entry, collecting, bad debt management, and reporting phases.
- Business and Clinical Intelligence Systems and processes specifically tailored for the PKLI to be implemented. The system should improve PKLI's health data management and reporting which the management can use to analyze historical data against industry practices in order to make better informed clinical and business decisions.
- Comprehensive, well-integrated Hospital Enterprise Resource Planning (ERP) system to be implemented to make operating as well as administrative processes more efficient, less time consuming and more cost effective. The ERP system should integrate smoothly and seamlessly with PKLI's core clinical and business operations.
- In terms of the hardware and IT infrastructure, a fully equipped Data Center to be an integral part of PKLI's administrative and operational activities. Desktop and laptop computers, servers, core switches and required equipment and accessories shall be carefully selected to provide efficient and seamless service to users.

Detail of scope will be provided at Tender/RFP Stage.

## **SECTION-II**

### **INFORMATION / INSTRUCTIONS TO THE APPLICANT**

#### **1. Signing of Application & Number of Copies**

The Applicant shall prepare the documents comprising the information required in the Prequalification Document and clearly mark it “**ORIGINAL**”. The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. **The Applicant shall submit two (02) hard copies & (01) soft copy of the signed application in addition to the original application and clearly mark them as “COPY”**. In the event of any discrepancy between the original and the copy, the original shall prevail.

#### **2. Cost of Application**

The Applicant shall bear all costs associated with the preparation and submission of its application. The employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the prequalification process by the Employer.

#### **3. Language of Application**

The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

#### **4. Clarification of Pre-Qualification Document**

An Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer’s address indicated in the Advertisement and in this document. The Employer will respond in writing or by Email to any request for clarification, provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the prequalification documents directly from the Employer including a description of the inquiry but without identifying its source. **The Employer reserves the right to amend the prequalification document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.**

#### **5. Amendment of Prequalification Document**

At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addendum

/Corrigendum. Any addendum/ Corrigendum issued shall be part of the Prequalification Document and shall be communicated in writing or by Email to all who have obtained the prequalification document.

## **6. Letter of Application**

The applicant shall submit Application form along with prequalification proposal as per **Appendix-A**. This form shall be completed without any alteration to its format.

## **7. Eligible Applicants**

This prequalification application is open to all firms with extensive experience and specialist skills and knowledge in: analysis, designing, installation, development, testing, migration, commissioning and operation support for HMIS; information technology infrastructure; health data management and analysis; and available and innovative technologies.

The responsive foreign applicant should be able to legally make contracts and do business in Pakistan and ensure maintenance and trouble-shooting capabilities available in Pakistan either itself or through cooperation relationship for this project with a local Pakistani firm.

## **8. Joint Venture**

Joint Venture is defined as a group of more than two corporate entities constituting a of lead member and associate members being an unincorporated association under unanimously agreed name to participate in a business contract. Purpose of constituting a Joint Venture is to complement tangible and intangible resources, or distribute profit etc.

### **a. Joint Venture Agreement**

Firms have the option to submit the Prequalification Application in Joint Venture of two or more firms if required. Prequalification Document shall be signed by authorized representative of the JV on behalf of the Joint Venture members. Joint Venture agreement, entered into by the members shall be submitted with the prequalification Document as per **Appendix-B**.

### **b. Lead Member**

One of the members who is responsible for executing a major component of the proposed contract shall be nominated as Lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any, and all members of the Joint Venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Appendix-C**.

### **c. Joint and Several Liability**

All members of the Joint Venture shall be legally liable, jointly and severally, during the prequalification and bidding period, and in the event of a successful bid, during contract execution and the defect liability period.

## **9. Submission of Pre-Qualification Application**

Application for Prequalification **{One original and three Copies (02 hard & 01 soft)}** must be received in **sealed envelopes** to be delivered by hand or through registered mail on or before 15<sup>th</sup> March 2017 up to **3:00 pm PST** at the following address:

**Infrastructure Development Authority of Punjab (IDAP)  
Ground Floor, 7 C-1, Gulberg-III, Lahore, Pakistan**

Envelope should be clearly marked **“Application for Pre- Qualification for Hospital Management Information System (HMIS) and infrastructure for Pakistan Kidney & Liver Institute, Lahore, Pakistan”**.

## **10. Opening of Pre-Qualification Application**

The Pre-Qualification Applications shall be opened on the same day i.e. 15<sup>th</sup> March 2017 at 3:45 pm PST in the presence of Applicants who choose to attend in the conference room of IDAP, address as mentioned below;

**Ground Floor, 7 C-1, Gulberg-III, Lahore, Pakistan**

Employer shall open the applications as per its standard procedure and shall prepare a record of the opening of applications that shall include, at a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

## **11. Late Submission of Pre-Qualification Applications:**

The pre-qualification application which is received after the closing date and time as mentioned at Sr. # 9 of Section-II for submission of applications shall not be entertained.

## **12. Lack of Information**

Failure of an applicant to provide comprehensive and accurate information that is essential for the Employer's evaluation of the applicant's prequalification or failure to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and the same shall be communicated in accordance with provisions of Punjab Procurement Rules, 2014 (as amended up to 2016).

## **13. Updating Prequalification Information**

Pre-qualified Applicants shall inform the Employer of any material change in information that might affect their qualification status. Applicants shall be required to update any specific change in key prequalification information at the time of bidding. Prior to award of the contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Employer.

#### **14. Only one Application**

An Applicant shall submit only one application in the same Prequalification process, either individually as an Applicant or as a member of a Joint Venture.

An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

#### **15. Compliance**

The Successful Bidder shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the Works & Services. Each Prospective Bidder shall indemnify the Company and its Affiliates fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Bidder's breach of the obligations referred to above.

#### **16. Fraud & Corruption:**

The Applicants shall observe the highest standards of ethics during this prequalification and further processing.

The Employer defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the prequalification process or in contract execution;
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the prequalification;
- iii. "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Employer, designed to establish artificial data/ information; and

Employer will reject an application for prequalification if it determined that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.; and Employer will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time for prequalification if it at any time determines that they have, directly or



through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.

## **17. No Conflict**

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- i. Such applicant and any other applicant have common controlling shareholders or other ownership interest
- ii. A constituent of such applicant is also a constituent of another applicant; or
- iii. Such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the prequalification of either or each of the other applicant; or
- iv. Such applicant has participated as a consultant to the client or employer in the preparation of any documents, design or technical specifications of the Project

## **18. Employer's Right**

The Employer reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the scope of the work, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the prequalification process.
- ii. Cancel the pre-qualification process and reject all applications as per provisions of Punjab Procurement Rules, 2014.

## **19. Address of Employer**

By Mail: Ground Floor, 7 C-1, Gulberg-III, Lahore, Pakistan

By Email: [info@idap.pk](mailto:info@idap.pk)

## **20. Employer Representative**

General Manager (Healthcare Projects-II)  
Ground Floor, 7 C-1, Gulberg III, Lahore Pakistan.

[info@idap.pk](mailto:info@idap.pk)

+92 (0) 42 99268324 - 8

## **SECTION-III**

### **Eligibility & Evaluation**

#### **1. Eligibility Criteria**

The applicants (Firm/Joint Venture) fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

- i. Valid legal entity of the firm e.g. Certificate of registration from Securities & Exchange Commission Pakistan (SECP) or Registrar of firms for Local Firm. Foreign firms must attach similar certificate from home country.
- ii. Certificate of registration with Income Tax and Sales Tax with Relevant Authority for Local Firms. Foreign firms must attach similar certificate from home country.
- iii. Provide separate undertaking that the information supplied by the firm is correct. **(Form PQ-10)**
- iv. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- v. Judicial Affidavit declaring “Neither the Applicant nor its Directors, Stakeholders, as a whole or as a part of the firm have ever seen blacklisted / defaulted by any government agency / department / organization.
- vi. Applicant must submit global standard certification such as ISO9001 **or** ISO27001 **or** CMMI Level 3 or equivalent.
- vii. The Lead Member must submit global standard certification of CMMI Level 3 or equivalent.

**Note:** In case of Joint Venture, Lead member has to meet in full the aforementioned basic Eligibility Criteria and JV Members have to meet aforementioned basic Eligibility Criteria for Sr. No. (i) to (vi) only.

***In case a foreign firm participates Individually for Prequalification, it is mandatory to provide proof of local Support setup. In case of absence of local support setup foreign firm must provide affidavit of formation of local support setup for subject project or JV Agreement with a local firm.***

#### **2. Qualification/Evaluation Criteria**

Prequalification will be based on applicant’s meeting the following qualification criteria regarding their financial soundness, firm’s experience, delivery capabilities, excellence of solution and other relevant information as demonstrated by the applicant’s response in the Prequalification Forms attached to the Letter of Application.

Prequalification criteria as mentioned below is applicable for applicants:

| Sub | Category               | Weight |
|-----|------------------------|--------|
| A   | Financial Soundness    | 10     |
| B   | Experience Record      | 25     |
| C   | Personnel Capabilities | 20     |
| D   | Excellence of Solution | 45     |
|     | <b>Total</b>           | 100    |

**Points shall only be given if the Prequalification Forms are filled by the applicant as per instructions given in this Document.**

**No compromise shall be made on minimum requirement of 50% points out of a 100% in each Sub-Category (A, B, C, D1 & D2) and an overall total minimum of 70% points out of total 100% required to prequalify in the aforesaid qualification criteria.**

Criteria, sub criteria and scoring system for the evaluation of applicants shall be as under:

**SUB CATEGORY A: FINANCIAL SOUNDNESS**

***For financial soundness, audited financial statements for the last three financial years shall be submitted. No points shall be given if audited financial statements of the last three financial years are not attached.***

The Applicant/Lead Member of the JV is required to meet the given criteria of financial soundness.

Points shall be awarded on the basis of the following criteria:

| Sr. No | Evaluation Item  | Weight | Scoring Method  |
|--------|--|--------|---|
| a)     | <p>Average Annual Turnover for the last three financial years</p> <p>A=Average Annual Turnover for the last three financial years in million US\$.</p> <p><b>Form PQ-03 shall be filled.</b></p> | 7      | <ul style="list-style-type: none"> <li>• Full points if 'A' is 100 million US\$ or above.</li> <li>• For 'A' less than 100 million USD, points will be as:<br/>{A/100 (in million US\$)} *7}</li> <li>• No Points will be given if 'A' is less than 40 million US\$.</li> </ul> |

| Sr. No                      | Evaluation Item  | Weight    | Scoring Method   |
|-----------------------------|--|-----------|--|
| b)                          | <p>Average value of net assets for the last three financial years.</p> <p>B=Average value of net assets for the last three financial years in million US\$.</p> <p><b>Form PQ-03 shall be filled</b></p> | 3         | <ul style="list-style-type: none"> <li>• Full points if 'B' is 25 million US\$ or above.</li> <li>• For 'B' less than 25 million US\$, points will be awarded to the second decimal as:<br/> <math>\{B/25(\text{in million US\\$})\} * 3</math></li> <li>• No Points will be given if 'B' is less than 10 million US\$.</li> </ul> |
| <b>Total Sub-Category-A</b> |  | <b>10</b> |  |

### **SUB-CATEGORY B: EXPERIENCE RECORD**

Points shall be awarded on the basis of the following criteria for evaluation of the experience record of the Firm/Joint Venture:

| Sr. No | Evaluation Item  | Weight | Scoring Method   |
|--------|--|--------|--|
| a)     | <p>Track record of providing English/Multilingual HMIS of value 05 million US\$ or above for 350-bed (or more) hospitals in the last seven years.</p> <p><b>Form PQ-04 shall be filled</b></p> <ul style="list-style-type: none"> <li>• Provide Completion certificate/ taking over certificates of completed projects and Contract Agreement of in-hand Projects along with Form PQ-04</li> </ul> | 10     | <ul style="list-style-type: none"> <li>• <b>10</b> points will be given if the number of completed and in-hand Projects by the Applicant are 10 or more.</li> <li>• If the number of completed and in-hand projects are less than 10 points will be awarded as:<br/> <math>\{(\text{number of projects}/10) * 10\}</math></li> <li>No points will be given if number of Projects is less than 05.</li> </ul> |

| Sr. No                      | Evaluation Item   | Weight    | Scoring Method  |
|-----------------------------|---|-----------|---|
| b)                          | <p>Track record of providing English/Multilingual HMIS Modules of value US\$ 01 million or more in the last 7 years</p> <p>A= Number of completed projects with value US\$ 01 million or more in the last 7 years.</p> <p><b>Form PQ-04 shall be filled</b><br/>Provide Completion certificate/ taking over certificates of completed Projects along with Form PQ-04.</p> | 7.5       | <ul style="list-style-type: none"> <li>• Full points will be given if 'A' is <b>25</b> or above.</li> <li>• For 'A' less than <b>25</b>, points will be awarded:<br/>{(A/25) *7.5}</li> <li>• No Points will be given if 'A' is less than 10.</li> </ul>  |
| c)                          | <p>Track record of operation and maintenance experience for HMIS Projects, each project having a value US\$ 05 million or more</p> <p><b>Form PQ-05 shall be filled.</b><br/>Provide certificate of operation &amp; maintenance for the project listed in Form PQ-05.</p>   | 7.5       | <ul style="list-style-type: none"> <li>• Full points will be given if the number of Projects that the Applicant is operating and maintaining is 10 or more.</li> <li>• For the number of Projects less than 10, points will be awarded as:<br/>{(number of projects/10) *7.5}</li> <li>• No points will be given if number of projects are less than 04.</li> </ul> |
| <b>Total Sub-Category-B</b> |   | <b>25</b> |   |

**SUB-CATEGORY C: PERSONNEL CAPABILITIES**

Points for personnel capabilities shall be awarded on the basis of numbers, qualifications and experiences of the staff including project management and quality management assigned to "the project" including project manager, team leads, and key staff.

***Form PQ-06 to 8 shall be filled.***

***No points shall be awarded if declaration of Professional Staff Employment & availability for the said project (Form PQ- 08) duly signed by authorized signatory and Project Management & Quality Management Policy and Methodology of Firm is not attached.***

Points shall be awarded on the basis of following criteria:

| Sr . # | Description   | Points | Criteria for Points  |
|--------|---|--------|--|
| a)     | Capabilities of project manager (Minimum 16 Years of Education)       | 05     | <ul style="list-style-type: none"> <li>• 05 points will be awarded for project manager who has relevant experience of 15 years or more in HMIS implementation with PMP or similar certification.</li> <li>• 03 points will be awarded for project manager who has relevant experience of 10 years or more in HMIS implementation with PMP or similar certification.</li> </ul> |
| b)     | Team Lead (Diagnostic) (Minimum 16 Years of Education)                | 01     | 01 point will be awarded if the relevant experience in HMIS implementation is more than 10 years.  |
| c)     | Team Lead (Pharmaceutical) (Minimum 16 Years of Education)            | 01     | 01 point will be awarded if the relevant experience in HMIS implementation is more than 10 years.  |
| d)     | Team Lead (Electronic Medical Record) (Minimum 16 Years of Education) | 01     | 01 point will be awarded if the relevant experience in HMIS implementation is more than 10 years.  |
| e)     | Team Lead (CPOE) (Minimum 16 Years of Education)                      | 01     | 01 point will be awarded if the relevant experience in HMIS implementation is more than 10 years.  |

| Sr . #                      | Description  | Points    | Criteria for Points   |
|-----------------------------|--|-----------|---|
| f)                          | Team Lead (Supply Chain Management) (Minimum 16 Years of Education)  | 01        | 01 point will be awarded if the relevant experience in HMIS implementation is more than 10 years.   |
| g)                          | Team Lead (HRM) (Minimum 16 Years of Education)  | 01        | 01 point will be awarded if the relevant experience in HMIS implementation is more than 10 years.   |
| g)                          | Team Lead (Finance) (Minimum 16 Years of Education)  | 01        | 01 point will be awarded if the relevant experience in HMIS implementation is more than 10 years.   |
| h)                          | <p>Capabilities of Professional Team of the firm.</p> <p>A= Number of Professionals who have relevant experience in HMIS implementation of more than 05 years after completing sixteen years of education.</p> | 08        | <ul style="list-style-type: none"> <li>• 08 points will be awarded if 'A' is 100 or more.</li> <li>• If 'A' is less than 100 points shall be awarded as:<br/> <math>\{(A/100) * 08\}</math></li> </ul> <p>No Points will be given if 'A' is less than 50.</p> |
| <b>Total Sub-Category-C</b> |  | <b>20</b> |   |

**SUB-CATEGORY D : EXCELLENCE of HMIS and INFRASTRUCTURAL SERVICES**

Points shall be awarded on the basis of the following requirements. Applicant shall submit documents to show capabilities meeting the following requirements.

| Sr. No                       | Specialty Areas   | Points    | Criteria for Points  |
|------------------------------|---|-----------|--|
| a)                           | Clinical/ Physician Support,<br>Electronic Medical Records (EMR),<br>Nursing,<br>Revenue Cycle,<br>Pharmacy,<br>Lab Information & Management,<br>Radiology,<br>ERP (Hospital management),<br>Enterprise Clinic Management<br>Supply Chain Management<br>Human Resource Management<br>Donation Management<br>Financial Screening Management<br>PACS and Machine Interfacing<br>Dashboard | 15        | <ul style="list-style-type: none"> <li>• Full Points will be given if System provided contains all Specialty Area.</li> <li>• 10 points will be given if System provided contains 75% of Specialty Area.</li> <li>• 08 points will be given if System provided contains 50% of Specialty Area.</li> </ul> <p><i>No points will be awarded if Form PQ-09 is not filled.</i></p> |
| b)                           | Nephrology Management System  | 05        | <ul style="list-style-type: none"> <li>• Full Points will be given if System provided contains Nephrology Management System using clinical pathways.</li> <li>• No Point will be given if System provided does not contains Nephrology Management System using clinical pathways.</li> </ul> <p><i>No points will be awarded if Form PQ-09 is not filled.</i></p>              |
| <b>Total Sub Category-D1</b> |   | <b>20</b> |  |



| Sr. # | Description  | Points | Criteria for Points  |
|-------|--|--------|--|
| a     | <p>Standard /certification for solution compliance.</p> <p><i>Health Information Management System Society, USA (HIMSS) or similar framework will be considered</i></p>    | 05     | <ul style="list-style-type: none"> <li>• 05 points will be awarded if HMIS has been implemented on HIMSS stage-7 or similar framework in at least three hospitals.</li> <li>• 03 points will be awarded if HMIS has been implemented on HIMSS stage-7 or similar framework in at least two hospital.</li> <li>• 02 points will be awarded if HMIS has been implemented on HIMSS stage-7 or similar framework in at least one hospital..</li> </ul> <p><b><i>No point will be awarded if HIMSS stage-7 or similar framework implementation in any hospital is not provided. Proof of HMIS implementation using HIMSS Stage-7 or similar framework must be provided.</i></b></p> |
| b     | <p>Standard /certification for solution compliance</p> <p><i>Health Information Management System Society, USA (HIMSS) or similar framework will be considered</i></p>     | 05     | <ul style="list-style-type: none"> <li>• 05 points will be awarded If HMIS has been implemented on at least HIMSS stage-5 or similar framework in at least four hospitals or more.</li> <li>• 2.5 points will be awarded If HMIS has been implemented on at least HIMSS stage-5 or similar framework in at least two hospitals or more.</li> </ul> <p><b><i>No point will be awarded if HIMSS stage-5 or similar framework implementation in any hospital is not provided. Proof of HMIS implementation on HIMSS stage 5 (or above) or similar framework must be provided.</i></b></p>   |
| c     | <p>Standard for data interoperability</p> <p>A = No. of HL7 compliant clinical areas in HMIS</p> <p><i>Health Level-7 (HL7) or similar standard will be considered</i></p> | 05     | <p>05 points will be awarded If HMIS is HL7 or similar standard compliant in at least five major clinical areas including <i>patient registration, diagnosis, lab results, medication, dietary</i></p> <p>Similarly, points will be awarded according to lesser areas of compliance according to formula <math>A/5 * 5</math></p> <p>No point will be awarded if HMIS is not compliant to HL7 in any area.</p> <p><b><i>No point will be awarded if HL7 or similar standard implementation is not provided in any hospital. Proof of HMIS implementation using HL7 or similar standard must be provided.</i></b></p>   |

| Sr. #                        | Description   | Points    | Criteria for Points   |
|------------------------------|---|-----------|---|
| d                            | <p>Standard for data security and privacy</p> <p>A = No. of HIPAA compliant areas in HMIS</p> <p><i>Health Insurance Portability and Accountability Act, USA (HIPAA) or similar standard will be considered</i></p> | 05        | <p>05 points will be awarded If HMIS is HIPAA or similar standard compliant in four major areas of <i>Privacy Rules, Security Rules, Enforcement Rules and Breach Notification Rules.</i></p> <p>Similarly points will be awarded according to lesser areas of compliance according to formula <math>A/4 * 5</math></p> <p><b><i>No point will be awarded if HMIS is not compliant with HIPAA or similar standard. HIPAA or similar standard certificates must be provided.</i></b></p> |
| e                            | <p>Coding and classification Standards for clinical data entry.</p>   | 05        | <p>05 points will be awarded If international coding standards (ICD 10, CPT-4, SNOMED or equivalent) have been implemented in following two areas of HMIS;<br/> 2.5 points for Disease classification<br/> 2.5 points for Investigation coding</p> <p><b><i>No point will be awarded if no international coding standard is used in HMIS. Proof of Coding standards must be provided.</i></b></p>   |
| <b>Sub-Category D2 Total</b> |   | <b>25</b> |   |
| <b>Sub-Category D Total</b>  |   | <b>45</b> |   |

**SECTION-IV**

**APPENDICES & PREQUALIFICATION FORMS**

**For "The Project" of PKLI**

**Appendix A**

**Letter of Application**

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

*[Letterhead paper of the Applicant, or Lead Member of Joint Venture, including full Postal address, telephone no., fax no and email address]*

To: **Chief Executive Officer, IDAP  
Ground Floor, 7 C-1, Gulberg-III. Lahore**

Sir,

1. Being duly authorized to represent and act on behalf of.....  
(hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the " Hospital Management Information System and Infrastructural Services , Pakistan Kidney & Liver Institute (PKLI), Lahore, Pakistan
  
2. Attached to this letter are copies of original documents defining:
  - a) The Applicant's legal status;
  - b) The principal place of business; and
  - c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
  
3. The Employer and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
  
4. The Employer and its authorized representatives may contact the following

persons for further information<sup>ii</sup>, if needed.

|   |             |
|---|-------------|
| <b>General and Managerial Inquiries</b> |             |
| Contact 1                               | Telephone 1 |
| Contact 2                               | Telephone 2 |

|                            |             |
|----------------------------|-------------|
| <b>Personnel Inquiries</b> |             |
| Contact 1                  | Telephone 1 |
| Contact 2                  | Telephone 2 |

|                            |             |
|----------------------------|-------------|
| <b>Technical Inquiries</b> |             |
| Contact 1                  | Telephone 1 |
| Contact 2                  | Telephone 2 |

|                            |             |
|----------------------------|-------------|
| <b>Financial Inquiries</b> |             |
| Contact 1                  | Telephone 1 |
| Contact 2                  | Telephone 2 |

5. This application is made with the full understanding that:
- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) The Employer reserves the right to:
    - (i) Amend the scope of work if required while adhering to the Principals of Procurement as per Rule-4 of the Punjab Procurement Rules, 2014 during the prequalification process; and
    - (ii) Reject or accept all application, cancel the prequalification process.
  - (c) The Employer shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.

***[Applicants who are not Joint Ventures should delete Para 6&7 and initial the deletions.]***

6. Appended to this application, we give details of the participation of each party to the joint venture.
7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
- a) Signed so as to legally bind all members, jointly and severally; and
  - b) Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.

8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

**For "The Project" of PKLI**

**APPENDIX-B**

**Joint Venture Agreement (Applicable to Joint Venture Only)**

**(Should be a Formal Joint Venture agreement on a Stamp Paper of value PKR 1,000)**

**To:** \_\_\_\_\_

\_\_\_\_\_

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Member firm]

Who, for the purpose of this Agreement shall hereinafter called "Member". They hereby

declare:

1. That they will legalize a Joint Venture in case the Contract is awarded to their JV
2. That they have nominated \_\_\_\_\_ (name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr. /Ms. \_\_\_\_\_ (Name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the Joint Venture's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is constituted for the purpose of implement hospital management information system and infrastructural services.
6. That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.

1. Signed for and on behalf of  
[Name of the Lead Member]

Signature

Name:

Designation:

Date:

---

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---

---

Seal

---

2. Signed for and on behalf of  
[Name of the Member]

Signature

Name:

Designation:

Date:

---

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**For "The Project" of PKLI**

**Appendix C**

**Power of Attorney for Lead Member of Joint Venture**

*[To be printed on a PKR 100 stamp paper]*

Whereas the Infrastructure Development Authority Punjab (IDAP) has invited Application for "Hospital Management Information System , Pakistan Kidney & Liver Institute (PKLI), Lahore," Pakistan Whereas,\_\_\_\_,\_\_\_\_and\_\_\_\_(collectively the "**Joint Venture**" and individually as the "**Member**") being members of the Joint Venture are interested in Prequalification for the Project in accordance with the terms and conditions of the Prequalification Document and:

Whereas, it is necessary for the Joint Venture to designate one of the Joint Venture Member as the Lead Member with all necessary power and authority to do for and on behalf of the Joint Venture, all acts, deeds and things as may be necessary in connection with the Joint Venture's Prequalification Application for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We,\_\_\_\_\_having our registered office at\_\_\_\_\_, M/s.\_\_\_\_\_, having our registered office at\_\_\_\_\_, and M/s.\_\_\_\_\_, having our registered office at\_\_\_\_\_, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s \_\_\_\_\_, having its registered office at\_\_\_\_\_, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Joint Venture and any one of us during the Prequalification process and, in the event the Joint Venture is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Joint Venture and generally to represent the Joint Venture in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Joint Venture.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_ DAY OF \_\_\_\_\_ 20\*\*.

For: (Signature) \_\_\_\_\_  
(Name, Title and Address)

For: \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

Witnesses: 1.

2.

(Executants) \_\_\_\_\_  
For: (Signature)  
(Name, Title and Address)

(To be executed by all the Members of the Joint Venture)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

**For "The Project" of PKLI**

**Appendix-D**

**1. Hospital Management Information System (HMIS)**

| <b>Sr. No</b> | <b>HMIS solutions and infrastructure</b> | <b>Descriptions</b>   |
|---------------|--|---|
| a)            | Physicians order entry (CPOE)            | CPOE is a process of electronic entry of medical practitioner instructions for the treatment of patients under his or her care. Features of CPOE include doctor ordering using order set, communication orders with all relevant departments, patient centered decision supports and providing guide lines, statistical reporting and others.   |
| b)            | Electronic Medical Records (EMR)         | EMR refers to the systematized collection of patient and population electronically-stored health information in a digital format. These records can be shared across different health care settings. Features of EMR include patient information management, medical data management, electronic chart management, incomplete record management,, EMR template management and information analysis. |
| c)            | Nursing                                  | Nursing system provide functions to care patient and key features will be out-patient nursing, in-patient and ICU nursing, emergency nursing, kidney dialysis, surgery and anesthesia support, transplant nursing, managing nursing records and other nursing functions.  |
| d)            | Revenue Cycle                            | Revenue Cycle include patient management and patient accounting. Revenue cycle will include patient basic information management, patient registration in OPD and IPD, emergency reception, patient appointment, patient discharge and transfer, outpatient and inpatient billing, account receivables management, insurance claims and other patient accounting                                    |

| Sr. No | HMIS solutions and infrastructure | Descriptions  |
|--------|-----------------------------------|---|
| e)     | Pharmacy                          | The scope of pharmacy practice includes compounding and dispensing medications, clinical services, reviewing medications for safety and efficacy, and providing drug information. Features of pharmacy include pharmacy information, general and special prescription, IPD dispensing, OPD dispensing, narcotics and psychotropic drug control, counseling ADR, medicine inventory management and other pharmacy functions.                             |
| f)     | Laboratory                        | Laboratory information system is a software-based laboratory and information management system with features that support a modern laboratory's operations. Key features include reception for blood collection, examination management, result management, statistics equipment interfaces, pathology & in-vitro and other data tracking support.  |
| g)     | Radiology and other function test | Radiology is a specialty that uses medical imaging to diagnose and treat diseases seen within the body. Radiology information system will manage orders of radiology, reservation & reception, results reporting, resource scheduling, patient tracking and accounting, image and clinical documents management, PACS and others. The scope of other test includes function test, gastrointestinal endoscopy, nuclear medicine(in-vivo) and other test. |
| h)     | ERP (Hospital management)         | Enterprise resource planning (ERP) is the integrated management of core hospital business processes. These business activities can include human resources, payroll, budgeting, accounting and finance, procurement & inventory management, costing/activity based costing, equipment and fixed assets management, and business intelligence and other hospital management.   |

| Sr. No | HMIS solutions and infrastructure | Descriptions   |
|--------|-----------------------------------|--|
| i)     | Other HMIS solutions              | Other HMIS solutions will include nutrition, rehabilitation, clinical intelligence & quality of care management, research/clinical data warehouse, and other supporting functions of HMIS. |

## **2. Information Technology Infrastructure**

| Sr. No | Scope   | Item                      | Qty |
|--------|---|---------------------------|-----|
| 1      | Information Technology (IT) Infrastructure (Server, Storage, N/W, Security, and other IT equipment) | EMR/CPOE DB Server        | 2   |
| 2      |   | EMR/CPOE AP Server        | 2   |
| 3      |   | Document Imaging System   | 2   |
| 4      |   | PACS DB Server            | 2   |
| 5      |   | PACS AP Server            | 2   |
| 6      |   | CDIS I/F Server           | 2   |
| 7      |   | KMI Server                | 2   |
| 8      |   | Backup Server             | 1   |
| 9      |   | Internal DNS Server       | 2   |
| 10     |   | External DNS Server       | 2   |
| 11     |   | Server Security           | 1   |
| 12     |   | Vaccine Management Server | 1   |

| <b>Sr. No</b> | <b>Scope</b> | <b>Item</b>                                 | <b>Qty</b> |
|---------------|--------------|---|------------|
| 13            |              | Configuration/Development Management Server | 1          |
| 14            |              | Develop/Test Server                         | 1          |
| 15            |              | ETL Server                                  | 1          |
| 16            |              | EMS : Enterprise Management System Server   | 1          |
| 17            |              | SMS : System management System Server       | 1          |
| 18            |              | NMS : Network Management System Server      | 1          |
| 19            |              | SMS(Short-message system Server             | 2          |
| 20            |              | Mobile EMR                                  | 1          |
| 21            |              | groupware Server                            | 1          |
| 22            |              | Homepage Server                             | 2          |
| 23            |              | CDW Server                                  | 1          |
| 24            |              | ABC cost Server                             | 1          |
| 25            |              | SMS(Short-message system)                   | 1          |
| 26            |              | Backup Tape Device                          | 1          |
| 27            |              | Operation SAN Switch                        | 2          |
| 28            |              | Backup SAN Switch                           | 1          |
| 29            |              | CPOE/EMR DB Storage                         | 1          |
| 30            |              | Storage(SAS)                                | 1          |

| <b>Sr. No</b> | <b>Scope</b> | <b>Item</b>            | <b>Qty</b> |
|---------------|--------------|------------------------|------------|
| 31            |              | Develop/Test Storage   | 1          |
| 32            |              | NAS Storage(PACS Data) | 1          |
| 33            |              | Backup VTL device      | 1          |
| 34            |              | L4 (Ap Server)         | 2          |
| 35            |              | L4(DMZ Backbone)       | 6          |
| 36            |              | UTM                    | 1          |
| 37            |              | DDOS                   | 2          |
| 38            |              | Web Firewall           | 2          |
| 39            |              | RAC L3                 | 2          |
| 40            |              | Main Backbone          | 2          |
| 41            |              | Groupware L3           | 6          |
| 42            |              | Backup L2              | 1          |
| 43            | PACS         | PACS solution          | 1          |

-

**For "The Project" of PKLI**

**Form PQ-1**

**General Information**

Applicant (or each Member of a Joint Venture) applying for prequalification is required to complete the information in this form. Nationality information is also to be provided for foreign owners or Firms who are forming part of the Joint Venture

|    |  |                                    |
|----|--|------------------------------------|
| 1. | Name of Firm   |                                    |
| 2. | Head Office Address  |                                    |
| 3. | Telephone  |                                    |
| 4. | Fax  |                                    |
| 5. | Type of Organization   |                                    |
| 6. | Place of Incorporation/Registration                          | Year of incorporation/registration |
| 7. | NTN#   |                                    |
| 8. | Name, Designation and Mobile Number of Firm's Representative |                                    |

**Detail of Owners/ Directors**

|    | <b>Name</b> | <b>Designation</b> | <b>Nationality</b> |
|----|-------------|--------------------|--------------------|
| 1. |             |                    |                    |
| 2. |             |                    |                    |
| 3. |             |                    |                    |
| 4. |             |                    |                    |
| 5. |             |                    |                    |



For "The Project" of PKLI

Form PQ-2

**Joint Venture Summary**

| <b>Names of all Members of a Joint Venture</b> |
|--|
| 1. Lead Member                                 |
| 2. Member                                      |
| 3. Member                                      |
| 4. Member                                      |
| 5. Member                                      |
| 6. Member                                      |

**For "The Project" of PKLI**

**Form-PQ-3**

**Financial Soundness Individual**

|   |
|---|
| Name of Applicant (Lead Member of a Joint Venture, in case of JV) |
|---|

|               |                   |                        |  |
|---------------|-------------------|------------------------|--|
| <b>Banker</b> | Name of banker    |                        |  |
|               | Address of banker |                        |  |
|               | Telephone         | Contact name and title |  |
|               | Fax               | Telex                  |  |

*Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years.*

| Financial information in Pak Rupees | FY2012-2013 | FY2013-2014 | FY2014-2015 |
|-------------------------------------|-------------|-------------|-------------|
| Total Sales/Revenue/Turnover        |             |             |             |
| Total Assets                        |             |             |             |
| Total Liabilities                   |             |             |             |
| Net Worth                           |             |             |             |
| Working Capital                     |             |             |             |
| Current assets                      |             |             |             |
| Current liabilities                 |             |             |             |
| Profit before taxes                 |             |             |             |
| Profit After taxes                  |             |             |             |
| Total Debt                          |             |             |             |
| Total Equity                        |             |             |             |

**For "The Project" of PKLI**

**Form PQ-4**

**Summary of Track Records for the last ten years**

Name of Applicant or Member of a Joint Venture

*Applicant and each Member of a Joint Venture applying for prequalification is required to complete the information in this form.*

*List of successful completed works by the applicant in the last ten years. Use a separate sheet for each Member of a Joint Venture.*

| Projects | Client<br>(Number of<br>Beds) | Start<br>Date | Period | % of<br>Completion | Values in<br>USD |
|----------|-------------------------------|---------------|--------|--------------------|------------------|
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |
|          |                               |               |        |                    |                  |

***Provide Completion certificate/ taking over certificates of completed and Contract Agreement of in-hand Projects along with this Form.***

**For "The Project" of PKLI**

**Form PQ-5**

**Summary of HMIS operation and maintenance**

|  |
|--|
| Name of Applicant or Member of a Joint Venture |
|--|

*Applicant and each Member of a Joint Venture applying for prequalification is required to complete the information in this form.*

*List of successful completed works by the applicant in the last ten years. Use a separate sheet for each Member of a Joint Venture.*

| Client Name | Summary of project | Start Date | Number of years for the service | Values in USD |
|-------------|--------------------|------------|---------------------------------|---------------|
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |
|             |                    |            |                                 |               |

***Provide Completion certificate/ taking over certificates of completed and Contract Agreement of in-hand Projects along with this Form.***

**For "The Project" of PKLI**

**Form PQ-06**

**Personnel Capabilities  
for the project at Lahore.**

**Name of  
Applicant:**

\_\_\_\_\_ *(Applicant or Member of Joint Venture)*

|   |                   |  |
|---|-------------------|--|
| 1 | Title of Position |  |
|   | Name of Candidate |  |
| 2 | Title of Position |  |
|   | Name of Candidate |  |
| 3 | Title of Position |  |
|   | Name of Candidate |  |
| 4 | Title of Position |  |
|   | Name of Candidate |  |
| 5 | Title of Position |  |
|   | Name of Candidate |  |

**For "The Project" of PKLI**

**Form PQ-07**

**Staff Information Individual  
for the project at Lahore**

**Name of Applicant:** \_\_\_\_\_

|                                 |  |
|---------------------------------|--|
| Position/<br>Designation:       |  |
| Name of Staff:                  |  |
| Total years of experience:      |  |
| Professional Qualification:     |  |
| Trainings undertaken:           |  |
| Years with present<br>employer: |  |
| CNIC/Passport No:               |  |
| Contact number:                 |  |

Summarize professional experience in reverse chronological order.

| From | To | Company | Project | Position | Relevant Technical &<br>Management Roles |
|------|----|---------|---------|----------|--|
|      |    |         |         |          |  |
|      |    |         |         |          |  |
|      |    |         |         |          |  |
|      |    |         |         |          |  |

**For "The Project" of PKLI**

**Form PQ-8**

**DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT**  
[To be submitted on Company Letterhead]

**TO WHOM IT MAY CONCERN**

**PROJECT:**

**SUBJECT: DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT & AVAILABILITY**

We hereby certify that the personnel nominated in PQ Form # 06 and # 07 are employed by our firm and are available for the above mentioned Assignment.

**Yours**

**Sincerely,**

**COMPANY**

**NAME:**

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

**For "The Project" of PKLI**

**Detail of Specialty Areas Provided in HMIS"**

| No | Project Name & Location | Specialty Areas of HMIS System provided |
|----|-------------------------|---|
| 1  |                         |   |
| 2  |                         |   |
|    |                         |   |
|    |                         |   |
|    |                         |   |
|    |                         |   |
|    |                         |   |
|    |                         |   |
|    |                         |   |
|    |                         |   |



**Affidavit of Correctness of Information**

*(To be printed on PKR 100 Stamp Paper)*

**Name:**

\_\_\_\_\_ *(Applicant or member of Joint Venture)*

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the IDAP deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the IDAP.

IDAP undertakes to treat all information provided as confidential.

*Signed by an authorized  
Officer of the firm*

Title of Officer

\_\_\_\_\_

Name of Firm

\_\_\_\_\_

Date

\_\_\_\_\_