

Bidding Documents For Procurement of Services of Hospitals and Doctors on Credit Service Facility Basis

Open Competitive Bidding



Embassy of Pakistan

**Addis Ababa
Ethiopia**

December, 2019

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**THE EMBASSY OF PAKISTAN
ADDIS ABABA**

Invitation to Bids

**[Procurement of Services of Hospitals and Individual Doctors on Credit Service Facility
Basis]**

The Embassy of Pakistan, Addis Ababa, Ethiopia invites separate sealed bids from the Specialist Doctors and well-equipped hospitals located in capital city; Addis Ababa, Ethiopia for medical indoor/out door treatment of embassy's officers/staff on Credit Service Facility basis. Both the interested doctors and the hospitals shall have registration with the concerned authorities of Federal Democratic Republic of Ethiopia. Single- Stage Two Envelope procedure shall be followed as provided in Public Procurement Rules, 2004 notified by the Government of Pakistan.

2. Bidding documents (containing detailed scope, separate Technical and Financial Bids for Doctors and Hospitals, Evaluation criteria, etc.) available at under mentioned address can be collected free of cost within office working hours from 0800 to 1600 hours. The documents can also be downloaded from www.mofa.gov.pk/ethiopia free of cost.

3. The Bidding documents complete in all respect and prepared in accordance with the instructions must reach at address given below on or before 22nd January, 2020 at 1100 hours. The bids will be opened on the same day at 1130 hours. This advertisement is also available on PPRA, Pakistan's website at www.ppra.org.pk.

Muhammad Farooq
Deputy Head of Mission
Embassy of Pakistan
House No. 146, Arada sub city, Woreda 7,
Dejazmach Wolde, Gebriel Street, Near
Gorgories School. P.O. Box No.19795, Addis
Ababa.
Mobile No.+251 094 434 8362
Office No. +251-111 261439
Fax Number +251-11261324
Email address: parepaddisababa@gmail.com

2. Scope of Bids

The Embassy of Pakistan, Addis Ababa, requires the services of individual Specialist Doctors/Physicians and well-established hospitals based in the capital city; Addis Ababa, Ethiopia for medical treatment of Embassy's officers/staff and their dependent families. The Hospitals providing medical of services for maximum diseases having well established departments, fields, latset lab equipments, modern lab test tecniques, large number of competent doctors of Ethiopian & foreign origin and providing 24 hours services shall be preferred. The individual doctors should have independent clinic or setup with regular medical practice and good educational & professional record will be given preference. The Doctors and the Hospitals are required to fill and submit separate prescribed bidding forms (Technical & Financial Bids) and accordingly will be evaluated on separate evaluation criterion. Before submission of bids, it may be ensured that both categories; Doctors and Hospitals, meet the respective eligibility criterion. The procurement of services shall be made on Credit Service Facility basis. Both the interested doctors and the hospitals having registration with the concerned medical registration authorities of Federal Democratic Republic of Ethiopia can participate in the bidding process. The services of Doctors and Hospitals shall be hired for an initial period of one year. After that period, the contract shall be deemed as extended on satisfactory performance if no formal contract is signed. Similarly, it can be terminated on one month notice by either party at any time. The procedure for selection will be "Single Stage Two Envelope " as provided in Rule 36(b) of Procurement Rules, 2004 notified by the Government of Pakistan and amended from time to time. More than one doctor and hospital each can be selected by the Embassy keeping in view their varied nature of medical fields and treatment facilities, if available with different doctors or hospitals. However, selection of Doctors and hospitals shall be made only if Credit Service Facility basis, if available by Doctors and Hospitals.

Instructions to Bidders

Bidders are advised to read the following contents of the Instruction to Bidders (ITB) carefully:-

3. Eligible Bidders

- i. Specialist Doctors/Physicians and well-established hospitals must have valid license for practice issued by the Government of Ethiopia. Please provide the copy of license issued by the concerned Authority of Government.
- ii. Both should be based in the capital city; Addis Ababa, Ethiopia. Address may be provided.
- iii. Those are agreed to provide medical facilities on Credit Service Facility basis. The bidder which submits the bid will be deemed to agree to provide the services on Credit basis.
- iv. The Doctors/Hospitals shall give quality health services at par of latest International standards. They shall during the validity of signed agreement, attend and treat the Patients on priority basis, whose names have been provided by the Embassy and referred to them with a valid ID Card.
- v. Those are willing to provide "Hospital Service Price List" as Financial bid. In case of any revision of costs at during currency of agreement, they will be obliged to inform the Embassy in writing before treatment is given. Only, fill and submit the Technical and Financial bids as provided in the document.

4. Queries regarding Bidding Documents

- i. A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Embassy's address indicated in the Invitation for Bids. The Embassy shall respond in writing to any request for clarification(s) of the bidding documents, which it receives prior to 5 days, the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the bidding documents.

- ii. Address for requesting and all correspondence with Embassy of Pakistan, Addis Ababa, Ethiopia is as under:-

The Embassy of Pakistan
Arada Sub city, Woreda 7,

House No.146, Dejazmach Wolde Gebriel Street,
around 120 meters straight after Abune Gorgories
school, P.O. Box No.19795, Addis Ababa.

Mobile No.+251 094 434 8362

Office No. +251-111 261439

Fax Number +251-11261324

Email address: parepaddisababa@gmail.com

parepaddisababa@mofa.gov.pk,

5. Terms and Conditions of Payment by The Embassy

- i. The payment will be made within 15 days upon receipt of an official invoice from the Doctor/Hospital in general.
- ii. The Embassy may made payment as invoiced not more than 30 days after receipt of invoice, if the services/tests etc. are correctly mentioned and billed. In case of any delay, the bidders will be informed about the reasons of delay.
- iii. Name of the patient, service provided, price and quantity of each medicine, test etc. will be described in the invoice by the selected Doctor/ Hospital.
- iv. Upon receipt of payment for services provided, the Doctor/ Hospital shall be obliged to provide an official receipt.

6. Cost of Bidding Documents

1. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Embassy shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
2. However, the bidding documents shall be provided to the interested bidders free of cost.

7. Bidding for Selective Medical field(s)

If a Special Consultant/ Doctor or a Hospital of a particular medical field desires to offer the specific medical services on Credit basis then such bidders are encouraged to submit their bids. The Embassy in such a situation will evaluate the bid with relevant field/area of other bidders. Bidding for a particular or several medical fields is allowed and will be compared with similar field/services. Only medical testing laboratories without medical specialist(s) are not eligible to participate in the process.

8. The Governing Rules

The Bidding procedure shall be governed by the Public Procurement Rules, 2004 issued and amended from time to time, by the Public Procurement Regulatory Authority (PPRA), Government of Pakistan.

Bidding Procedure

9. Applicable Bidding Procedure

- i) The bidding procedure is governed under rule 36) "Procedures of Open Competitive Bidding" sub-rule (b) "**Single stage – Two Envelop procedure**".
- ii) The bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately **the Financial Bid** and **the Technical Bid**;
- iii) The envelopes shall be marked as "**FINANCIAL BID**" and "**TECHNICAL BID**" in bold and legible letters to avoid confusion;

- iv) Initially, only the envelope marked as **“TECHNICAL BID”** shall be Main Hall of the Embassy on the date and time prefixed in the Invitation for Bids (IFB)/ Notice for receipt/submission of bids in the presence of the bidders or their authorized representatives, who may choose to be present.
- v) The envelope marked as **“FINANCIAL BID”** shall be retained in the custody of The Embassy without being opened;
- vi) The Procuring Agency shall first establish the **“Eligibility”** and then evaluate the technical Bid conforming the compliance of the offered medical services and facilities and other terms & conditions, without reference to the price and reject any Bid which shall not conform to the specified requirements;
 - vii) During the technical evaluation no amendments in the technical Bid shall be permitted, however, if required, any clarification(s) which shall not constitute any material deviation of bid, may be asked. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
 - viii) The Financial Bid of ineligible and/or technically non-responsive bidders shall be returned un-opened to the respective Bidders subsequent to the announcement of **“Bid Evaluation Report”** (BER); and
- ix) The bid found to be the lowest evaluated & responsive after combined evaluation of bids shall be accepted. In case, two lowest evaluated bidders submit equal financial bid, the bidder with more clients /overall experience of supplying medical services shall be awarded contract.

10 **Contents of the Bidding Documents**

1. The Services required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:

- i. Instructions to Bidders (ITB)
- ii. Technical Bids
- iii. Financial Bids
- iv. Evaluation Criteria for Hospitals
- v. Evaluation Criteria for Doctors
- vi. Draft Contract for Hospitals
- vii. Draft Contract for Doctors

2. The Bidder is expected to examine all instructions, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

11 **Amendment(s) in the Bidding Documents.**

1. At any time prior to the deadline for submission of bids, the Embassy, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

2. All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.

3. In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Embassy, at its discretion, may extend the deadline for the submission of bids.

12 **Language of Bids.**

All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translation shall take precedence.

Preparation of the Bids

13 **Preparation of the Bids.
(To be submitted by the
Hospitals and Doctors)**

1. The bid to be submitted by Hospitals and Doctors, shall comprise the relevant filled in Technical and Financial Bids (as is given in the end) alongwith the documents that are prescribed for the eligibility criteria of the bidders and medical services and ancillary services that are found necessary and highlighted in the Bid documents.

2. The Bidder shall completely study the Evaluation criteria and an appropriate Price Schedule furnished in the bidding documents, indicating the medical services required to be supplied, a brief description of the services, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

14 **Bid Price**

1. The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the total bid price of the services and tests, he proposes to supply under the Contract.

2. Form prescribed for quoting of prices, should be typed or manually filled with stamp and signatures. Any alteration/correction must be initialed. Every page of the bid is to be signed and stamped at the bottom.

3. The Bidder should quote the prices of services according to the technical and Financial Bids as provided in this document. The hospital and Doctors must quote only those prices of services as required, if these are different from the required services, then it shall straightway be rejected.

4. The Bidder is required to offer a competitive price. All prices **must include all the taxes and duties, where applicable**. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.

5. The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency/Embassy.

6. Prices offered should be for the entire period of initial contract period; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.

7. While making a price quote, trend/ inflation in the rate of services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of services shall be entertained.

15 **Bid Currencies**

Prices shall be quoted in Ethiopian Birr preferably; or in US \$.

16 **Supporting Documents to judge bids**

The bidders may like to provide the leaflets/brochures/catalogs of quoted products with the bid.

17 **Documentation on Eligibility of Bidders**

Bidder shall furnish, as part of its bid, the documentary evidence mentioned in the eligibility criteria for the Bidder's eligibility and its qualifications to perform the Contract if his bid is accepted.

18 **Bid Security**

The interested Hospitals and the Doctors are not required to submit any amount as bid security.

19 **Bid Validity**

1. Bids shall remain valid for at least one year after the date of opening of technical bid prescribed by the Embassy. A bid validity can be altered if the prices are changed for all other clients and Ethiopians etc.

2. The Embassy shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

3. Bidders who;

(a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

Submission of Bids

20 Sealing and Marking of Bids

1. The envelopes shall be marked as "**FINANCIAL BID**" and "**TECHNICAL BID**" in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the bid/ bids in separate envelopes. The envelopes shall then be sealed in an outer envelope.

2. The inner and outer envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Bid Reference No. indicated in the Invitation for Bids, and a statement: "**DO NOT OPEN BEFORE,**" the time and the date specified in the Invitation for Bids for opening of Bids.

3. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as "non-responsive" or "late".

4. If the outer as well as inner envelope is not sealed and marked as required by 1 to 3 above the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

5. The bids must be delivered by hand or by courier so as to reach the address of the Embassy on the date and time prefixed in the Invitation for Bids (IFB).

- 21 **Deadline for Submission of Bids**
1. Bids must be submitted by the Bidders and received by the Procuring Agency on/or before **1100 hours by 22nd January, 2020** .**Bids received later than the above time and date will stand summarily rejected.**
 2. The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 22 **Late Bids**
- Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to Clause 22 shall be rejected and returned unopened to the Bidder.
- 23 **Withdrawal of Bids**
- The Bidder may withdraw its bid after the bid's submission and prior to the deadline/closing time & date prescribed for submission of bids. No bid shall be withdrawn after opening of bids.

Opening and Evaluation of Bids

- 24 **Opening & Evaluation of Technical & Financial Bid by the Procuring Agency**
1. The "Technical Bids" received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their representatives who may choose to be present **in the Hall of Embassy of Pakistan at above mentioned address on 22nd January, 2020 at 1130 hours**. No Technical Bid shall be rejected at opening, except for late bids, which shall be returned unopened to the Bidder.
 2. All Bidders in attendance shall sign an attendance sheet.

3. Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Technical Evaluation bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviation. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, delivery schedule, taxes & duties etc. shall be deemed to be a material deviation for technical Bids. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

4. The Technical Bids shall then be evaluated conforming compliance of the offered service technical specifications with the demanded ones.

5. The Financial Bids of technically qualified (i.e. compliant to technical requirements and other terms & conditions) bidders shall be opened publicly on a specified date, time and venue which shall be communicated to the bidders at the time of before opening of Financial bids.

6. The Procuring Agency shall open one Financial Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Public Procurement Rules, 2004, specifically Rule 28 (Opening of Bids).

7. In the Financial Bids the arithmetical errors shall be rectified on the following basis:-

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- b) If the Bidder does not accept the correction of the errors, its bid shall be rejected.

If there is a discrepancy between words and figures, the amount in words shall prevail.

25 **Rejection of Bids**

1. The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPR) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

2. Bidder must not indicate directly or indirectly their financial bid anywhere in the technical bid. Any such disclosure shall result in summary rejection of entire bid of the concerned bidder.

3. Conditional or incomplete bid/bids shall be rejected.

4. The bid/bids received with over-writing, cutting and doubtful figure shall be rejected.

5. The Procuring Agency incurs no liability, solely by virtue of its invoking Rule 33.1 of PPR 2004, towards bidders who have submitted bids.

6. Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

26 **Re-Bidding**

1. If the Procuring Agency rejected all bids, it may call for a re-bidding.

2. The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

27 **Announcement of Evaluation Report**

Announcement of Evaluation Report will be as per PPR 2004.

28 **Contacting the Procuring Agency**

1. No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

Award of Contract

29 Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

30 Notification of Award

1. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.

2. The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

3. The enforcement of the Contract shall be governed by Rule 44 of the PPR-2004.

31 Signing of Contract

1. After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form provided in the bidding documents

2. The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.

3. If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its should be Black listed after providing an opportunity of hearing and de- barred from future participation permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

32 Performance Guarantee

The successful bidder is not required to submit any Performance Guarantee.

Technical Bids for Hospitals

1. Name of Different Departments along with Doctors & their Qualification

- a) Department of Cardiology

Sr. No.	Name of Doctor	Qualification

- b) -----

2. Available medical Services

- a) Internal Medicine
- b) Pediatrics
- c) Dentistry
- d) HIV AIDS and TB treatment
- e) ICU
- f)

3. Name of Clients Departments/Organizations obtaining Credit Based Service Facilities

- i)
- ii)

4. Total No. of Beds for indoor Treatment in different Departments

(-----)

5. No. of Years since the date of establishment of hospital for providing Medical Services

(----- years)

6. Special Hospital Facilities

- a) Library
- b) Café & Restaurant
- c) Guest House
- d)

7. Briefing / Presentation on the Hospital about the Departments/Facilities/Labs etc. to the Evaluation Committee

Evaluation Committee will visit the hospital on the date mutually agreed.

Financial Bids for Hospitals

All hospitals may mention the actual costs in ETB or in Dollars which will be converted into ETB as per rate applicable on the date of opening of Bids:-

1. Registration fee of a person by the hospital (**Birr.**)
2. Consultation fee by a Specialist Doctor (**Birr .**)
3. Consultation fee by a part time/visiting Specialist Doctor (**Birr.**)
4. Admission fee for 1st class (**Birr.**)
5. Admission fee for 2nd class (**Birr.**)
6. Prices for different laboratory tests
 - i) HbA 1c (Hematology) (**Birr.**)
 - ii) Electrolytes (Bacteriology) (**Birr.**)
 - iii) Doppler Ultrasound with print & reading (**Birr.**)
 - iv) ECG with reading (**Birr.**)
 - v) X-Ray CR digital with print & reading (**Birr.**)
7. Specialist & sub Specialist fee to visit patients in and out of working hours on call basis.
(**Birr.**)
8. Whether prices/fee for different tests, consultations, procedures etc. are same as are applicable to all Ethiopians or Foreigners. If no, please mention the rate/fee.

Yes / No (Tick the relevant)

If **No** then provide the exact amount (**Birr.**)

Note: Evaluation Committee will evaluate the Financial Bids as per only above factors. As such, Hospitals may provide all above charges for uniform evaluation of the Bids.

Technical Bids for Individual Doctors

1. **Opening and closing timing of medical clinic:-**

2. **Complete educational qualification of the Doctor are:-**
(Please attach copies of relevant degrees)

3. **Overall medical practice experience since after completion of medical degree i.e. MBBS:-**

4. **Details of medical staff working at the Clinic** (Please mention the names alongwith the designation):-

5. **Provision of medical services on Call basis at office/home :-**

(Yes / No)

6. **Name of Clients Departments/Organizations obtaining Credit Based Service Facilities**(List of clints can be attached)

i)
ii)

7. **Briefing / Presentation on the Medical Clinic about the Facilities/Labs etc. to the Evaluation Committee**

Evaluation Committee will visit the Clinic on the date mutually agreed.

Financial Bids for Individual Doctors

All Doctors may provide the costs in ETB or in Dollars which will be converted into ETB as per rate applicable on the date of opening of Financial Bids.

1. One time Registration fee of a person/patient by the Doctor, if any;
(Birr.)
2. Consultation fee per visit by the Doctor (Birr .)
3. Consultation fee to visit patients in and out of working hours on call basis
(Birr.)
4. Prices for different laboratory tests, if available,
 - i) Glucose test (Birr.)
 - ii) Blood pressure test (Birr.)
 - iii) ECG (Birr.)
5. Whether prices/fee for different tests, consultations, procedures etc. are same as are applicable to all Ethiopians or Foreigners. If no, please mention the rate/fee.
Yes / No (Tick the relevant)
If **No** then provide the exact amount rate (Birr.)

Note: Evaluation Committee will evaluate the Financial Bids as per only above factors. As such, Doctorss may provide all above charges for uniform evaluation of the Bids. If some doctors (equal or more than half of intersted Doctors) quote amount of above mediccil tests then the scores of Sr.No. 4 will be considered. Otherwise, this factor will not be considered.

Evaluation Criteria

A combined evaluation of Technical and Financial bids shall be made. Technical bids have 70% and Financial bids have 30% weightage. In Technical bids both the Hospitals and Doctors must have to obtain 35% marks to declare as Technically qualified. Those bidders whose score in Technical bids will be less than 35% their Financial bid will not be opened.

Evaluation Criteria for Technical Bids of Hospitals

1. **Name of Different Departments along with Doctors & their Qualification**
(10 marks; 1 mark for 3 Doctors each in a Department)
2. **Available medical Services**
(10 marks; 1 mark for each medical service)
3. **Name of Clients Departments/Organizations obtaining Credit Based Service Facilities** (10 marks; 1 mark for each Clients Department/Organization)
4. **Total No. of Beds for indoor Treatment in different Departments**
(10 marks; 1 mark for each 5 beds in the hospital)
5. **No. of Years since the date of establishment of hospital for providing Medical Services** (10 marks; 1 mark for each completed year)
6. **Special Hospital Facilities**
(5 marks; 1 mark for each facility)
7. **Briefing / Presentation on the Hospital about the Departments/Facilities/Labs etc. to the Evaluation Committee**
(15 marks; Evaluation Committee will decide based on majority vote to award the marks after visit and briefing on the hospital, its labs, facilities, preference to Embassy employees etc. by the hospital administration).

Note: 35% score in Technical Bids is required to be declared as Technical qualified bidder.

Evaluation Criteria for Financial Bids by Hospitals

The Financial bids shall be evaluated on the basis of Lump Sum Bid basis. The lowest bid shall be awarded maximum marks and all other bids shall be evaluated on the relevant evaluation criteria. Prices shall be quoted for all factors. Percentage of Financial Bids in overall scores is **30%**. If all bidders provide rates for all above factors then the formula (Total amount of bid % Lowest bid price) x 30% shall be followed. All hospitals may provide the costs in ETB or in Dollars which will be converted into ETB as per rate applicable on the date of opening of Bids.

1. Registration fee of a person by the hospital
(Lowest bid, 5 marks)
2. Consultation fee by a Specialist Doctor
(Lowest bid, 5 marks)
3. Consultation fee by a part time/visiting Specialist Doctor
(Lowest bid, 5 marks)
4. Admission fee for 1st class (Lowest bid, 5 marks)
5. Admission fee for 2nd class (Lowest bid, 5 marks)
6. **Prices for different laboratory tests**
 - i) HbA 1c (Hematology) (Lowest bid, 5 marks)
 - ii) Electrolytes (Bacteriology) (Lowest bid, 5 marks)
 - iii) Doppler Ultrasound with print & reading (Lowest bid, 5 marks)
 - iv) ECG with reading (Lowest bid, 5 marks)
 - v) X-Ray CR digital with print & reading (Lowest bid, 5 marks)
7. Specialist & sub Specialist fee to visit patients in and out of working hours on call basis.
(Lowest bid, 5 marks)
8. Whether prices/fee for different tests, consultations, procedures etc. are same as are applicable to all Ethiopians or Foreigners. If no, please mention the rate/fee.
Yes / No (Tick the relevant)
If **No** then provide the exact amount (Lowest bid, 5 marks)

Note: Evaluation Committee will evaluate the Financial Bids as per only above factors. As such, Hospitals may provide all above charges for uniform evaluation of the Bids.

Evaluation Criteria for Technical Bids of Individual Doctors

1. **Timing of medical clinic(Opening and closing timing):-**
(10 marks; 1 mark for each hour per day)

2. **Complete educational qualification :- (10 marks)**
Bachelor of medicine , 5 marks – master degree , 7 marks - Doctor,
10 marks)

3. **Overall medical practice experience since after completion of medical degree i.e. MBBS:-**
(10 marks; 1 mark for each completed year)

4. **Details of medical staff working at the Clinic (Please mention the names with the designation):-**
(05 marks, 1 mark for each staff)

5. **Provision of medical services on Call basis at office/home :-**
(05 marks, Yes, 5 marks –No , 0 marks)

6. **Name of Clients Departments/Organizations obtaining Credit Based Service Facilities:-**
(10 marks; 1 mark for each Organization)

7. **Briefing / Presentation on the Medical Clinic about the Facilities/Labs etc. to the Evaluation Committee**

(15 marks; Evaluation Committee will decide based on majority vote to award the marks after visit and briefing on the Clinic by the Doctor).

Note: 35% score in Technical Bids is required to be declared as Technical qualified bidder.

Evaluation Criteria for Financial Bids of Individual Doctors

The Financial bids shall be evaluated on the basis of Lump Sum Bid basis. The lowest bid shall be awarded maximum marks and all other bids shall be evaluated on the relevant evaluation criteria. Prices shall be quoted for all factors. Percentage of Financial Bids in overall scores is **30%**. If all bidders provide rates for all above factors then the formula (Total amount of bid % Lowest bid price) x 30% shall be followed.

1. One time Registration fee of a person/patient by the Doctor, if any;
(Lowest bid, 5 marks)
2. Consultation fee per visit by the Doctor (Lowest bid, 10 marks)
3. Consultation fee to visit patients in and out of working hours on call basis
Lowest bid, 5 marks)
4. Prices for different laboratory tests, if available,
 - i) Glucose test (Lowest bid, 5 marks)
 - ii) Blood pressure test (Lowest bid, 5 marks)
 - iii) ECG (Lowest bid, 5 marks)
5. Whether prices/fee for different tests, consultations, procedures etc. are same as are applicable to all Ethiopians or Foreigners. If no, please mention the rate/fee.
Yes / No (Tick the relevant)

If **No** then provide the exact amount rate (Lowest bid, 10 marks)

Note: Evaluation Committee will evaluate the Financial Bids as per only above factors. As such, Doctorss may provide all above charges for uniform evaluation of the Bids. If some doctors (equal or more than half of intersted Doctors) quote amount of above mediccal tests then the scores of Sr. No. 4 will be considered. Otherwise, this factor will not be considered.

CREDIT AGREEMENT FOR HOSPITAL SERVICES

This agreement is made and entered into on _____

Between

Hospital (herein after referred to as the Hospital)

Address:

AND

Name of the Client / Organization: Embassy of Pakistan
Name of Owner / Official Representative: _____
Here-in-after referred to as the "CLIENT"
Registered Address: _____
Addis Ababa _____ Woreda _____ House No. _____
P.O. Box _____ Addis Ababa, Ethiopia
Tel: _____
Fax: _____ Email: _____

Whereas, the Hospital agrees to provide hospital services requested by the CLIENT
Whereas, the CLIENT agrees to pay the cost for the services rendered on the conditions contained herein

Both parties have agreed on the following terms and conditions:

Article 1

OBLIGATION OF THE CLIENT

- 1.1 The Client shall present a complete list of everyone that is to be covered by this agreement. In case of any revision of the list, the CLIENT shall inform the HOSPITAL in writing. Each patient is required to present a valid ID and a referral letter from the Organization when coming to the HOSPITAL.
- 1.2 The CLIENT agrees to pay the required dues for the services received as agreed upon in the agreement.
- 1.3 The CLIENT shall clear all payments within 15 day of receiving an official invoice giving the name of the patient, service provided, price and quantity of each request and medication acquired from the KADISCO Pharmacy.

Article 2

OBLIGATION OF THE HOSPITAL

- 2.1 The HOSPITAL agrees to provide its services on credit bases in accordance with the provisions of this agreement. The services shall include all forms of medical treatment and requisite supportive services including the supply of medicines available in its Pharmacy.
- 2.2. The HOSPITAL shall give quality health services expected of higher standards. The HOSPITAL shall during the validity for this agreement, attend and treat the Patients whose names have been provided by the CLIENT and referred to the HOSPITAL with a valid ID Card.
- 2.3 The HOSPITAL will attach to this agreement a “Hospital Service Price List.” In case of any revision of costs the HOSPITAL is obliged to inform the CLIENT in writing before treatment is given.

Article 3

TERMS AND CONDITIONS OF PAYMENT

- 3.1 Terms of payment will be 30 days upon receipt of an official invoice from the HOSPITAL . The CLIENT will not pay interest for failure to effect payment as invoiced if more than 30 days elapse the date of payment.
- 3.2 Name of the patient, service provided, price and quantity of each request will be as described in the invoice of the HOSPITAL.
- 3.3 Upon receipt of payment for services provided, the HOSPITAL is obliged to provide an official receipt.

Article 4

DURATION AND TERMINATION

- 4.1 This agreement is made for one year period from the date of signing of this agreement by both parties. It can be extended beyond the above period on satisfaction of both parties.
- 4.2 Each party has the right to terminate this agreement by giving thirty (30) days written notice to the other party.

Done of this date of _____ at Addis Ababa, Ethiopia

For the HOSPITAL:

For the CLIENT:

Signed: _____

Signed: _____

Name: _____

Name: _____

Position: _____

Position: _____

This agreement is made in the presence of the following witnesses:

Name:

Signature:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

MEDICAL CREDIT SERVICE AGREEMENT WITH DOCTORS

This Medical Credit Service Agreement has been made between Practitioner, Addis Ababa, Address: _____, / Medical
_____, Mobile _____, Tin. No. _____, Telephone _____

AND

Embassy of Pakistan, Arada Sub City, Woreda 7, House No. 146, Dejazmach Wolde Gebriel Street, Addis Ababa, Telephone No: **0111-261492 and 93**.

The two parties have agreed to be abided by obligation stipulated hereunder:

- i. The patient should show his ID card to ascertain that he/she is an employee of the Embassy of Pakistan by the agreement.
- ii. The Consultation fee for the patient is only Birr /-.
- iii. The Doctor will confidentially handle the medical details.
- iv. The Doctor will send the medical service invoice to the Embassy of Pakistan every month to settle medical service cost of employee(s) treated in the hospital.
- v. The Doctor will send details of the medical service bill to the Embassy of Pakistan with relevant invoice. The invoice consists of employee's ID with lists of medical service rendered to the employee and the total cost of medical service provided. The Embassy of Pakistan should settle the payment within 30 (Thirty) days from receipt of the invoice. The Doctor will collect the cheque through his cash collector.
- vi. If the Embassy of Pakistan does not settle the bill on time as agreed, the Doctor will terminate credit agreement by giving one month advance notice.
- vii. When an employee leaves the Embassy of Pakistan, the doctor should be notified in written. If the doctor is not notified, the Embassy will cover the medical expense made within the month.
- viii. If it is found necessary to send the patient for referral to some other reputed hospital for medical reasons being beyond the scope of Doctor, the Doctor will send the patient to another reputed hospital on the expense of the Embassy of Pakistan, which will be added to the medical bill.
- ix. If there is an increase in medical expense for various reasons, as per the agreement, the Doctor will notify the Embassy of Pakistan within in 1 (one) months.
- x. The Doctor will provide medical certificate for medical services that it has granted, if necessary.
- xi. If any one of the parties wants to terminate agreement, it shall give one month advance notice by clearing all outstanding bills, and can terminate if accordingly.
- xii. The agreement is prepared in two copies. One copy is kept with the Doctor while the other copy is kept with the Embassy of Pakistan.
- xiii. If anyone of the parties doesn't notify the termination of the agreement before 30 days in writing, the agreement will remain valid.

On behalf of the Doctor

On behalf of the Embassy of Pakistan

Name:

Name:

Position:

Position:

Signature:

Signature:

Seal

Seal

WITNESSES:

<u>S.No.</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>	<u>Telephone</u>
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____