



Guidelines for PA NGOs For Procurement of Medicine



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Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Urban Primary Health Care Services Delivery Project
Project Management Unit (PMU)
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List of Abbreviation

ADB	Asian Development Bank
BDT	Bangladesh Taka
BCC	Behavior Change Communication
CC	City Corporation
CCHD	City Corporation Health Department
CPTU	Central Procurement Technical Unit
CRHCC	Comprehensive Reproductive Health Care Center
ESD+	Essential service delivery plus
GoB	Government of Bangladesh
LGD	Local Government Division
MDG	Millennium Development Goal
MoHFW	Ministry of Health and Family Welfare
MoLGRD&C	Ministry of Local of Government, Rural Development and Cooperatives
NGO	Non-Government Organization
PA	Partnership Area
PA-NGO	Partnership Area NGO
PG	Procurement of Goods
PHC	Primary Health Care
PHCC	Primary Health Care Center
PIU	Project Implementation Unit
PMU	Project Management Unit
PM	Project Manager
PPP	Public Private Partnership
PPR	Public Procurement Regulation
RFQ	Request for Quotation
RFQM	Request for Quotation Method
SIDA	Swedish International Development Cooperation Agency

SRFQ	Standard Request for Quotation
UNFPA	United Nations Population Fund
UPHCP	Urban Primary Health Care Project
UPHCSDP	Urban Primary Health Care Services Delivery Project
VAT	Value Added Tax
WHO	World Health Organization

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Project Management Unit (PMU)
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Guidelines for the PANGOs for Procurement of Medicine

Introduction

1. The Government of Peoples Republic of Bangladesh has received a loan from the Asian Development Bank (ADB), Loan no 2878 BAN (SF) and grants from the Swedish International Development Cooperation Agency (SIDA) and United Nations Population Fund (UNFPA) towards the cost of the Urban Primary Health Care Services Delivery Project (UPHCSDP), under the Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives. The UPHCSDP builds upon two previous urban primary health care projects (UPHCP and UPHCP II) and intends to further develop and strengthen institutional capacity for sustainable delivery of Primary Health Care services in urban areas addressing the need of women and children through the efforts of contracted Partnership Area Non Government Organizations (PANGOs) under the Public Private Partnership (PPP). The Project covers a physical network of 30 partnership areas (PAs) in all city corporations including four selected municipalities (Kushtia, Kishoregonj, Gopalganj and Sirajgonj) in the country.

Objectives

2. Services are being provided by the PANGOs are consultations, diagnostic services and distribution of medicine from three types of service centers: CRHCC, PHCC, Mini clinic/ Satellite centers. Distribution of medicine is the most important service component particularly for the poor. According to project design, poor are getting medicine free of cost while non-poor are getting medicine at 10% to 20% lower to maximum retail price. Every year bulk of medicine are purchased by the PANGOs (annexure- 4) under the project to meet their requirements. Medicine is being purchased from the prequalified manufacturers/ suppliers shortlisted by Project Management Unit (PMU).
3. Since procurement tasks are complex in nature and need to follow ADB and GoB procurement rules, a guideline is necessary to perform procurement activities efficiently and uniformly. For this purpose, this procurement guidelines has been prepared based on the Public Procurement Rules (PPR) 2008 of GOB and the procurement guidelines of the ADB. Besides, a Standard Request for Quotations (SRFQ) document has also been prepared to use as bidding document. The procurement guidelines will help to avoid any deviation from the ADB and GOB

procurement rules and will streamline the procurement activities of all PANGO within a uniform guideline

4. The objectives of this procurement guidelines are:
 - (a) To streamline medicine procurement process of PANGOs and ensure uniformity;
 - (b) To enable PANGOs to follow the Public Procurement Rules (PPR) 2008 of GoB and the procurement guidelines of the ADB; and
 - (c) To ensure best value for money in procurement of medicine.

5. It is expected that PANGOs will adhere to this guidelines in performing the tasks of procurement without any complexity. This guideline may be amended or updated by the PMU from time to time, if required.

Procedure to be followed

6. The Project Manager of the PA will prepare a list and quantity of medicine with cost estimate for the upcoming year in the first week of June for the submission of medicine requirement for the next calendar year. For this, he/she will send letters to CRHCC and all PHCCs to submit their requirement of medicine for next calendar year by a specified deadline.
7. Clinic Manager of CRHCC and PHCC will review the tentative client flow against each type of services, review medicine as listed in the contract agreement; review list of medicine produced by the shortlisted companies, consumption of previous year and will prepare the requirement for the year. In general, quantity of medicine in each category may be determined at least 10% incremental rate of last quarter's consumption. The requirement has to send to Project Manager within the date as to be requested.
8. After getting requirements, Project Manager will review yearly allocation for medicine, analyze and review requirements, will combine quantity and determine estimated cost of medicine in each item.
9. Then he will prepare packages for procurement, schedule of procurement and include it in annual procurement plan. Normally, there will be 3-4 packages for a year. A sample format of procurement plan is attached in the annexure- 1. Medicine will be purchased in such intervals that, medicine equal to 2 months requirement are in the stock.
10. The Project Manager use approved quotation template (which includes instruction to suppliers, conditions of contract, delivery schedule, price schedule, technical specifications) given by the PMU to procure medicine from the prequalified suppliers through Request for Quotation Method (RFQ). Invitation should be given to all prequalified suppliers. A Standard Request for Quotation (SRFQ) template is attached in the annexure -2.

11. The Project Manager will send Request for Quotation documents free of cost to all prequalified manufacturers and suppliers giving them 3-10 days time to submit their quotations at the PA office as per the date and time specified in the RFQ letter.
12. The criteria of evaluation should be pre-disclosed in the RFQ.
13. The quotations may be submitted in person or by registered mail whatever convenient to the supplier. No earnest money or performance security shall be required for procurement of medicine.
14. The RFQ will include all items of medicine and quantity to be procured under a package. After receiving, all sealed quotations submitted by the suppliers will open and evaluate in the meeting of the Procurement Committee. No separate meeting and public opening of the submitted quotations will necessary. Composition of the Procurement Committee is attached in the Annexure-3. Each meeting of the Procurement Committee shall be represented by a member from the PIU.
15. Any of the suppliers may submit quotation for any or all items as mention in the RFQ document, but will not allow partial quantity of any item.
16. The procurement Committee will seat within 10(ten) days of submission of the quotations, and ensure that RFQs were sent to all pre-qualified suppliers and was followed all the procedures as mentioned above. RFQ being issued for multiple drug items and NGOs to selectively purchase each item form the supplier quoting the lowest cost for that particular drug item.
17. There should be at least 3 (three) responsive suppliers. If the number of responsive suppliers is less than three and as long as the request for quotation was issued to all pre-qualified suppliers, the procurement committee should recommend that the lowest supplier should be declared responsive or request for more quotations.
18. The Project Manager after necessary approval from PANGO authority, shall issue the purchase order to the successful supplier giving maximum 10 (ten) days time from the date of issue of the order.
19. The Project Manager or his representative will receive the medicine from the supplier, and make entry to stock register with quantity, price and date. He will ensure that all medicine has supplied as per purchase order, without any damage and has at least 6 months expiry date ahead, where applicable.
20. The PA Office will stock and reserve the medicine in secured and healthy environment and make an inventory within each three months.
21. The PA Office will maintain a record of medicine distribution register showing date, quantity and price of medicine has distributed to CRHCC and PHCCs. A copy of such distribution record shall be kept in the receiving CRHCC and PHCC.
22. The project Manager will send a report to PMU within 15 days of completion of procurement under a package along with name and quantity of medicine, recommendations of procurement committee and purchase order, etc.

23. If the pre-qualified manufacturers do not produce or able to supply any drug which is included in the RFQ, the intended producer or supplier must certify it in its submission proposal. At that case, this or those items could be purchased from non-prequalified market sources provided that following provisions of PPR has been met: (a) must be recorded the list and quantity for said purchase in the meeting minutes of the procurement committee. (b) must collect price offers from at least three market sources. (c) have to place next meeting of the procurement committee for approval, (d) total cost for each such purchase will be within 25,000 BDT and not exceed BDT 5 lakh in a calendar year.

Attachments:

Annexure- 1 Format of procurement plan.

Annexure -2 A Standard Request for Quotation (SRFQ) template

Annexure -3 Composition of Procurement Committee

Annexure -4 List of Prequalified Manufacturers

(Name and Address of the Purchaser)

**Standard Request for Quotation Document (National)
For Procurement of Medicine**

August 2013

(Update the month when the documents shall be issued)

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Purchaser in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of simple, off-the-self, low value Goods and related services.. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Purchaser and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1a) applies when a Purchaser intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Purchaser shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on 'Unit-Rate' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.

- 13.** The Purchaser shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
- 14.** The Warranty Period shall usually remain between 3 and 6 months; where applicable.
- 15.** The Purchaser shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008

[enter here the name and address of the Purchaser]

**REQUEST FOR QUOTATION
FOR
MEDICINE**

RFQ No:.....

Date: dd/mm/yy

Ref: memo no.

To

[insert name and address of the PA NGO]

1. The *[insert name of the PA NGO]* has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications for the list of medicine is attached (page-9) and shall be available in the office of the Purchaser for inspection by the potential Quotationers during office hours on all working days.
3. Quotation, using the attached form "Quotation submission letter," shall be prepared and submitted pursuant to this Quotation Document
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Quotation Security, Earnest Money or Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded).
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned **on or before** ---- [not more than 10 days from the date of request]. The envelope containing the Quotation must be clearly marked "Quotation for medicine and **DO NOT OPEN** before [insert date and time]. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received in sealed-envelope shall be sent to the Evaluation Committee for evaluation, without opening.
8. The Purchaser may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
10. A single RFQ will be issued for multiple items, and each item will be selectively purchased from the supplier quoting the lowest cost for that item.

11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded. The applicable law is the law of the Purchaser's country.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within [insert number] days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Purchaser shall be issued within [insert number] days of receipt of approval from the Approving Authority.
18. The Purchaser reserves the right to reject all the Quotations or annul the procurement proceedings.
19. Under ADB's Anticorruption Policy, bidders shall observe the highest standards of ethics during the procurement and execution of contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidders recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, this contract. Quotationer is not in ADB's sanction list.

Signature of the official inviting Quotation

Name.....

Designation.....

Date.....

Address:.....Phone No.....Fax No.....e-mail

Distribution:

1. [Administrative wings of other Procuring Entities] for information and circulation in their notice board.
2. [Any other concerned offices] for information and wide circulation.
3. [Authorized Officer] for posting in the website, if applicable.
4. Notice Board.
5. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date: dd/mm/yy

To:

[Name and address of Purchaser]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **[insert name of goods]**

The total Price of my/our Quotation is BDT **[insert amount both in figure and words]**

My/Our Quotation shall remain valid for the period stated in the Request for Quotation (RFQ) Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on **[insert date]**

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

We are not in the ADB sanctions list

Signature of Quotationer with
Seal

Date:

Price Schedule for Goods and Related Services

RFQ NO. _____

Date: dd/mm/yy

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
Total Amount for Supply of Goods and related services						In figure		
(inclusive of VAT and all applicable taxes; see Note 2 below)						In words		
Goods to be supplied to					[insert destination of Goods]			
Total Amount in Taka (in words)				[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].				
Delivery Offered				[insert weeks/days] from date of issuing the Purchase Order]				
Warranty Provided				[insert weeks/months from date of completion of the delivery; state none if not applicable]				

Signature of Quotationer with Seal	Date: dd'mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Purchaser and Col. 6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Purchaser.

Technical Specification of the Goods Required

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Purchaser and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Purchaser. A set of precise and clear specifications is a prerequisite for Quotations to respond realistically and competitively to the requirements of the Purchaser. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Purchaser specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

[enter here the name and address of the Purchaser]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS

Attached Certified photocopy of approved Priced Schedule for Goods and related services

Attached Certified photocopy of approved Technical Specification of the Goods Required

Attached Certified photocopy of Terms and Conditions

For the Purchaser:

Signature of the Purchaser with name and Designation

Date

Attachments: As stated above

List of Essential Drugs ¹ subject to to be supplied under the contracts

Sl.	Name of drugs	Dosage form
1	Acetylsalicylic acid	Suppository, Tablet
2	Aciclovir	Powder for injection, Tablet
3	Albendazole	Tablet (chewable)
4	Aluminium hydroxide + Magnesium hydroxide	Oral liquid, Tablet
5	Amitriptyline	Tablet
6	Amlodipine Besylate	Tablet
7	Amoxicillin	Capsule or Tablet, Powder for oral liquid, for Powder injection
8	Ampicillin	Powder for Injection
9	Ascorbic Acid	Tablet
10	Atenolol	Tablet
11	Atropine	Injection, Solution (eye drops)
12	BCG vaccine	Injection
13	Benzathine benzylpenicillin	Powder for injection
14	Benzoic acid + Salicylic acid	Ointment or cream
15	Benzyl benzoate	Lotion
16	Benzyl penicillin	Powder for injection
17	Betamethasone	Ointment or cream
18	Calcium gluconate	Injection
19	Chloramphenicol	Eye drops, Eye ointment
20	Chlorhexidine	Solution
21	Chloroquine	Oral liquid, Tablet
22	Chlorpheniramine	Injection , Tablet
23	Ciprofloxacin	Tablet or powder for suspension
24	Clotrimazole	Vaginal cream, Vaginal tablet
25	Cloxacillin	Capsule, Powder for injection, Power for oral liquid
26	Condoms	
28	Dapsone	Tablet
29	Dexamethasone	Injection
30	Diazepam	Injection, Tablet
31	Diethylcarbamazine	Tablet
32	Dopamine	Injection
33	Doxorubicin	Powder for injection
34	Doxycycline	Capsule or Tablet, Tablet (dispersible)
35	DPT vaccine	Oral + Injection
36	Epinephrine (adrenaline)	Injection, Solution (eye drops)
37	Ergometrine	Injection
38	Erythromycin	Capsule or Tablet, Powder for injection, Powder for oral liquid
39	Ethambutol	Tablet
40	Ethinylestradiol +	Tablet

¹ Bangladesh Gazette, May 22, 2008. Ministry of Health & Family Welfare Circulation Date, April 8, 2008 regarding LIST OF ESSENTIAL DRUGS and recommendations of WHO project BAN EDM 001 2006-2007 on use of Essential drugs for different levels

Sl.	Name of drugs	Dosage form
	Levonorgestrel	
41	Ferrous salt	Oral liquid, Tablet
42	Ferrous salt + Folic acid	Capsule, Tablet
43	Fluconazole	Capsule, Oral liquid
44	Folic acid	Tablet
45	Furosemide	Injection, Tablet
46	Gentamycin	Injection, Solution (eye drops)
47	Gentamycin + Hydrocortisone	Ear drop
48	Glibenclamide	Tablet
49	Gliclazide	Tablet
50	Glucose	Injectable solution
51	Glucose with sodium chloride	Injectable solution
52	Glyceryl trinitrate	Tablet (sublingual)
53	Griseofulvin	Capsule or Tablet
54	Haloperidol	Injection, Tablet
55	Halothane	Inhalation
56	Heparin sodium	Injection
57	Hepatitis B vaccine	Injection
58	Homatropine	Solution (eye drops)
59	Hydrochlorothiazide	Tablet (scored)
60	Hydrocortisone	Powder for injection, Ointment or cream, Suppository
61	Hyoscine butylbromide	Tablet, Injection
62	Ibuprofen	Tablet
63	Insulin Injection (Soluble)	Injection
64	Isoniazide	Tablet, Tablet (scored)
65	Levamisole	Tablet
66	Lidocaine	Injection, Topical
67	Magnesium hydroxide	Oral liquid
68	Magnesium sulfate*	Injection
69	Measles vaccine	Injection
70	Mebendazole	Tablet (chewable)
71	Mefloquine	Tablet
72	Methyldopa	Tablet : 250 mg
73	Methylrosanilinium chloride (gentian violet)	Aqueous solution, Tincture
74	Metoclopramide	Injection, Tablet
75	Metronidazole	Injection, Oral liquid, Suppository, Tablet
76	Miconazole	Ointment/Cream
77	Misoprostol	Tablet
78	Morphine	Injection, Oral liquid, Tablet, Tablet (prolonged release)
79	Naloxone	Injection
80	Nelfinavir (NFV)	Oral powder, Tablet
81	Neomycin Sulfate + Bacitracin	Ointment
82	Nifedipine	Immediate release capsule
83	Nitrofurantoin	Tablet
84	Nitrous oxide	Inhalation
85	Nystatin	Oral Suspension
86	Omeprazole	Capsule

Sl.	Name of drugs	Dosage form
87	Oral rehydration salts	Powder
88	Oxygen	Inhalation
89	Oxytocin	Injection
90	Paracetamol	Oral liquid, Suppository, Tablet
91	Permethrin	Cream, Lotion
92	Pethidine hydrochloride	Injection
93	Phenobarbital	Injection, Oral liquid, Tablet
94	Phenoxymethyl penicillin	Powder for oral liquid, Tablet,
95	Polyvalent anti snake venom	Injection
96	Povidone Iodine	Solution
97	Prednisolone	Tablet, Solution (eye drops)
98	Primaquine	Tablet
99	Procaine benzylpenicillin	Powder for injection
100	Promethazine	Oral liquid, Injection, Oral liquid, Tablet
101	Propranolol	Tablet
102	Pyrazinamide	Tablet, Tablet (dispersible), Tablet (scored)
103	Pyridoxine	Tablet
104	Quinine	Injection, Tablet
105	Rabies immunoglobulin	Injection
106	Rabies vaccine	Injection
107	Retinol	Capsule, Tablet, Oral oily solution, Water-miscible injection
108	Riboflavin	Tablet
109	Rifampicin	Capsule or Tablet
110	Rifampicin + Isoniazid	Tablet
111	Rifampicin + Isoniazid + Ethambutol	Tablet
112	Rifampicin + Isoniazid + Pyrazinamide	Tablet
113	Rifampicin + Isoniazid + Pyrazinamide + Ethambutol	Tablet
114	Salbutamol	Injection, Oral liquid, Respirator solution for use in nebulizers, Tablet
115	Silver sulfadiazine	Cream
116	Sodium Chloride 3%	I/V fluid
117	Sodium Chloride quartet strength (0.225%) + Dextrose 5%	I/V fluid
118	Sodium stibogluconate	Injection
119	Sodium thiosulfate	Solution
120	Streptomycin	Powder for injection
121	Sulfadoxine + Pyrimethamine	Tablet
122	Tetanus vaccine	Injection
123	Tetracycline	Eye ointment
124	Thiamine	Tablet
125	Thiopental	Powder for injection
126	Trimethoprim	Tablet
127	Tropicamide	Eye drops

Sl.	Name of drugs	Dosage form
128	Vitamin B-Complex (Vitamin B1- 5 mg + Vitamin B2- 2 mg + Vitamin B6 - 2 mg + Nicotinamide 20 mg)	Tablet
129	Water for Injection	Ampoule
130	Xylometazoline Hydrochloride	Nasal drops
131	Zinc sulphate	Oral liquid, Tablet

Note: The list of essential drugs may be revised (if necessary) subject to the approval of PMU, UPHCSDP

Terms and Conditions for Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Purchaser and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **[insert days]** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The criteria of quotation evaluations are as follows: (a) the supplier should have at least 3 (three) years of previous experience in supplying medicine items, (b) should have update valid trade licences (c) should have VAT and Income tax registration from the appropriate authority (d) annual turnover not less than fifty thousand taka (e) selection will be done on the basis of lowest price for items quoted among the number of items. In the event of same price of any item quoted by more than one bidder, the bidder whose total evaluated price combination with other items will become lowest will be considered as lowest price. However the enlisted prequalified bidders of PMU will be exempted from the eligibility criteria as they are pre-qualified by ADB and LGD as per PPR rules.
5. The Supplier shall be entitled to an extension of the Delivery Schedule if the Purchaser delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Purchaser on justifiable grounds duly recorded. Force Majeure means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
6. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Purchaser or his/her authorized representative.
7. The Purchaser shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
8. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Purchaser may reject the supplies by giving due notice to the Supplier, with reasons.
9. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.

10 Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan (Delivery chalan means invoices of Goods).

11. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.

12. The total Contract Price is BDT **[insert figure] [in words]**.

13. The Purchaser shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05-10) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.

14. The minimum Warranty Period of the Supplies shall be **[insert months; state none if not applicable]** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Purchaser, of the Delivery Chalan.

15. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.

16. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.

17. The Supplier shall keep the Purchaser harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Purchaser or any third party while delivering the Goods and related services.

18. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

19. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.

20. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.

21. The Purchaser contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.

22. The Purchaser may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:

- a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.

- b. in the judgement of the Purchaser, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
23. The Purchaser and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be in accordance with the provisions of the arbitration law of Bangladesh.
24. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.
25. The Goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.

<p>For the Purchaser:</p> <p>Signature of the Purchaser with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>

Urban Primary Health Care Services Delivery Project

Partnership Area:

Name of the PANGO:

Composition of Quotation Evaluation committee

The quotation evaluation committee is constituted comprising of the following members:

- | | |
|--------------------------------------|------------------|
| 1. Project Manager | Chairperson |
| 2. Representative from PIU | Member |
| 3. Representative CRHCC/ PHCC | Member |
| 4. Representative from the Community | Member |
| 5. Manager (Admin. & Finance) | Member Secretary |

Terms of Reference of the committee:

1. The committee will receive and open the quotations
2. Evaluate the received quotations as per the terms and conditions of the quotation document
3. Recommend the lowest responsive quotations for award of contract.

Signature of Approving Authority.

List of Prequalified Suppliers

SI No	Name of the suppliers and address
1	The ACME Laboratories Ltd. 1/4 Kallayanpur, Mirpur, Dhaka-1207.
2	Jayson Pharmaceuticals Ltd. 28 Puarana Palton, Dhaka-1000.
3	Opsonin Pharma Ltd. 30 New Eskaton Road, Dhaka-1000.
4	Beximco Pharmaceuticals Ltd. 9 Dhanmondi R/A, Dhaka-1205.
5	Renata Ltd, Plot#1, Milkvita Road, Section # 7, Mirpur, Dhaka-1216
6	Opso Saline Ltd, 37, Segun Bagicha, Dhaka-1000
7	Libra Infusions Ltd. 1/7 Mirpur I/E, Section-2, Dhaka-1216.
8	Incepta Pharmaceuticals Ltd. 40 Shahid Tajuddin Ahmed Sarani, Tejgaon, Dhaka 1208
9	Ziska Pharma Ltd. Nazrul Tower, 34, Purana Paltan, Dhaka-1000