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**Request For Expression of Interest for
Hiring General Medical Practitioner as
Chief Medical Officer, PRCL**
Tender #: PRCL/Admin/01/2020

Pakistan Reinsurance Company limited, the sole national Reinsurer of Pakistan invites expression of interest (EOI) from General Medical Practitioners having valid registration with PMDC/PMC, valid NTN number and registered with income tax authorities. Those interested can apply within the stipulated date & time and terms & conditions mentioned below and contained in bidding document thereof:

1. The bidding document can be obtained from Administration Department at 12th floor, PRC Towers, Karachi during office hours (9:30 am to 5:00 pm). The bidding document can also be downloaded from www.pakre.org.pk and PPRA website at www.ppra.org.pk.
2. The bidder must be a qualified MBBS professional as General Practitioner with at least 3 years post qualification experience in a public/private hospital.
3. The bids (EOI) should be addressed to Incharge (Administration), PRCL and should be as per the instructions contained in bidding document.
4. The sealed bids as per the instruction contained in bidding document must be placed in dropbox placed at 14th Floor of PRC Towers, Karachi during 9:30 am to 5:00 pm (except Saturdays and Sundays) latest by 21-01-2021 at 11:00 am. Technical Bids will be opened on the same day in presence of bidders at 11:30 am.
5. Incomplete, conditional, and bids (EOI) received after stipulated date and time shall not be considered.
6. This advertisement along with EOI documents are also available on PPRA's website at www.ppra.org.pk and on PRCL's website at www.prcl.com.pk

(Arhum Rahim)

Incharge (Administration)

Pakistan Reinsurance Company Limited

PRC Towers, 32-A, Lalazar Drive, M.T. Khan Road,
P.O. Box No. 4777, Karachi, Pakistan.
Telephone: 92-21-99202908-14 Telefax: 92-21-99202921-22
Email: prcl@pakre.org.pk Website: www.pakre.org.pk



Emerging Pakistan is an initiative put in motion by the Ministry of Commerce, Government of Pakistan.
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"Say No to Corruption"
"Say No to Drugs"



**اظہار دلچسپی کی درخواست برائے
جنرل میڈیکل پریکٹیشنر بطور چیف میڈیکل آفیسر، PRCL کی ہائرنگ**
Tender #: PRCL/Admin/01/2020

پاکستان کے واحد نیشنل ری انشور ادارے پاکستان ری انشورنس کمپنی لمیٹڈ کو PMDC/PMC کی کارآمد رجسٹریشن، کارآمد NTN نمبر کے حامل اور آئٹیکس اتھارٹیز سے رجسٹرڈ جنرل میڈیکل پریکٹیشنر سے اظہار دلچسپی مطلوب ہیں۔ دلچسپی رکھنے والے بولی کی دستاویزات اور ذیل میں دی گئی شرائط و ضوابط اور مقررہ تاریخ اور وقت کے اندر درخواست دے سکتے ہیں:

- 1- بولی دستاویزات ایڈمنسٹریشن ڈیپارٹمنٹ واقع 12 واں فلور، PRC ٹاورز، کراچی سے دوران دفتری اوقات (صبح 9:30 بجے تا شام 5:00 بجے تک) حاصل کی جاسکتی ہیں۔ بولی کی دستاویزات www.pakre.org.pk اور www.ppra.org.pk کی ویب سائٹ سے ڈاؤن لوڈ بھی کی جاسکتی ہیں۔
- 2- پیشکش دہندہ لازمی طور پر کوالیفائیڈ اور پروڈینشل MBBS ہو اور بطور جنرل پریکٹیشنر کسی سرکاری انجی ہسپتال میں تکمیل تعلیم کے بعد کام از کم 3 سالہ تجربہ رکھتا ہو۔
- 3- پیشکش (EOI) انچارج (ایڈمنسٹریشن)، PRCL کے نام اور بولی کی دستاویزات میں دی گئی ہدایات کے مطابق ہونی چاہئیں۔
- 4- بولی کی دستاویزات میں دی گئی ہدایات کے مطابق سربراہر پیشکشیں لازمی طور پر صبح 9:30 بجے تا شام 5:00 بجے تک (ماسوائے ہفتہ اور اتوار) 21-01-2021 کو صبح 11:00 بجے تک 14 واں فلور، PRC ٹاورز، کراچی میں رکھے ہوئے ڈراپ کس میں ڈال دی جائیں۔ ٹیکنیکل پیشکشیں اسی روز صبح 11:30 بجے پیشکش دہندگان کی موجودگی میں کھولی جائیں گی۔
- 5- نامکمل، مشروط اور مقررہ تاریخ اور وقت کے بعد موصول ہونیوالی پیشکشوں (EOI) پر غور نہیں کیا جائے گا۔
- 6- یہ اشتہار مع EOI دستاویزات PPRA کی ویب سائٹ www.ppra.org.pk اور www.prcl.com.pk کی ویب سائٹ پر بھی دستیاب ہے۔

(ارحوم رحیم)

انچارج (ایڈمنسٹریشن)

Pakistan Reinsurance Company Limited

PRC Towers, 32-A, Lalazar Drive, M.T. Khan Road,
P.O. Box No. 4777, Karachi, Pakistan.
Telephone: 92-21-99202908-14 Telefax: 92-21-99202921-22
Email: prcl@pakre.org.pk Website: www.pakre.org.pk



ایمرنگ پاکستان۔ وزارت تجارت، حکومت پاکستان کا انقلابی قدم
مزید تفصیلات کے لیے www.emergingpakistan.gov.pk ملاحظہ کریں۔

"بدعنوانی سے انکار کریں"
"منشیات سے انکار کریں"



2. General Terms and Conditions

- a) Interested persons (“the Applicants” hereafter) may obtain the complete set of EOI documents containing detailed terms and conditions, eligibility criteria, application form & procedure and Terms Of Reference (TORs), latest by 21-01-2021 from Administration Department at 12th floor, PRC Towers, Karachi during office hours (9:30 am to 5:00 pm). The bidding document can also be downloaded from www.pakre.org.pk.
- b) The expression of Interest (“the Bids” hereafter) shall be prepared in accordance with the instructions given in this document.
- c) The sealed bids (separately marked as technical and financial) along with the
- d) documents/information as per RFP should reach at the below mentioned address on or before 21/01/2021 at 11:00 am. Technical bids will be opened on the same day at 11:30 am.
- e) Method of selection will be Single Stage Two Envelop of procurement specified in PPRA Rules 2004 and allied regulations, thereof.
- f) After scrutiny and technical evaluation of the received proposals, only technically qualified bidders will be invited for the opening of Financial Proposal. Venue and timing will be communicated to the technically qualified bidders in advance.
- g) Bids received after the due date, conditional and incomplete bids will be rejected.
- h) The bidder or one authorized representative shall attend the tender opening, if desired.
- i) The bidder should be registered with PMDC(now PMC), Copy of valid registration duly issued by PMDC(or PMC) should be attached application(bid).
- j) Details of Litigation if any, and Certificate of not being black listed by any government organization should be enclosed.
- k) PRCL will enter into an agreement the successful (lowest evaluated) bidder.
- l) PRCL shall disqualify bidder(s) if it finds, at any time, that the information submitted by the bidder concerning its qualification was false and materially

inaccurate. Such bidders will be blacklisted.

m) PRCL reserves the right to reject any or all bids at any time prior to the acceptance of a bid or proposal as per PPRA rules.

Submission of Proposals

3.

3.1.1 Technical Proposal

The technical proposal containing (*Schedule-A*) enclosed with this document must be submitted along with copies of all required documents mentioned therein. The technical Proposal must be kept in a sealed envelope. The envelop shall clearly be marked as “TECHINAL PROPOSAL” along with tender number.

3.1.2. Financial Proposal

The financial Proposal (*Schedule-B*) indicating the quoted price in figures as well as in words must be kept in a **SEPARATE SEALED ENVELOPE**. The envelop shall clearly be marked as “FINANCIAL PROPOSAL” along with tender number.

3.2.

Both envelops of financial and technical proposal shall be kept yet in another properly sealed envelope clearly marked “*Expression of Interest for Medical Attendant*” shall be dropped in drobox placed at 14th floor of PRC towers latest by 21-01-2021.

4. Eligibility Criteria

4.1. The applicant must have MBBS degree from a collage/university/institute duly recognized by Higher Education of Pakistan and be a qualified professional as General Practitioner with 3 years post qualification experience in a public/private hospital.

4.2. The applicant must have valid registration with PMDC/PMC.

5. Clarification on EOI Documents

Bidder(s) requiring any clarification on this EOI document may seek clarification by contacting the PRCL during working hours on all working days prior to three days of the deadline for submission of the completed EOI document at the address mentioned below:

Mr. Arham Rahim

Incharge(Administration/DM(HR)

12th Floor, PRC Towers 32-A Lalazar Drive, M.T Khan Road, Karachi

Tel: 021-99202908-15 Ext: 240, Fax: 021-99202921-22

6. Disqualification

6.1.1 Proposals are liable to be rejected if: -

- a) Proposals are found to be conditional or incomplete in any respect;
- b) Received later than the appointed / fixed, date and a time;
- c) There is any deviation from the Instructions to contained in this document;
- d) Multiple rates are quoted;
- e) Proposals (Financial / Technical) containing the unauthenticated amendments/corrections / overwriting);
- f) If the validity of Proposal is not quoted as required;
- g) Proposal made through Fax / E-mail / Telex.

7. Terms of Reference/Duties and Responsibilities

- a) To visit PRCL head office daily for 4 hours and scrutinize medical files, bills panel pharmacies, laboratories, hospitals.
- b) To check, verify and countersign the claims of employees and their families for medical reimbursements from PRCL;
- c) To attend patients for consultations as envisaged in PRCL Medical Regulations, and to issue reference letters and/or any other advice as contained under treatment clause of PRCL Medical Regulations;
- d) To carry out medical examination and to review medical reports of all newly recruited employees;
- e) To refer patients to panel hospitals/approved specialists; as the case may be;

- f) To conduct random visits to employees or their families at panel hospitals where they are admitted and liaise with panel hospitals' authorities for best possible treatment of the patient(s);
- g) To provide technical assistance to Administration Department of PRCL during the performance of their functions;
- h) To assist PRCL in implementing medical regulations for medical attendance and to perform any other task/function as may be assigned by PRCL management;

Note: for the purpose of this clause "patient" means PRCL existing employees & their family and PRCL retired employees & their dependents as defined in PRCL Medical Attendance Regulations, 1969.

8. Cost of Preparation of EOI and Liability:

The bidder (Applicant) shall bear all costs associated with the preparation and submission of the EOI document. PRCL will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. PRCL shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI

9. Technical and Financial Evaluation:

9.1. PRCL shall evaluate the eligible Applicant based on the eligibility parameters and evaluation criteria prescribed herein after. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Rules and Regulations issued by the PPRA.

9.2. Technical Evaluation

9.2.1. Technical Proposals will be opened in the presence of bidder's representatives who wish to attend the Bidding process. The technical bids will be evaluated and minimum points for a bid being technically qualified is 65 points out of 100 points

9.2.2. The technical proposal shall be evaluated as per following:

Sr No.	Technical Evaluation Parameters	Points Allocated	Maximum Points
1	Academic Qualification		25
	MBBS [from HEC recognized University]	05	
	FCPS/FRCS	10	
	MCPS/M.Phil/	10	
2	Registration		10
	PMDC- MBBS	05	
	PMDC- Post graduation	05	
3	Experience in Public/private Sector Hospital		35
	≥ 3 years ≤ 10 years; 1 point for each year	10	
	≥ 11 years ≤ 20 years; 1.25 points for each year	25	
	≥ 21 years	35	
4	Experience as CMO/RMO/Medical Attendant in federal/provincial government departments/Public Sector Organizations		15
	≥ 3 years ≤ 5 years; 1 points for each year	5	
	≥ 6 years ≤ 15 years; 1.2 points for each year	12	
	≥ 16 years	15	
5	Own Clinic/Dispensary with nursing staff [brief details dispensary/CV of staff may be enclosed]	15	15
TOTAL			100

9.3 Financial Evaluation

- 9.1. Financial proposal (to be submitted on prescribed form enclosed herewith as **Schedule-B**) will be evaluated on Least Cost Method of Selection.
- 9.2. The financial proposal must be inclusive of all taxes applicable in Pakistan including out of pocket expenses.
- 9.3. Financial proposals of only technically qualified applicants will be opened during an interview, date and time of interview will only be communicated to technically qualified applicants.
- 9.4. Financial bids of technically unsuccessful/unqualified applicants will be returned unopened.
- 9.5. As per rules rule 31 of PPRA Rules 2004 no change/modification in financial proposal will be accepted/allowed once the same has been opened publicly.

10. Validity of Proposal

The Proposals validity period shall be 90 days from the last date for submission of the Tender.

11. Payment/Remuneration

11.1. At the end of each month of agreement period, Payment will be made on as per bio-metric attendance. Deduction shall be made in case of late coming, i-e late arrival for three consecutive days shall be treated as one absence.

11.2. No Payment for absence day(s) will be made.

11.3. Payment will be made after deduction of all applicable taxes.

11.4. No separate remuneration/POL will be admissible, However in case of visits to PRCL NZO Office, Lahore TA/DA equivalent to TA/DA rate(s) of Manager grade of PRCL will be paid with due approval of CEO, PRCL.

12. Award Criteria

The lowest evaluated applicant will be awarded the tender under the evaluation criteria spelled out in para 9 of this document.

13. Arbitration

In case of any difference or dispute arising between the parties relating to the present bid or during the contract period, shall be referred to resolution to the Chief Executive Officer of PRCL or his duly authorized nominee whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.

Section 2: Qualification/Experience/Training And Workshop Etc

For academic information Please attached recent/updated resume or CV along with a cover letter. please ensure your resume or CV is chronological (i-e Start with the most recent Qualification/experience/training and workshop etc)

Total Experience as on closing date of applications:

DD	MM	YYYY
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Declaration by the Applicant:

I _____ d/s/w of _____ do hereby solemnly declare that the information in this document as well as in my resume/CV is correct and that I have not withheld any information which may affect my fitness for placement (if selected) in PRCL. Submission of incorrect information may lead to strict legal action and in case of my selection, if it is found at any time that the information given by me is untrue; it shall be treated as an act subversive of discipline of the organization and will be sufficient cause for termination/dismissal at any time. I further do hereby solemnly declare that the I have read, understood and agree with the instructions, terms & conditions and TORs given in the bidding document of the tender titled Hiring Services of Individual Consultant as Chief Medical Officer, PRCL.

Date: _____

Signature of the Applicant

Schedule-B

[See clause 3.1.2 of para 3 above and clause 9.1 of para 9]

Financial Bid Form

[this should be submitted by the applicant on his/her letter head duly signed and stamped]

Date:.....

To:
**The Incharge Administration Department
Pakistan Reinsurance Company Limited
12th Floor, PRC Towers,
Karachi**

Dear Sir,

With reference to tender advertisement of Pakistan Reinsurance Company Limited titled Request for Expression of Interest for Hiring Services of Individual Consultant as Chief Medical Officer, PRCL which was published in daily _____ dated _____, I would like to offer my services to PRCL as Chief Medical Officer on the following fee per month.

Work Responsibilities	Monthly Retainer-ship Fee (in Rupees)
As per terms of the agreement and TORs.	

2. I hereby confirm that I have thoroughly read the contents of the bidding document and the terms and conditions framed therein. I further confirm that all the terms and conditions stipulated in bidding document of above-mentioned tender are un-conditionally acceptable to me and that I shall abide the same in letter and spirit.

Signature and Stamp: _____

Name: _____

CNIC No. _____

Date: _____

Check List			
S.No.	Description	Yes	No
1	Schedule-A duly filled and signed		
2	Schedule-B duly filled and signed		
3	Copy of valid PMDC/PMC registration enclosed		
4	Copy of valid NTN registration enclosed		
5	Active Tax Payer evidence enclosed		
6	Copy of valid CNIC enclosed		
7	Copies of academic Transcripts and degrees enclosed		
8	copies of experience certificate(s) enclosed		

Important Instructions for Filing up Application Form:

- Please fill the Application Form properly with complete and correct information / answers.
- Please DO NOT leave any field blank, otherwise your application may not be considered. Write/type “N/A” if the field is not applicable.
- Incorrect, false or forged information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
- Please attach one recent passport size photograph.
- Duly signed application form along with attested copies of educational documents, Copy of CNIC, Domicile certificate shall reach on below mentioned address within 15 days of publication of advertisement.
- Application form received after due date will not be considered.
- Original documents will be required at the time of interview.
- Incomplete or applications submitted by hand will not be entertained.
- PRCL reserves the right to stop the tender process without assigning any reason
- Any efforts made to influence the selection process will lead to disqualification of the potential candidate, who may otherwise be qualified.

Contacts of PRCL

Ph: 021-99202908-15

Website: www.prcl.org.pk

Please Send Application Forms to:

Incharge(Admin), Administration,
Department 12th floor PRC towers 32-A Lalazar
Drive M.T khan Road, Karachi
