

Instructions to Applicants (ITA)		
1	Scope of Application	
1.1		In connection with the Invitation for Pre-qualification “as per PPRA rules 2004” the Pakistan Institute of Medical Sciences (PIMS), issues this Pre-qualification Document (PQD) to applicants interested to pre-qualifying Pharmaceutical Manufacturing Units, Authorized Distributors, and Sole Agents of Foreign Principals for Drug Medicine against the list of items/sections contained in the Pre-qualification Documents. This Pre-qualification will be concluded for PIMS.
1.2		Pre-qualification will be carried only for the items which comes under the definition of drugs under Drugs Act 1976/DRAP Act.
1.3		Department may physically verify firm’s claim/s regarding submitted documents, in case any discrepancy found at any stage.
2	Eligible Applicants	
2.1		(a) An Applicant can be a private entity registered with FBR having NTN & STRN Registration.
2.2		(b) If Government of Pakistan prohibits commercial relations with any Country, the firms dealing with such countries are ineligible to apply.
2.3		(c) A firm declared disqualified/blacklisted/debarred by any of the public sector organization in Pakistan shall be ineligible for Pre-qualification
2.4		(d) The prequalified firms are required to participate in RFP/bidding process announced by procuring agency i.e. PIMS. In case of failure to participate, procuring agency may disqualify respective firm from Pre-qualification for the period of 02 Years and that firm will also not be entertaining for next 02 years.
3	Tender Fee	
3.1		The firm will deposit tender fee of Rs. 2,000/- to the Accounts Branch, of PIMS, Islamabad. <u>(Upload tender receipt copy on EPADs 2.0).</u>
4	Documents Comprising the Application	
4.1		The application shall comprise the following:
		a. Application Submission Form, in accordance with Information to Applicants (ITA);
		b. Documentary evidence establishing the Applicant’s eligibility to pre-qualifying, in accordance with ITA & Pre-qualification Criteria;
		c. Any other document required as specified in the Pre-qualification Documents.
		d. A Statement should be on letter head containing all information, statements and description contained in the Application (online) are in all respect true, correct and complete to the best of our knowledge and belief and there is no difference in information provided online.
5	Signing of the Application	Applicant shall prepare and submit the application for Pre-qualification as described in ITA & Pre-qualification Documents. The application shall be typed and shall be signed by a person duly authorized to sign on behalf of the Applicant.
6	Notification of Pre-qualification	Once the Pre-qualification has completed it shall be notified and communicated to all applicants in writing as well as through EPADS of PPRA & PIMS website.
7	Contract Period	The Pre-qualification contract shall be valid for the period of 02 Years.