PRE-QUALIFICATION DOCUMENT

REGISTRATION OF BIDDERS FOR THE PROCUREMENT OF BOOKS AND ANCILLARY LITERARY MATERIAL

FOR ADP / NON-ADP FUNDED PROJECTS INCLUDING "ESTABLISHMENT OF NURSING COLLEGE IN THE EXISTING BUILDING OF REGIONAL PROFESSIONAL DEVELOPMENT CENTER (FEMALE), JAMRUD" AND OTHERS

PROJECT DIRECTOR / DIRECTOR GENERAL
PROVINCIAL HEALTH SERVICES ACADEMY (PHSA)
HEALTH DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA

CamScanner

Preface

This document is prepared for use by the Project/ Director Director General PHSA for the ADP and Non-ADP Schemes for the procurement of books and ancillary literary material through customized Open Competitive Bidding under Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act 2012, Khyber Pakhtunkhwa Procurement of Goods, Works & Services Rules 2013 with all subsequent amendments till date and the instructions issued by the Government of Pakistan National Library of Pakistan Library rates committee vide letter No. F.5-3/2021/P&R for the current quarter of the year.

The document describes the mandatory eligibility criteria i.e General Conditions related to minimum qualification of prospective bidder.

CamScanner

TABLE OF CONTENTS

1. Brief Introduction of the Procuring Entity 3
   Vision Statement 3
   Mission Statement 3
   Functions: 3
   Contact for Information: 4
2. Brief Introduction of the Projects 5
   2.1 Brief 5
   2.2 Projects objectives and their relationship with Sectoral objectives 5
   2.3 Strengthening of Library, Establishment of Information Resource Center (IRC) and Knowledge Management Unit: 6
   2.4 Subject Headings of the procurement based on BS Nursing Curriculum 7
3. Expression of Interest for Pre-Qualification/Registration 8
4. Brief Introduction of the Prospective Bidder's Company / Firm 9
5. Checklist of Mandatory required documents 10
6. Letter of request for participation in Pre-Qualification / Registration 12
7. Affidavit Specimen 13
8. Documents required as per Specimen 14
   8.1 List of Major Projects Completed (In the last 10 Years) 14
   8.2 List of Firm's major Clients with Contact Person 15
   8.3 List of Firm's Professional Staff 16
   8.4 List of Nationwide offices 16
9. General Instructions for Participation in the Pre-Qualification / Registration 17

CamScanner

1. Brief Introduction of the Procuring Entity

Provincial Health Services Academy (PHSA) is the Human Resource Development (HRD) institute of the Health Department, Government of Khyber Pakhtunkhwa, situated at Budhni Road, Duranpur, Peshawar. The academy provides Pre-Service allied health educational programs to the general public, including nursing education.

Vision Statement

To develop into an internationally recognized center of excellence for education in health leadership and management areas and become a knowledge hub for health policy planning, health systems development and reforms.

Mission Statement

It seeks to catalyze the design of solutions and the development of models that address current and emerging health and healthcare challenges, particularly related to HHR, through the creation of collaborative research, education, training, and practice activities building on the unique partnership between the Development Partners, Civil Society, Academia and Government Departments

Provincial Health Services Academy is one of the oldest, largest, and leading Public Sector Networks. The Provincial Health Services Academy is the mother institution of this Province. It is unique in a sense that provides Teaching, Education, Training, Research Services across a wholesome continuum, across ranging disciplines.

PHSA was established in Dec 1999 as an attached Department of Health Department by upgrading Provincial Health Development Center (PHDC) and was re-notified in 2011.

Functions:

- Shall function as a teaching and training institution.
- Shall design courses and develop curricula for various training of all categories of health personnel.
- Shall organize, coordinate, supervise, undertake, and monitor all pre service/ induction, in-Service and on the job training of health personnel.
- Shall organize and undertake postgraduate and undergraduate courses in public health and other health-related disciplines.
- Shall establish links with institutions within the country and abroad.
- Shall establish field demonstration areas for imparting practical training in health services.

CamScanner

- PHSA shall continue to have financial and administrative control of the following institutions/sub offices. (i.e. PGCN, PGPI, 9 SONs, 04 PHS, 03 PIMTs, 05 DHDCs)

The Provincial Health Services Academy has so far produced hundreds of thousands of health workers in various disciplines, including academicians, specialists, reformers, and administrators, etc. Most of its qualified graduates are catering to the needs of communities at the national and international level. Its graduates are enjoying positions of importance and responsibilities in almost all disciplines both at home and abroad. The degree and certificate awarded are universally recognized.

Contact for Information:

Project Director / Director General, Provincial Health Services Academy, Department of Health, Government of Khyber Pakhtunkhwa, Budhni Road, Duranpur, Peshawar
+92 91 2614223-24
info@phsa.edu.pk
www.phsa.edu.pk

CamScanner

2. Brief Introduction of the Projects

2.1 Brief

Projects in Progress or anticipated:

1. Establishment of Nursing College at Jamrud, Khyber
2. Establishment of Nursing College at upper Chitral
3. The upcoming projects may include establishment of a Nursing College at Bajaur, Lakki Marwat etc.
4. Upgradation of existing 09 Nursing schools of the province to Nursing Colleges (HMC, LRH, KTH, Peshawar, KOHAT, BANNU, D.I.KHAN, MARDAN, SWAT & ABBOTTABAD)

2. Location

Across the entire province

3. Authorities responsible for

i. Sponsoring	Government of Khyber Pakhtunkhwa
ii. Execution	a. C&W Department for Capital component. b. Health Department for Revenue Component
iii. Operation and maintenance	Health Department (Director General, Provincial Health Services Academy)
iv. Concerned Federal Ministry	Ministry of National Health Services, Regulations and Coordination

2.2 Project objectives and their relationship with Sectoral objectives

The project aims to produce a nursing workforce of international standards, in compliance with the standards of PNC and HEC Pakistan by up-gradation and strengthening of the Nursing Education/profession in Khyber Pakhtunkhwa. This will be achieved through the following strategic objectives:

CamScanner

1 Upgradation of the Nursing Education from General Nursing Diploma to higher education, i.e., 04-year Bachelor of Science in Nursing Degree Program

2 Produce quality products complying with international Standards of Nursing & Pakistan Nursing Council.

3 To improve patient nurse ratio set from existing 1: 50 to 1:10 set by PNC in general ward and 2:1 in special care wards.

2.3 Strengthening of Library, Establishment of Information Resource Center (IRC) and Knowledge Management Unit:

As the Government of Khyber Pakhtunkhwa has already approved the establishment of new and upgradation of its 09 public sector nursing schools across the province to college level, i.e., to start a higher education program in nursing sciences in May 2018, along with the approval of the ADP Scheme for the purpose, where library / IRC and Knowledge Management Unit were prioritized as the harbinger of change. To achieve sustainable development, the respective colleges' libraries are to be upgraded and strengthened to:

1. Equip the libraries to support the Higher Education Commission's curriculum for the nursing program
2. Provide modern and latest literature/textbooks to the students and faculty
3. Inculcate an attitude of research in faculty and students
4. Encourage lifelong learning through its reading materials and other support resources

CamScanner

2.4 Subject Headings of the procurement based on BS Nursing Curriculum

S#	Subject Heading/Courses	Category	Recommended Textbook	Reference Books	Journal	Websites
1	Fundamental	Nursing	0	5		
2	Community Health-I, II&III	Nursing	0	30		
3	Adult Health-I & II	Nursing	0	11		
4	Ethics	Nursing	0	33		
5	Pediatric Health	Nursing	0	3		
6	Mental Health	Nursing	0	16	8	
7	Critical Nursing Care	Nursing	0	14		
8	Nursing Theories	Nursing				
9	Leadership in Nursing	Nursing				
10	Management	Nursing				
11	Research	Nursing	0	1		
12	Clinical Nursing	Nursing				
13	Microbiology	Allied Nursing	1	12		
14	Anatomy	Allied Nursing	1	2		
15	Physiology	Allied Nursing	1	3		
16	Pathophysiology-I&II	Allied Nursing	0	9		
17	Biochemistry	Allied Nursing	0	5		
18	Applied Nutrition	Allied Nursing				
19	Health Assessments-I&II	Allied Nursing	0	10		
20	Pharmacology-I&II	Allied Nursing	0	15		
21	Psychology	Allied Nursing				
22	Behavioral Psychology	Allied Nursing	0	13		
23	Developmental Psychology	Allied Nursing				
24	Biostatistics	Allied Nursing	0	2		
25	Epidemiology	Allied Nursing	0	15		
26	Health Sociology	Allied Nursing	0	20		
27	Tropical and Communicable Diseases	Allied Nursing	0	9		17
28	Teaching and Learning	Allied Nursing	0	6		
29	English I-VIII	Compulsory Subjects	0	99		
30	Islamiyat	Compulsory Subjects		9		
31	Pakistan Study	Compulsory Subjects		14		
32	Computer	Compulsory Subjects		8		
33	Mathematics	Compulsory Subjects		10		
	TOTAL		3	374	8	17

CamScanner

3. Expression of Interest for Pre-Qualification/Registration

PROVINCIAL HEALTH SERVICES ACADEMY
HEALTH DEPARTMENT, GOVERNMENT OF KHYBER PAKHTUNKHWA

INVITATION FOR PRE-QUALIFICATION OF BOOKSELLERS/SUPPLIERS

The Provincial Health Services Academy (PHSA), Health Department, Government of Khyber Pakhtunkhwa, invites applications through the Electronic Public Procurement System (**e-PADS**) from reputed and eligible booksellers/suppliers having the requisite legal status, relevant experience, financial capacity, and ability to supply books and ancillary literary material, in accordance with the approved Pre-Qualification Document.

The pre-qualification is intended to facilitate procurement of books and ancillary literary material under PHSA's ongoing ADP and Non-ADP schemes/projects during FY 2026-27 and onward, including the Non-ADP Scheme titled "Establishment of Government College of Nursing in the Existing Building of Regional Professional Development Center (Female), Jamrud, District Khyber."

Interested applicants shall submit their applications online through e-PADS, duly supported by all mandatory documents specified in the Pre-Qualification Document, according to the following schedule:

Pre-Application Meeting	10 November 2026 at 10:00 a.m.
Last date and time for submission of applications	24 November 2026 at 12:00 noon
Opening of applications	24 November 2026 at 12:00 noon

The applications shall be opened publicly in accordance with the applicable procurement rules and e-PADS procedure, in the presence of applicants or their authorized representatives who wish to attend, at the office of the undersigned, Academic Block, PHSA, Peshawar.

The pre-qualification evaluation report, indicating the names of pre-qualified and disqualified applicants, shall be published on e-PADS and the relevant official websites in accordance with the applicable rules. The results shall also be communicated to the applicants as prescribed.

DR. MUHAMMAD SALEEM
Director General / Project Director
PHSA, Health Department, Budhni Road, Doranpur, Peshawar
091-2614390, www.phsa.edu.pk, info@phsa.edu.pk

Company's Stamp

Name and Signature of Authorized Person

CamScanner

4. Brief Introduction of the Prospective Bidder's Company / Firm

Sr #	Factors	Description
1.	Name of the Bidder's Co./Firm	
2.	Date of Establishment	
3.	Legal Status (Partnership /Pvt.Ltd /Ltd.etc.)	
4.	NTN No.	
5.	Mailing Address	
6.	Name of the Owner/MD /CE With Designation and CNIC No.	
7.	Name of the Authorized /Contact Person	
8.	Signature of Authorized Person	
9.	Contact/Cell No(s) of CEO/Owner	
10.	Contact/Cell No(s) of Authorized Person	
11.	Email Address	
12	Website Address	
13	Bank Name , Title & Account No.(for which statement(s) is(are) enclosed)	
14	Attachments	As per the preceding section i.e., Checklist of the Mandatory Documents

CamScanner

5. Checklist of Mandatory required documents

S#	Requirement (Legal, Technical, Financial, Experience)	Response Yes/No	Documentary Proof / Page Number
1	Brief Profile of the Company/Firm	☐YES ☐NO	
2	Legal Status (Company or Firm), Registration year, and details of the organization	☐YES ☐NO	
3	Updated attested copy of the Certificate of Registration under the Sales Tax Act, 1990, having sales tax registration number, NTN number, with date(s) of registration from FBR ,	☐YES ☐NO	
4	Active Taxpayer Certificate with the Federal Board of Revenue, including NTN Certificate	☐YES ☐NO	
5	At least Annual Turnover of Rs. 30.00 million (Rupees Thirty Million) in the last three years. The applicant must attach income tax Returns or Audited Statement of Account as Proof.	☐YES ☐NO	
6	At least 10 years' Experience after registration in supplying books to government/semi-government higher education institutions (Documentary Proof in the form of work orders/Satisfactory Reports must be attached). The applicant must fill the table given below as a mandatory requirement. S # / Name of the institution / Number of Books Supplied / Nature of Organization: Government/ Semi-Government/Autonomous / Private / Amount / Year of Job	☐YES ☐NO	
7	Experience in importing books and ancillary literary materials, and holding a Pakistan Customs Department WeBOC User ID/Digital License for imports of books.	☐YES ☐NO	
8	Undertaking that, for the authenticity of foreign editions, respective Goods Declarations GDs will be furnished before supply of titles	☐YES ☐NO	
9	Specimen Affidavit reproduced, on Rs.500/- e-stamp paper must in original, showing that the firm has not been blacklisted or debarred by any Government and is solvent, fully competent to undertake the assignment.	☐YES ☐NO	
10	Certificate on the Firm's letterhead must be attached showing that the books to be provided are imported through legal channel/(s) and no gray channel / smuggled books will be provided.	☐YES ☐NO	
11.	Certificate on the firm's letterhead that books, both foreign and local, will be provided on prescribed rules/exchange rates as quoted in light of National Library of Pakistan instructions for the time being enforced.	☐YES ☐NO	

CamScanner

Note: Bidders are advised to carefully read and fill in the checklist and provide complete information. Incomplete or partial information may lead to disqualification.

Mandatory Requirement:

Submission of documents not properly signed and stamped will render the document invalid.

Supplementary Documents:

Document provision specimen is provided in para-8. Furnish and attach the documents as per the given format.

CamScanner

6. Letter of request for participation in Pre-Qualification / Registration

Project Director / Director General
Provincial Health Services Academy, Health Department
Budhni Road, Duranpur, Peshawar

Subject: **Pre-Qualification/Registration of Bookseller**

I/We are interested to register/apply for pre-qualification/registration of our organization/firm as a bookseller for the provision of books under various ADP and Non-ADP Schemes.

I/We can adequately supply and provide the books and related ancillary material to the Project office and subsequently to the colleges as mentioned in the title of the project.

Date: Signature of the CEO

Company's Stamp Name and Signature of Authorized Person

CamScanner

7. Affidavit Specimen

(To be reproduced on Rs.500 e-stamp paper attested by Oath Commissioner.)

I/We, the undersigned, solemnly state that:

1) We have read the contents of the prequalification document and have fully understood it.
2) The application being submitted by the undersigned complies with the requirements enunciated in the prequalification document.
3) The undersigned organization has sufficient experience in importing books and ancillary materials.
4) The undersigned is also an eligible applicant within the meaning of mandatory requirements of the prequalification documents.
5) That the documents submitted to the prequalification process are authentic and original copies. Any counterfeit documents found at any stage will lead to my disqualification.
6) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
7) The undersigned have not paid nor have agreed to pay, any commissions or gratuities to any official or agent related to the procurement process in progress.
8) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
9) The undersigned has no dispute anywhere in Pakistan regarding supplies/suppliers.
10) The undersigned will be held responsible for any loss incurred by the department due to any reason whatsoever, including breach of contract.
11) I / We affirm that the contents of this affidavit are correct to the best of my knowledge and belief.

Signature with Name, CNIC / Cell No.

Witness Signature with Name, CNIC / Cell No.

Company's Stamp

Name and Signature of Authorized Person

CamScanner

8. Documents required as per Specimen

8.1 List of Major Projects Completed (In the last 10 Years)

Sr.	Client/Organization	Number of Books	Nature of Organization: Government/Semi-Government/Autonomous	Place/City	Estimated Cost of Projects	Completion year or

Use extra sheet in the same format if required

Company's Stamp

Name and Signature of Authorized Person

CamScanner

8.2 List of Firm's major Clients with Contact Person

We have provided books to the following clients (along with their details):

Sr #.	Client/Organization Served	Year of Transaction	Concerned officer(s) of Client/ Organization	Contact No./ Email

Use an extra sheet in the same format if required

Company's Stamp

Name and Signature of Authorized Person

CamScanner

8.3 List of Firm's Professional Staff

Sr # .	Name	Designation	Qualification	Years of Experience

Use an extra sheet in the same format if required

8.4 List of Nationwide offices

S#	Regional Office City	Mailing Address	Name of Regional Head/Manager	Contact No.

Company's Stamp

Name and Signature of Authorized Person

CamScanner

9. General Instructions for Participation in the Pre-Qualification / Registration

1. The prospective bidder shall apply online through e-PADS.
2. Respective BSDs, including the list of books, statement of requirements and other mechanisms of bidding, will be provided only to the qualified booksellers.
3. The qualified booksellers will submit its bid both in hard and soft form. For soft form, the procuring entity will share an online worksheet for furnishing its bid as per the scheduled deadline.
4. In the case of a bookseller who is an authorized dealer of a renowned publisher, the firm/ supplier should give details of the publisher (Publisher's Name, address, Phone Number, Contact Person and Email).
5. Fresh editions of the given titles will be preferred for which it shall mention the same in the remark column exclusively.
6. In case a title is out of publication, alternate titles can be recommended by the firms on a separate worksheet which will be provided online.
7. The firms who are registered can be disqualified by the department if their performance is not found satisfactory or information submitted is found inaccurate /incomplete.
8. The firms once registered can be black-listed by the department if it consistently fails to provide satisfactory performance.
9. The bookseller shall be required to provide copies of import invoices or original import invoices when demanded. Prints of publishers' price lists from the internet shall not be accepted in place of import invoices.
10. The firm shall be bound to provide a bill of entry as proof of import.
11. The firm will be required to furnish copies of its own import invoice along with the bill; import invoices in the names of other booksellers will not be accepted.
12. The owner of the firm must not be holding a partnership or proprietorship of any other company in trading of books.
13. The textbooks should not be older than as specified.
14. The invoice rates should be inclusive of all applicable taxes whenever financial bids are quoted.
15. The invoice rates should also include delivery of books and accessories, including all means of transportation.
16. The invoice will be processed after completion of works/supply and its satisfactory/inspection certificate by the concerned inspection committee.
17. The payment will be made within 30 working days after submission of invoice and receiving satisfaction/inspection certificate from respective committee.
18. The Delivery Challan should also be submitted for all deliveries.
19. All invoices/bill will be addressed to Project Director ADP Scheme / DG PHSA
20. The task will be undertaken on the receipt of the purchase order.
21. The work should be completed within a specified time period; after that, a penalty will be imposed.

CamScanner

22. In case of Tax exemption, a tax exemption certificate will be required along with the invoice.

23. All the instructions issued vide National Library of Pakistan Library Rates Committee shall be followed in letter and spirit.

24. The registration will be valid for the project lifetime and further extendable on mutual consent.

"""End of Document"""

Company's Stamp

Name and Signature of Authorized Person