

# Terms of Reference (TORs) for Fixed Assets Listing

## The Performance Based Agreement Under Sindh Public Private Partnership Act 2010 Between Integrated Health Services & Government of Sindh , Department of Health

### **BACKGROUND**

Integrated Health Services (IHS) is a health organization involved in health service delivery through establishing clinics, hospitals, labs, home & emergency medical response systems (covering both curative & preventive aspects) besides school, occupational & corporate health services, health research, consultancies and health infrastructure development. Public Private Partnership (PPP) Unit, Government of Sindh has awarded management Control of 111 health facilities of Sindh. These health facilities included 105 Rural Health Centers (RHCs) and 06 Taluka Headquarters (THQs). These health facilities are divided in to three regions consisting of Larkana region, Hyderabad region and Shaheed Benazirabad Region. According to this agreement IHS have full management control over all assets of the health facilities.

### **OVERALL PURPOSE OF THE ASSIGNMENT**

The overall purpose of this assignment is to have fixed assets listing of all the assets available at the health facility. This listing would enable IHS to have a database of fixed assets available at the health facilities and would enable IHS to identify gaps in fixed assets which would further enable IHS to prepare and plan regarding requirement of fixed assets.

### **SCOPE OF THIS ASSIGNMENT**

This assignment would include all assets available at the health facility either these assets are provided by Integrated Health Services, Government of Sindh or any other third party. Data collection team would have to visit all the health facilities and would enter all the assets physically.

Entry of these fixed assets would be done in MLMIS. MLMIS is a software developed by IHS for management of hospital consumables and fixed assets. MLMIS would generate a unique Identification number (Tag number) of the assets.

This unique identification number would be entered on the said fixed asset on a prominent place so that this tag number is easily visible and traceable. This tag number would be placed either with permanent marker or through some printed stickers. This would be decided at the time of inception of the assignment.

Following would be activities under this assignment in brief

- Data collection team would visit all 111 health facilities
- Physically verify all fixed assets of the health facilities
- Enter the fixed assets in MLMIS software
- Tagging of all fixed assets

IHS would provide free and easy access to all fixed assets of the health facility.

IHS would verify the data entered by data collection teams and would confirm that all fixed assets are duly tagged.

### **EXPECTED OUTPUT**

A comprehensive database of the fixed assets of all 111 health facilities which are being managed by IHS under PPP Sindh Project.

All assets of these 111 health facilities are duly tagged.

### **TIME FRAME/ DEADLINE**

This assignment would start on 01-01-19 and should complete by 31<sup>st</sup> January 2019. The prospective firms are encouraged to deploy 5 to 6 teams with each team covering approx 20 health facilities to complete the job in the stipulated time.

### **QUOTATION SUBMISSION**

Please submit the following:

- Confirmation of the requirements of the Terms of References
- Detailed Company profile, showing past experience
- Estimated quotation for undertaking the assignment.

### **GENERAL**

The data entry teams shall be given access to all health facilities, fixed assets and related information.