



GOVERNMENT OF KHYBER PAKHTUNKHWA
Capacity Building & Strengthening of Finance Department
Khyber Pakhtunkhwa

Room No.1 First Floor Directorate of Treasuries & Accounts Building,
Near Bar Council Khyber Road, Peshawar
Phone No.091-9212623

PRE-BID MEETING MINUTES

**PROCUREMENT OF FURNITURE, IT EQUIPMENT, PLANT & MACHINERY FOR
FINANCE DEPARTMENT (LOT-I, II & III)**

Meeting Date: 05.10.2021 (11:00AM)
Venue: Office of Additional Secretary Budget Finance Department
Chaired By: Additional Secretary Budget /PD CB&S
Participants: As per attendance sheet attached

Welcome note:

The meeting started by a welcome note from chair Mr. Safer and followed by recitation of Holy Quran. After recitation from Holy Quran, introductory session was held by the participants.

Brief intro of BSDs:

Additional Secretary Budget / Project Director CB&S shared brief introduction of the bid solicitation documents for procurement of different items for Finance Department, Khyber Pakhtunkhwa. The chair apprised the forum that for the first time Finance Department is going to advertised Frame work contract under the Khyber Pakhtunkhwa Public Procurement Regularity Authority, regime. The purpose of this meeting is to incorporate the suggestion & comments from prospective bidders and the changes so made are supplemented and amended.

Assistant Director (A&F) told the forum that bid solicitation documents are prepared, however, comments / suggestions from the prospective bidder will be incorporated if agreed by the committee. The following firms attended the meeting:

- M/S Computer Data Solution
- M/S Quick Business solution
- M/S Panasonic Office Solution
- M/s Shark Enterprises
- M/s Panasonic Office Product
- M/S Micro System
- M/S Aurosoft Pvt Ltd
- Global Trader
- Rana Trader
- Ibrahim & Brothers Enterprises
- Jehanzeb Son Traders

The following queries have been raised by the firms.

S. No	Queries	Replies
1.	Calculation of CDR?	As mentioned in the Bid Date Sheet and schedule of requirements, the CDR will be calculated for each lot on the basis of accumulative price of the each lot @ of 2%. The CDR will be released to unsuccessful bidders henceforth, however, for successful bidder the CDR will be released after submission of 10% Performance guarantee.
2.	Price adjustment due to dollar rate fluctuation?	As mention clearly in the Bid Date Sheet that Price will be fixed and no price adjustment is allowed at all.
3.	Award of contract will be on basis of item price or lot price?	As mention in Bid Data Sheet, Schedule of requirements that contract will be awarded to qualified and successful bidder on the lowest accumulative price of each lot and not on single item price.



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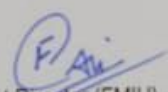
4.	Not to mention the model?	It is replied that model must be mentioned according to the specification of the Procuring entity to avoid any customization from the supplier.
5.	Desktop 10 generation is written and 11 th is available in the market?	It was replied that in specification the word "latest generation" may be added.
6.	1 GB is mentioned in specification of Color Printer; however, 1 GB is not available?	It was replied that to avoid any customization / alteration the standard specification of 512 Mb may substituted with 1GB.
7.	No Media Kit is mention with software, which is necessary and Ms Office 2016 is not available so Ms Office 2019 Professional may substituted	This suggestion is incorporated and Media kit will be added in the specification. Moreover, Ms Office 2019 Professional will be substituted with Ms Office 2016
8.	Inbox in Multimedia is not included, however, written in specifications?	This suggestion is incorporated and changes will be made in the specification at S. No 7 "Multimedia with accessories"

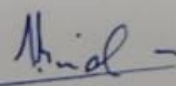
Conclusion:

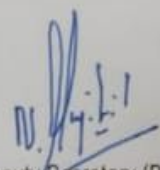
In the last the chair apprised the forum that minute of the pre-bid meeting will be circulated amongst the supplier who attended the meeting and will be uploaded on the website of procuring entity and KPPRA.


After ending the meeting the participants were reminded that the opening date for bid will be 11.10.2021 at 12:00 PM as mentioned in the Bid solicitation Documents. The opening will in held in same venue mentioned in the BSDs.

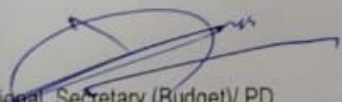
There being no issue, the meeting ended with the vote of thanks.


Assistant Director (FMIU)
Finance Department, Khyber Pakhtunkhwa
MEMBER


Section Officer (ADMN)
Finance Department, Khyber Pakhtunkhwa
MEMBER


Deputy Secretary (Budget-I)
Finance Department, Khyber Pakhtunkhwa
MEMBER


Assistant Director (A&F)
CB&S, FD Khyber Pakhtunkhwa
MEMBER


Additional Secretary (Budget)/ PD
Finance Department, Khyber Pakhtunkhwa
CHAIRMAN