

Subject: MINUTES OF PRE-BID MEETING REGARDING PROCUREMENT OF STATIONARY, IT AND GENERAL EQUIPMENT FOR INDEPENDENT MONITORING UNIT, HEALTH DEPARTMENT.

In pursuance to the invitation for Bid regarding procurement of Stationary, IT and General Equipment for Independent Monitoring Unit, Health Department, a pre-Bid meeting of T & E Committee was held on 17-02-2022 at 11:00 hours with the prospective bidders.

Participants

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| 1. Mr. Syed Adil Shah, Procurement Cell | (DD Procurement Cell) |
| 2. Dr. Abdul Qayum, IMU Health | (Deputy Director IMU) |
| 3. Mr. Adnan Saeed, IMU Health | (Admin / Finance Officer) |
| 4. Mr. Aftab Ahmad, IMU Health | (Database Admin) |

Agenda

The objective of the pre-Bid meeting was to get clarifications (if any) regarding specification and evaluation criteria, so as to ensure principles of procurement i.e. transparency, economy and value for money as KPPRA Rules 2014 without compromising the quality procurement in the best public interest.

The Chair welcomed all the participants. Participants were informed regarding terms & conditions, evaluation criteria and standardization of the statement of requirement (SOR) carrying the technical specifications. The chairman further intimated the basic objectives of the Pre-Bid meeting is to make the process fair and transparent. The standard bidding documents (SBD) were discussed threadbare and item wise. The queries of the bidders regarding bid security performance guarantee, certification, evaluation criteria, mode of the procurement and payment, inspection, penalties, were responded to as per KPPRA Act and rules. The advice/suggestions of the firms which were not in favor of any particular bidder and were more general ensuring the quality services, broadening the competition, value for money and further improving transparency were adopted.

Decisions:

1. The Committee unanimously decided to remove the Lot B and C and bidder can apply for individual item in “IT and General Equipment” category.
2. After consultation with the bidders, the specifications of Printers and Stationary were updated.
3. IMU Health to re-upload the refined SBDs on websites of Health Department and KPPRA along with the approved minutes.
4. Meeting ended with a vote of thanks from chair.