

MINUTES OF THE PRE-BID MEETING

SUBJECT: PROCUREMENT OF RELIEF ITEMS AND FLOOD FIGHTING EQUIPMENTS

In the light of rule 37 of KPPRA rules 2014, a pre-bid meeting of the Procurement Committee was held under the Chairmanship of Additional Secretary Relief Rehabilitation and Settlement Department on 27.06.2024 at 11:00AM in the Conference Room of RR&S Department which was attended by members of the Procurement Committee along with the prospective bidders/ their representatives. List of participants is at (**Annex-I**).

2. The Chair welcomed the participants and after introduction of the participants the Chair informed the forum that PDMA Khyber Pakhtunkhwa, planned to procure miscellaneous relief items and flood fighting equipments to ensure timely relief assistance to the affectees during disasters/emergencies. It was clarified that procuring entity gives high importance to value for money, transparency and quality of items. The procurement committee has designed detailed Bidding Documents which includes specification, terms & conditions for the procurement of Relief Items and Flood Fighting Equipments. The evaluation criteria mentioned in the bidding documents will be strictly followed and there will be no compromise whatsoever on the mandatory/evaluation criteria and specifications, and if any firm is, found violating the same, its bid will be rendered disqualified.

3. The Assistant Director (Procurement) PDMA added that the procurement process will be governed under KPPRA Rules for procurement of goods and services 2014 and National Disaster Management Authority Act 2012. The nature of the contract will be **framework agreement initially for the period of one year** and the successful bidder shall provide the required items as when required by PDMA. It was further added that relief items are being used by the disaster prone population and as such PDMA is following the policy of zero tolerance towards the specifications and quality of relief goods.

4. The prospective bidders were informed that only relevant and required documents shall be submitted in the technical bids. The formats provided in the bidding documents for financial bids, affidavits, manufacturer authorization etc shall be followed.

5. After briefing the participants, the Chair then invited the prospective bidders to raise their queries and ask for clarifications (if any) so that the Procurement Committee can address their queries. The following queries were raised and accordingly addressed by the committee members.

S.#	Quires Raised by the Bidders	Procurement Committee Response
1.	In case the ISO certification is not available with a firm, can ISO certificate of the manufacturer be accepted?	It has been clearly mentioned in the evaluation criteria that the bidding firm must possess ISO 9001-2015 (Quality Management System) certificate. In case of non-availability of the required certificate, the bid shall be rejected as per mandatory criteria
2.	What will be the duration of the framework agreement?	Framework agreement will be initially for the period of one year under rule 31 of KPPRA rules, starting from the date of signing contract agreement. The framework agreement is extendable to another year subject to mutual consent of both the parties and recommendations of the procurement committee on same rates, terms and conditions of the contract agreement.

3.	Can one manufacturer of the item authorize multiple bidders for participation in the bid?	A manufacturer can authorize only one bidder at a time. In case the same manufacturer authorizes more than one bidder for same item, the bid will be rejected.
4.	Are separate technical proposals and financial proposal mandatory for each and every item?	Combined technical proposal may be submitted for all items, however, separate financial proposals and CDR shall be submitted for each and every item. Moreover, similar experience means working in supply of the related items.
5.	In evaluation criteria, total 30 marks assigned for revenues/sales amounting to 150 Million, and audit reports of last three years required. Please clarify whether the marks will be based on total revenues in three years or separate marks will be assigned for each year?	Rs 150 million is the threshold for one year only 10 marks have been allocated for each year. A firm whose sales are equal or above Rs 150 million in each year will be awarded 30 marks.
6.	Can samples be submitted without PDMA logo?	Samples for laboratory testing without PDMA logo are accepted. However the PDMA logo must be printed on items at the time of supply.
7.	It has been mentioned in the evaluation criteria that non verified/non attested work completion certificates will not be considered. please explain	The copy of the completion/performance certificates must be duly attested by the issuing authority/organization. Non attested completion/performance certificates will not be considered.
8.	What will be the delivery time of the items?	The delivery time will be mentioned in the contract agreement and supply order

5. After detailed discussion and answering queries of the prospective bidders, the chair thanked the prospective bidders for attending the pre-bid meeting and encouraged all the participants to take part in the tender to make the competition healthier.

6. The meeting ended with a vote of thanks.