

**MINUTES OF PRE-BID MEETING HELD ON OCTOBER 05, 2020**  
(As per ITB 7.1)

**Major Description of Procurement:**

Request for Bids (One-Envelope Bidding Process)

Name of Project: PUNJAB CITIES PROGRAM

Assignment Title: Procurement of IT & office equipment for 16 x MCs, PMDFC

RFB Reference No: PK-PMDFC-168162-GO-RFB

Pre-Bid Meeting Date: October 05, 2020

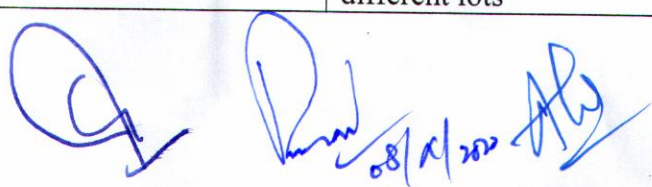
**Pre-Bid Meeting Participants:**

1. Procurement Committee, PMDFC
  2. Program Officer (IT)/co-opted technical member
  3. Program Officer (Procurement)
  4. Representatives of potential bidders
- (Attendance is placed at FLAG-A)

**Clarifications of Bidding Document**

Following are necessary clarifications in response to letters of potential bidders received in-writing and during the pre-bid meeting:

Sr. #	Query of bidder for clarification	Clarification of query
1	Would bid be submitted lot-wise or one bid for all lots?	It was clarified that one original bid would be submitted with desired copies irrespective of lots applied
2	What would be the value of bid security to be submitted along with bid	PMDFC has already clarified to PPRA that this bid is being executed under World Bank's "Procurement Regulations" The bid security shall be submitted equivalent to 2% of the bid amount for each lot applied.
3	What about quality of laptop bags	It was re-iterated that the quality of laptop bags should be standard A-grade
4	What is meant by accessories specified in item no. 2 lot no. 1 (laptop)	It was further clarified that standard english key board with numeric portion and Touch Pad 2.0 shall be built-in. There shall be an Optical Mouse with Scroll Wireless
5	The potential bidders requested to reduce Processor Speed from 1200 MHz in Item No. 3 Lot No. 2, Laser Printer (A4 and other). It was also requested to include LED printer technology	Processor speed shall remain 1200 MHz for item no. 3. Moreover, no brand has been selected and published for this Lot. The specs have been designed according to need and generic in nature. LED technology is not lucrative for our organization as this technology is not mature enough in market yet.
6	Separate A3 & A4 Printers in 2 lots	Both printers have been separated in different lots






7	Clarification was sought for Display Interface specified in item no. 4 lot no. 2 (Laser Printer A3)	For configuration and display option of printing activities, display may be LCD or LED.
8	Potential bidders asked about Manufacture's Authorization Letter	SPO (Procurement) clarified that bidders must follow format given in bidding document otherwise it may lead to disqualification
9	One of the bidders suggested that warranty may be increased to 3 years from 1 year in Lot No. 4 (scanners)	Minimum warranty is 1 year whereas any bidder can quote increased warranty in its bid.
10	One of the bidders mentioned that specifications mentioned in the lot no. 6 (photocopiers) favor a certain brand and that of a discontinued model	The specifications have been designed on principle of generic specs without any brand name, however, specifications have further been revised.
11	Revise specifications of some items	The specifications have been revised where deemed suitable. Refer to Addendum No. 1 of the said procurement.
12	Would PMDFC shall consider TCO i.e Total Cost of Ownership during evaluation	Though it was not mentioned in evaluation criteria but TCO shall definitely be considered during the evaluation of specific items like scanner, photocopier, printer etc. The bidders must submit relevant supporting documents to ease the calculation of Most Advantageous Bid


**NOTE:** Addendum No. 1 to procurement documents has been issued separately.

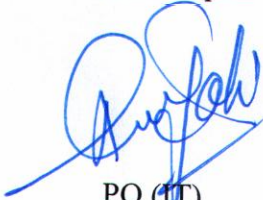
**Approved by Procurement Committee of PMDFC:**

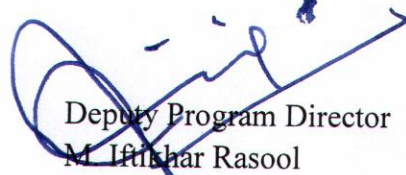
  
SPO (Procurement)  
Rizwan Khalid

*1. Addendum for Item 2 may be issued.*  
*2. 8/11/2020 3- A-grade (page may be defined) (specification)*  
SPO (A&A)  
Javed Iqbal

SPO (Infrastructure Dev.)  
Aashiq Chaudhary

  
SPO (IS)  
Shoaib Iftikhar

  
PO (IT)  
Abid Ali

  
Deputy Program Director  
M. Iftikhar Rasool