



**KHYBER PAHTUNKHWA
SMALL INDUSTRIES DEVELOPMENT BOARD
KOHAT ROAD PESHAWAR**

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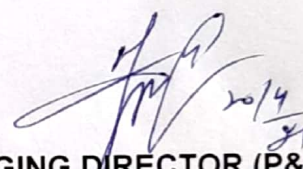
To

The Managing Director
Khyber Pakhtunkhwa Public Procurement Regulatory Authority
KPPRA – Peshawar

Subject: - **MINUTES OF PRE-BID CONFERENCE FOR UPLOADING ON KPPRA WEBSITE**

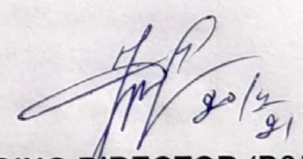
Dear Sir,

I am directed to refer **Tender No. 12590** regarding procurement of Raw material for furniture items, the pre-bid conference was held on the schedule date / time. Minutes of the Meeting are attached for hoisting on KPPRA website, required under section 19 of the KPPRA Act 2012 please.


20/4/21
**DY. MANAGING DIRECTOR (P&M)
SIDB KHYBER PAKHTUNKHWA**

Copy:

- 1 Programmer SIDB with directions to hoist the same on SIDB website
- 2 Members Procurement Committee
- 3 PM, All SIDB Wood Working Centres
- 4 All the firms who attended / obtained the bid solicitation documents.
- 5 Office copy


20/4/21
**DY. MANAGING DIRECTOR (P&M)
SIDB KHYBER PAKHTUNKHWA**



**Small Industries Development Board
Khyber Pakhtunkhwa Peshawar**

MINUTES OF PRE-BID MEETING

**"PROCUREMENT OF RAW MATERIAL FOR FURNITURE ITEMS FOR PAK
GERMAN WOOD WORKING CENTER AND ALLIED CENTERS, SMALL INDUSTRIES
DEVELOPMENT BOARD (SIDB), KHYBER PAKHTUNKHWA
"**

In pursuance of terms & conditions of the Notice Inviting Tender floated for the subject procurement, a pre-bid conference / meeting was held at Conference Room of the SIDB, Khyber Pakhtunkhwa Peshawar Office on Monday, April, 19th 2021 at 10:00 AM. The meeting was conducted in presence of the procurement committee along with consultant. (Attendance sheet attached).

The following firms participated in the pre-bid meeting.

1. M/s Diamond Foam Lahore.
2. M/s Khyber International Peshawar
3. M/s Zeeshan Traders Peshawar
4. M/s Fine Traders Mardan
5. M/s Berger Paints Lahore
6. M/s Diamond Paint Lahore
7. M/s Buxly Paint Lahore
8. M/s Bashir Pipes Lahore
9. M/s HM Shafi & Sons Peshawar
10. M/s Mumtaz particle board Peshawar
11. M/s Burhan Brothers Bannu
12. M/s Nippon Paint Lahore
13. M/s Raza Traders Mardan
14. M/s Noor son chemical industry Lahore
15. M/s Diligent Enterprises Lahore.

2. After recitation of the Holy Quran and introduction, chairman procurement committee Mr. Noman Fayaz, Deputy Managing Director P&M SIDB Khyber Pakhtunkhwa, welcome the participants and apprized them that first time SIDB is going to advertise the **Frame Work Contract** in light of prevailing rules of the province. The purpose of this meeting is to discuss the draft bid solicitation documents including specifications and evaluation criteria and to incorporate the suggestion & comments from prospective bidders, so that the draft may be approved by the competent authority once supplemented/amended.

3. Consultant Mr. Khalid added that the draft document for the subject procurement has been prepared keeping in view the requirements of SIDB KP Peshawar, however comments / suggestions from bidders towards improvement will be appreciated and will be incorporated

M



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if agreed by the committee. In response to the advertisement in newspapers, KPPRA and SIDB websites, so far total Twenty (20) firms obtained the bid solicitation documents.

4. This document has been prepared in light of KPPRA Law and Rules. The bidding procedure will be Single Stage Two Envelops procedure. There are total four categories having different items with different bid securities. All the bidders were advised to read these documents thoroughly, however some of the important points were announced as under.

- i. Each envelope shall contain separately Technical and financial bid clearly marked in bold & legible letters. The firms shall provide their complete information along with its postal as well as valid email address and phone number/s on each of the respective envelope.
- ii. Each firm will carefully fill in the cover sheet comprising complete information.
- iii. Each firm will submit affidavit as per sample annexed in this document.
- iv. Late bid shall not be entertained / accepted.
- v. An affidavit is mandatory in the technical bid that bid security (in original) is placed in the financial bid.
- vi. All the relevant documents must be attached with the bid and it is categorically mentioning here that none of the document will be entertained (affecting the bid of the other competitors) once bid submitted and decision will be made on the bid submitted on time prescribed in the advertisement / bid documents.
- vii. Each bidder will submit Single bid (in original)

Eligibility Criteria.

5. None of the bidders raised any query / objection in the Eligibility criteria and agreed unanimously.

Evaluation Criteria.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Product Conformance to the clients advertised specifications.	All the bidders	It was agreed that after initial screening, the department will intimate the eligible bidders to submit their quoted items as sample.
2.	Relevant Experience	M/s Khyber International Peshawar	In public sector minimum value of a purchase order should be 5 Million otherwise no marks will be given.
3.	Framework Contracts	All the bidders	There is no threshold of amount in this section and only similar projects will be considered for allocated marks.
4.	Income Tax payment	M/s Zeeshan traders Peshawar	SIDB while evaluating the bids will consider only tax certificate submitted by the bidders. However, bid security



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			and performance security i.e (2+3) will only be released once the successful bidder submit the tax of the ordered value by the SIDB.
5.	Factory Visit (Demonstration)	All bidders	It was decided and announced that 2 marks will be given by covering all the five areas mentioned in the evaluation criteria. For factory visit each firm will bound to mention its site in the bid documents and the same will be visited.
6.	Bid Security for Cat-A	M/s Khyber International Peshawar	For Boards, the prospective bidder will submit Rs. 1.2 M separately for each type i.e MDF, Chip/ Ven board and Laminations.
7.	Other Points For clarifications of the bidders	For All the bidders	S. No. 4 (Quantity) of the price Schule form shall not be considered.

Formula for best evaluated bid

- The technical qualification marks will be 70 out 100. Financial bids will be opened only those firms who secures 70 or more.
- The bid with the lowest price will be given a score of 100 while the other proposals will be given scores that are inversely proportional to the lowest cost bid using the formula as under;

Lowest Bid Price among all ÷ Bid Price under consideration x 30 = Financial Score.

Combined Technical and Financial Score

- A total score for each bid will be obtained by adding technical score weightage and financial score weightage.
- Maximum two (02) decimal will consider in both technical and financial marks

SPECIFICATIONS: -

6. Mr. Ashfaq Ahamed, Project Manager Pak German Peshawar, along with Mr. Abdul Rehman Project Manager Wood Working Center (PM WWC) Mansehra and Mr. Habib Rauf (PM WWC) Swat clarified / addressed all the quires related to specifications.

7. At the end of the meeting, while concluding the pre-bid conference, Chairman Procurement Committee informed the forum that the team of SIDB KP believes on transparent and fair competition in light of principles of procurement. The reason to minimize the %age of performance security from 10% to 3% is just only to rationalize the rates from the bidders side, however, all the bidders were clearly summoned that SIDB will not compromise the late supply, quality of the product and all such cases will be strictly dealt as per rules. The Chair



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stated that it is expected that all the bidders will quote their best and final rates in this competition. It was also announced that these minutes will be floated on SIDB/ Pak German Websites by tomorrow.

The meeting ended with a mutual vote of thanks.