

SUBJECT: MINUTES OF PRE-BID MEETING HELD UNDER THE CHAIRMANSHIP OF DY MANAGING DIRECTOR IN HIS OFFICE ON 24th JUNE 2022 AT 1030 HRS FOR HIRING OF SERVICE PROVIDER FOR PROCUREMENT AND IMPLEMENTATION OF ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION

The pre-bid meeting commenced with recitation from the Holy Quran followed by a welcome note by the Deputy Managing Director (P&M), Small Industries Development Board. The meeting was attended by Joint Director (P&M), Joint Director (F&A), Assistant Director (P&M), Project Manager Pak German WWC, Project Manager WWC Swat, Computer programmer SIDB, accounts manager Pak German WWC, and Admin Assistant Pak German WWC.

2. The meeting was also attended by the representatives of the following firms who have obtained the RFP document by submitting the requisite fee.

- a. Keystone Consulting Pvt Ltd
- b. TMR Consulting Pvt Ltd
- c. Bazeher & Co. LLP
- d. Cosmos Soft
- e. Abalus Consulting
- f. Strings Technologies

3. Deputy Managing Director, SIDB, highlighted the purpose of pre-bid meeting to all the participants of the meeting and informed that SIDB intends to hire a service provider to implement Enterprise Resource Planning (ERP) Solution for its wood working centers. The Request for Proposal (RFP) was discussed by the chair in detail and invited any queries from the proposed bidders.

4. Many questions were asked by the representatives of the above mentioned firms to which the chair and the committee members responded to their satisfaction. The detail of the questions asked is as below:

- a. The first question that was asked by the proposed bidders is whether SIDB would like to implement a “Cloud Version” or on premises server. It has been understood that Software Main Database shall be hosted on Cloud Server provided by SIDB and On-Premises servers shall be installed on Remote site locations have weak/low internet connectivity Sites and their real-time working. The software Vendor shall propose a solution that should work through Data synchronization of Remote Sites (Factory Locations) with main server in scheduled intervals (E.g within each 10 minutes or half hour, one hour). A total cloud solution may not be practical For SIDB Pak German wood Working Remote locations.
- b. One of the representatives asked what if their firm had not performed any project in the KPK province before, to which the Chair responded that eligibility and Evaluation are two different things and that both the provincial level experience and national level experience have their own weightage in the Evaluation criteria.
- c. The representatives were informed that SIDB will require a proper presentation of their products and they will have to submit a hard copy of the presentation at the time of submission of their bids, to which they agreed.

- d. The representatives enquired about the possibility of a joint venture in undertaking the project but the chair responded that a joint venture would not be acceptable because all SIDB need is a Solution. Provision of Hardware has been excluded from the bid, so joint venture can not be justified.
 - e. The representatives also asked about the licensing fee to which the chair responded that the license fee shall be part of the bid and no separate provision on this part will be acceptable in future.
 - f. The representatives also asked about the stamp paper amount to which the chair replied that a stamp paper shall be at least of Rs. 100/-.
5. After answering all their queries the chair asked the representatives for any further questions but there were no more questions and the all the participants thanked the chair.
6. Meeting ended with note of thanks from the chair

Account Manager
Pak German WWC

Computer Programmer
SIDB H.Q Peshawar.

Project Manager
WWC Swat

Project Manager
Pak German WWC

Joint Director (P&M)

Director Finance SIDB

Approved By:

Dy. Managing Director (P&M)