

MINUTES OF PRE-BID MEETING FOR THE SUPPLY OF 15000 TABLETS WITH ACCESSORIES NOV 0, 2017

A pre-bid meeting was held in the office of Provincial Institute for Teacher Education (PITE). The objective of the meeting was to provide opportunity to the interested bidders for any clarification regarding the tender document. A detail orientation was given to the firms who were present in the meeting. A number of suggestions were also given by them for amendment in the tender document. After a thorough review by the procurement committee following are the decisions of the questions/ suggestions made in the Pre-Bid meeting:

- 1. In the evaluation criteria it is mentioned that 5 marks are given to Additional registration of the Bidder who are registered with ISO 9000/9001. The vendors raised a query that since most of the potential vendors are not the direct manufacturers so is this additional registration required for the bidder or the Original Equipment Manufacturer.**

The **ISO 9000/ 9001** is the quality management standards which is designed to help organizations ensure that they meet the needs of customers and other stakeholders while meeting statutory and regulatory requirements related to a product or program.

ISO registration is required from the firm directly participating in the bid whether it is an Original Equipment Manufacturer (OEM) or its authorized dealer/ distributor. Please note that this is not a mandatory requirement for participation in the bid. However, additional 5 marks are provided to the bidder who have ISO registration and provide documentary evidence.

- 2. Whether Original Equipment Manufacturer (OEM) can directly apply for the bid or should participate in joint venture with other firm/ vendor/ distributor.**

In order to have a fair and competitive bidding the procuring agency has decided that Original Equipment Manufacturer (OEM) can participate in the bid directly. So supporting this decision there is no need to participate in joint venture rather procuring agency would not allow Joint Venture for this procurement.

- 3. With reference to the Income tax and wealth tax some organizations suggested that the slabs should be raised so that only financially sound organizations should participate and qualify. This will facilitate procuring agency for selection of firm of high profile.**

The suggestion is appreciated and considered by the procuring agency. Subsequent changes have been made in the revised Tender Document which can provide fair competition and opportunities for selection of financially sound organizations. Below are

the revised slabs of two sections; 4) Average Working Capital and 5) Income Tax. The amended tender document can be accessed from www.kpese.gov.pk/

4.	Average Working Capital/ Average Net Worth of last three years (copies of documentary evidence to be attached)	+100m and above	15
		+50m to 100m	10
		10 to 50m	5
5	Income Tax (Average for the last three years, Income Tax Returns to be Annexed)	+10m and above	15
		+3m to 10m	10
		1 to 3m	5

4. Can selected Bidder deliver tablets in parts?

The successful firm has to deliver tablets in one consignment no parts delivery will be accepted.

5. What would be the payment mode? Can PITE made advance payment?

Payment will be made after the successful delivery and verification of the entire stock. PITE will make arrangements for the verification of tablets as per specifications. After all verifications, normally government process takes a period of a 45 to 60 working days to complete central payment mechanism of PIFRA and pre-audit codal formalities before the release of payment to the vendor.

6. Would it be possible for PITE to make payment through local LC. This will facilitate both vendors for payment assurance in time and PITE for timely delivery of assignment.

The suggestion is practical and can be applied for procurement in future. However, for this particular procurement the procuring agency has decided not to open LC and follow the normal process of payment as mentioned in the point 5 above.

7. Few firms suggested to limit the Display range from 7-10 inches to 8-10 inches as most of the tablets are now a days available in 8-10 inch range.

In order to provide equal opportunities to all brands and a fair competition the procuring agency has decided to keep the display range of 7-10 inches as mentioned in the tender document specifications. This decision has been made as 7" also fulfil the requirements of the induction program being planned by the PITE.

8. **One of the organization shared that CDR which is taken as bid security has a validity period which is normally 6 months. Will the procuring agency require another CDR after the expiry of 2% bid money. Can procuring agency return 2% bid money and take 10% performance guarantee in the form of bank guarantee from the successful bidder.**

Bid Security (as per KPPPRA rules 2014): The bid security shall be kept sealed in the financial proposal. In case of single stage two envelopes, the bidder shall in addition, place an affidavit in the technical proposal stating that a bid security amounting to 2 percent without indicating the figure in the letter, has been placed in the financial proposal or bid. Otherwise the technical proposal will be considered non-responsive and will be returned to the bidder after being examined by the procurement committee.

There are different forms of instruments which can be asked by the procuring agency for bid security these may include:

1. Demand Draft/Pay Order
2. Call Deposit Receipt (CDR)
3. Security Deposit Receipt (SDR)

Bid security should be in the name of **Director PITE** and have a validity period of one year or as mentioned in the tender document.

Performance Guarantee (As per KPPPRA rules 2014). The procuring entity may ask for a performance guarantee from the contractor, which shall not exceed 10 percent of the bid value, as would be specified in the standard bid solicitation documents or standard bidding document. Performance guarantee can be provided in the form of irrevocable bank guarantee.

As per the KPPPRA recent notification the procuring agency can retain 2% bid security (submitted in the form of CDR/SDR/DD/PO) and ask successful bidder to submit remaining 8% in the form of irrevocable bank guarantee. Procuring agency will follow this process.

Note: The validity of the Bid security and bank guarantee as performance guarantee should be for a period of one year.

9. **Some of the participating vendors have requested to provide more days for the delivery of tablets. They asked for some additional days for the installation of the LMS in the tablet.**

PITE wants to start its teacher training program as soon as possible therefore, would like that all the interested bidders make provision of tablets in shortest possible time. The interested bidders should calculate their cost accordingly. However, considering the request of the bidders some additional days have been included in the evaluation criteria. The amended tender document can be accessed from www.kpese.gov.pk/. Below is the amendment made in the bid document:

9.	Delivery period	Within 45 days from the issue of Letter of Acceptance / or signing of agreement	10
		Within 46-65 days from the issue Letter of Acceptance / or signing of agreement	8
		Within 66-75 days from the issue of Letter of Acceptance / or signing of agreement	5

As far as installation of the LMS is concerned below is the process which can be followed for installation:

1. There are two versions of LMS application. One version will be installed in one tablet. PITE will inform the successful bidder which version should be installed in how many tablets for example; PITE may inform successful bidder to install version **a primary** in 8000 tablets and version **b secondary** in 7000 tablets:
 - Version a - Primary (16 GB approximately)
 - Version b - Secondary (20 GB approximately)
2. Each version contains an "Induction.APK" file and content folder "LMS"
3. Following are the steps to install LMS APK:
 1. LMS content folder and APK file has to be copied on micro SD Card
 2. Developer options need to be enabled in tablet
 3. Open APK file for installation
 4. Allow permission to install from unknown sources
 5. LMS application will be installed
 6. Give all permission to access media, phone and contacts

Note: Interested bidders can make appointment with Deputy Director Admin PITE and check the LMS by installing on their own tablets. This can help them in calculating the original time for installing LMS on all the tablets.