



GOVT. OF KHYBER PAKHTUNKHWA  
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT  
Civil Secretariat Peshawar  
Contact number: 091-9210488

NO. ASPIRE/A W Plan (Promotion)/2023-24 Dated Peshawar the 30.04.2024


To,

- i. The System Administrator, KPPRA
- ii. The Director EMIS, E&SE Department

Subject: **MINUTES OF THE PROCUREMENT COMMITTEE MEETING HELD ON 26<sup>TH</sup> APRIL, 2024 (EVENT MANAGEMENT)**

Dear Sir,

I am directed to refer to the subject noted above and to enclose a copy of minutes the meeting dated 26-04-2024 duly signed for uploading on official website, please.

  
(Arsalan Ahmed)

Budget & Account Officer  
(ASPIRE)

Copy to;

1. Project Coordinator, PCU, ASPIRE M/O Federal Education & Professional Training, Islamabad.
2. Project Director ASPIRE, E&SE Department.
3. Deputy Director (Planning & Finance), ASPIRE

  
Budget & Account Officer  
(ASPIRE)

**MINUTES OF THE PROCUREMENT MEETING HELD ON 26-04-2024 REGARDING  
HIRING OF FIRM FOR EVENT MANAGEMENT**

A tender for invitation of bids under KPPRA Rules 2014 (amended time) to time was floated/uploaded on the Official Webpage of KPPRA and Elementary & Secondary Education Department website on 08<sup>th</sup> April, 2024. The last date was given 26<sup>th</sup> April, 2024. Therefore, procurement committee meeting under the Chairmanship of Additional Secretary (R&I), E&SE Department held on 26<sup>th</sup> April, 2024 at 1130 hours at committee of Elementary & Secondary Education Department. The following committee members were present;

- i. Additional Secretary (R&I), E&SE;
- ii. Chief Planning Officer, E&SE Department;
- iii. Procurement Specialist, ASPIRE;
- iv. Monitoring & Evaluation Specialist ASPIRE;
- v. Deputy Director (Finance & Planning);
- vi. M&CO ASPIRE;
- vii. Section Officer (General), E&SE;
- viii. Budget & Account Officer ASPIRE (co-opted member)

The meeting started with the recitation of Holy Quran. The following firms have participated for bid;

1. M/S Ample the Consultants
2. M/S Eventastic (Complete Event Solution)
3. M/S Macroosm Advertising & Events

2. The bidding documents collected and opened the technical bidding envelopes in the presence of all the bidders (Attendance sheet is attached). The technical requirement of firms found in all in respect of all firms.


3. After thorough examination of technical bids, the financial bids quoted by firms announced loudly in presence of all members/bidders;

Sr. No	Name of Firm	Quoted bid
1.	M/S Ample the Consultants	Rs. 5,000,000 with tax (No CDR found attached)
2.	M/S Eventastic (Complete Event Solution)	Rs. 4,980,000 inclusive tax (CDR amount Rs. 25,000 attached)
3.	M/S Macroosm Advertising & Events	Rs. 4,950,000 (CDR amount Rs. 25,000 attached)

4. The lowest bidder under single stage single envelop found M/S Macroosm Advertising & Events. However, the result may be uploaded on the official website of KPPRA and E&SE Department for confirmation of all bidders and grievance if any.

5. Meeting ended with the vote of thanks from and to chair.

  
Monitoring & Coordination Officer  
ASPIRE

  
Section Officer (General), E&SE

Procurement Specialist ASPIRE

  
Budget & Account Officer  
ASPIRE

  
Deputy Director  
Planning & Finance ASPIRE  
E&SE

Monitoring & Evaluation Specialist ASPIRE

Chief Planning Officer E&SE

  
Additional Secretary (R&I)