

MINUTES OF THE PRE-BID MEETING

“Procurement of Web Based Grant Management Information System (GMIS)” held on March 03, 2020 at NBDP-SMEDA Office, Lahore.

1. Introduction:

The pre-bid meeting for procurement of web-based Grant Management Information System (GMIS), was held on March 03, 2020 in the office of NBDP-SMEDA to clarify the queries of potential bidders interested to bid for the subject RFP.

2. Participants:

Following participants attended the meeting:

2.1. NBDP Participants:

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| 1. Mr. Nadir Ali Qureshi | Program Director (BSDU), NBDP |
| 2. Mr. Abu Bakar Salman | Deputy Program Director, (MDU-I), NBDP |
| 3. Mr. Adnan Akram | Program Manager, (MDU-I), NBDP |

2.2. Potential Bidders:

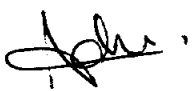
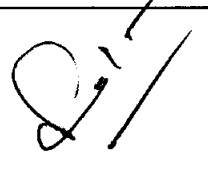
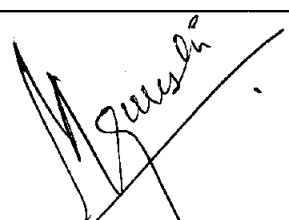
As, per attendance sheet.

3. Proceedings:

1. At the outset, the Program Director (BSDU) welcomed the participants and gave brief introduction of SMEDA and NBDP. Thereafter, the DPD (MDU-I) explained in detail the complete Grant Management Cycle and the Scope of Work of the subject RFP i.e. “Procurement of Grant Management Information System (GMIS)” for comprehensive understanding of potential bidders.
2. A brief presentation viz a viz templates for bid / RFP submission and other ancillary steps to be followed for bid / RFP submission was also given to the participants. The participants were also apprised about the technical and financial evaluation criteria for evaluation of received applications.
3. After conclusion of the introductory session the floor was opened for the questions/queries of prospective bidders. The queries raised during the meeting and corresponding response of NBDP staff is tabulated hereunder:

| No. | Prospective Bidder Query | NBDP-SMEDA Clarification |
|-----|---|--|
| 1. | What is the purpose and function of the Impact Assessment Module? | The impact assessment module should have the ability to record and reflect the grant progress / status at any stage of grant cycle |

| No. | Prospective Bidder Query | NBDP-SMEDA Clarification |
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| | | based on defined performance indicators (KPIs). |
| 2. | What will be the function of customized reports? | The proposed GMIS should have tools and ability to create new reports for future consumption. |
| 3. | What are preferred hosting servers for subject GMIS? | The GMIS will be hosted on dedicated servers (domestic data centers) as per the GoP policy. |
| 4. | Is STRN issued by the provincial authority acceptable in the subject RFP? | NTN & STRN issued by the Competent Authority(ies) will be considered valid for application consideration and its evaluation. |
| 5. | Do the proposed GMIS uses quantitative tools for application evaluation? | Yes, the grants applications will be evaluated on quantitative and qualitative measures. |
| 6. | Does RFP evaluation criteria permit separate evaluation of application package & hosting services and award to two 02 firms? | The interested bidder cannot bid separately for the application package and hosting services. The interested firm needs to bid for complete application package comprising application (GMIS), hosting services for three (03) years and one (01) year maintenance and support services. |
| 7. | Will the bidder propose the operational flow of the grant components? | The operational flow of the grant's components will be as per the NBDP's Grants Operational Manual and will be discussed in detail with the successful bidder, at need analysis (As-is document) stage. |

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| Adnan Akram Program Manager (MDU-I) |  | Abu Bakar Salman Deputy Program Director (MDU-I) |  |
| Nadir Ali Qureshi Program Director (BSDU) |  | | |