

## PRE-BID MEETING MINUTES

### Minutes of Pre-bid Meeting for Procurement of Consultancy Services for Development of Grant Operational Manual for National Business Development Program for SMEs (NBDP)

#### A. Introduction:

A pre-bid meeting was held on May 14, 2019 to address the queries and concerns of interested bidders for Procurement of Consultancy Services for Development of Grant Operational Manual for National Business Development Program for SMEs (NBDP) at the NBDP office.

#### B. Participants:

Following participants attended the meeting:

- |                         |                                 |
|-------------------------|---------------------------------|
| 1. Raja Hassanien Javed | GM OR-II / PD NBDP              |
| 2. Mr. Shaheen Tahir    | DGM OR-II                       |
| 3. Mr. Muhammad Raza    | Manager Projects, SMEDA         |
| 4. Mr. Haseeb Raza Khan | Deputy Program Director, MDU-II |

#### C. Proceedings:

- 1) PD NBDP welcomed the participants of the pre-bid meeting and briefed them about the objectives of holding the pre-bid meeting. He stated that as per the requirements of the RFP document, pre-bid meeting was required to be held for prospective bidders requiring clarifications with respect to the RFP document.
- 2) He informed the attendees of the meeting that as of that day the project had received list of queries in writing from only one prospective bidder.
- 3) To begin with, the prospective bidders asked for clarity if the bid security needed to be submitted using a certain template or could it be submitted in the form of a bank draft/ pay order in favor of NBDP. In response, the meeting was informed that the bidders could submit the bid security in the form of Deposit at Call or a Bank Guarantee. (*Reference IB 13.1*)
- 4) The representatives asked with reference to the RFP document as to whether the consultant will be responsible for making arrangements for the training logistics (venue, travelling, food etc.) and/ or if SMEDA regional offices could be used for the training sessions, if required? The participants were told that primarily it would be the consultant's responsibility to make the arrangements. (*Reference Clause 2.8 of Terms of Reference*)
- 5) Then, the representatives inquired if there was a minimum or maximum limit on the number of stakeholders' consultations i.e Private Sector, Trade Associations or Government Departments. They were told that there were no such limits on the number of consultations that a bidder would like to make with any stakeholders. It was up to the bidders to suggest upon the number of stake holder meetings that should be necessary.
- 6) The next query was if the number and qualification requirements for the proposed team members were indicative or binding? The attendees were told that the minimum number of proposed team members and their qualification requirements were binding. (*Reference clause 4.2.1.4 of Technical Evaluation Criteria*)