

PRE-BID MEETING MINUTES

Minutes of Pre-bid Meeting for Procurement of “Consultancy Services for Research Studies on Cluster Based SME Lending Program”

A. Introduction:

A pre-bid meeting was held on December 5, 2019 to address the queries and concerns of prospective bidders for Procurement of Consultancy Services for Research Studies on Cluster Based SME Lending Program at the NBDP office.

B. Participants:

Following participants attended the meeting:

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| 1. Mr. Muhammad Ali | Program Director, MDU-II |
| 2. Mr. Haseeb Raza Khan | Deputy Program Director, MDU-II |
| 3. Mr. Saham Nasir | Program Assistant Manager, MDU-II |

C. Proceedings:

- 1) Program Director MDU-II welcomed the participants of the pre-bid meeting and briefed them about the objectives and deliverables of the assignment. He also apprised the participants about the purpose 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 since advertisement, the project had not received any query in writing, from any of prospective bidders.
- 3) To begin with, one of the prospective bidders inquired with reference to the ‘Relevant Experience’ of the RFP Document, as whether the ‘5 assignments’ stated in relevant experience section is for the firm or the individual person. The attendees were informed that the ‘Relevant Experience’ is specific for the organization/firm. The key Resources/individuals proposed by the firm would be evaluated separately according to the criteria given therein. (*Reference, Evaluation Criteria, Bidding data*)
- 4) A potential bidder from the attendees showed grievance against the amount for ‘Bid Security’ and ‘Performance Guarantee’ stated in the RFP Document. The participants were informed that both ‘Bid Security’ and ‘Performance Guarantee’ i.e. 5% & 10% respectively, was within permissible defined by PPRA (Public Procurement Regulatory Authority) Rules 2004. Moreover, it was also told that the ‘Bid Security’ of all the unsuccessful bidders will be returned upon award of Contract to the successful bidder and the security of successful bidder will be released after furnishing the ‘Performance Guarantee’. (*Reference, Bidding data*)
- 5) One of the representatives inquired with reference to the financial Proposal, of the RFP Document as whether a separate amount against each cluster had to be quoted or a lumpsum amount for all the clusters had to be incorporated in financial bid. In response, the participants were informed that the potential bidders may apply for conducting research

studies in any one or all of the clusters, so the financial proposal must be cluster-wise as per the format defined in the RFP Document.

- 6) A prospective bidder while discussing 'Terms of Payment' inquired about the submission of bank guarantee against 'Mobilization Advance' in addition to the Performance Guarantee. The attendees were informed that the performance guarantee is for the due performance of the Contract which shall be returned upon the completion of contract. While, the 'Mobilization Advance' is upon discretion of the potential bidder, if availed, will have to submit a bank guarantee of an equal amount i.e. maximum of 30%, in favor of the client and the interim payments will be adjusted proportionately.

The potential bidder who don't choose to avail the 'Mobilization Advance' will get the payment after completion of 'Phase 1' i.e. 20% of the contract amount. (*Reference Terms of Payment*)

Mr. Saham Nasir Program Assistant Manager MDU-II		Mr. Haseeb Raza Khan Deputy Program Director MDU-II	
Mr. Muhammad Ali Program Director MDU-II			