

Minutes of Pre-Bid Meeting

Provision of Desktop Computers

Punjab Skills Development Fund

Date: December 2, 2024

The Pre-bid meeting for "Provision of Desktop Computers" was held on Monday, December 2, 2024, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on Provision of Desktop Computers and submission of bid on EPADS portal

Seven (7) bidders attended the pre-bid meeting:

1. Mr. Mudassar Shahid from Pakistan Telecommunication Company Limited (PTCL)
2. Mr. M. Saleem Fazal from DWP Technologies Pvt Ltd
3. Mr. M. Bilal Chughtai from Computer Tips
4. Mr. Jaffar Hussain from Future Age Computers
5. Mr. M. Junaid from Jaffer Business Systems (Private) Limited
6. Mr. M. Nauman Malik from Megaplus Pakistan
7. Mr. Khurram Farooq & Ms. Maham from SI Global (attended via online link)

PSDF team provided a brief introduction of the bidding document's instructions and requested the bidders to ask any queries they may have.

Following questions were asked during the pre-bid by the representatives:

1. Representative from Future Age Computers & PTCL asked:

Regarding the delivery timelines, the Desktop Computers shall be imported in one single order of 1000 units instead of 200 units from the OEM.

Please confirm whether PSDF will be issuing a single Purchase Order (PO) for the total quantity of 1000 units, or batch-wise POs as per the delivery timelines specified in the bidding document will be issued?

Reply from PSDF Team:

PSDF will issue Purchase Order (PO) for a total quantity of 1000 units to the single lowest evaluated bidder.

In this regard, you can find the relevant payment terms associated with the issuance of Purchase Order (PO) in section 8.10 of the Financial Bid Form/Price Schedule of the bidding document.

2. All representatives requested:

Against the delivery timelines mentioned in the bidding document for the first shipment of 200 desktop computer units, the upcoming Christmas and Chinese Holidays, are likely to impact the delivery timelines as these may delay the associated production time and the shipment.

In light of this, it is requested to consider providing relaxation to the successful bidder only for the delivery of 1st order of 200 desktop computer units. This approach will help the successful bidder to mitigate any complications that may arise from the delay, particularly concerning the penalties outlined in the bidding document.

Reply from PSDF Team:

At the PSDF, we are committed to fostering a supportive environment for all our business partners. And we do understand that there may be circumstances that could impact production and delivery timelines, particularly the anticipated holidays. But considering the request received from you all, we would like to clarify that relaxation measures will be available upon the submission of actual and verifiable evidences by the successful bidder.

Furthermore, please be informed that in the absence of any such evidences, the delivery timelines outlined in the bidding documents must be adhered to strictly. As the arrival of these desktop computers at the earliest is a crucial component to kick off our upcoming training program and meet our rigorous project timelines.

Moreover, we encourage all bidders to continue their efforts in meeting these timelines to ensure smooth operations.

3. Representative from Jaffer Business Systems (Private) Limited asked:

Could you explain the delivery mechanism? Are we going to deliver the Desktop Computers to one centralized location or to multiple locations?

Reply from PSDF Team:

Following the successful pre-inspection of all hardware components and software by the PSDF team at the successful bidder's premises, the delivery locations which are also specified in the bidding document will be confirmed at the time of delivery.

4. Representative from Computer Tips asked:

1. Will it be acceptable if we quote an equal to the H series chipset that PSDF specified in the technical specifications?
2. Further he added is PSDF asking for any specific brand?

Reply from PSDF Team:

It was clarified by the PSDF the terms "or equivalent" and "or better" have been explicitly included in the technical specs.

Therefore, you can quote equivalent or better options in your bid and provide the supporting document or data sheet/technical specification. Moreover, for the second question PSDF team retorted, we are not asking for any specific brand as you can see from the 3.2 - Bill of Quantity (BOQ)/Specifications section that specs are generic in nature. Bidders can quote any brand that is in compliance with the specifications mentioned in the bidding document.

5. Representative from Jaffer Business Systems (Private) Limited asked:

Is PSDF going to issue the Purchase Order (PO) in US dollars? Moreover, it is requested to use Good Declaration (GD) date rate for conversion purpose for the payment.

Reply from PSDF Team:

As outlined in 8.10 - Financial Bid Form/Price Schedule of the bidding document, the Purchase Order (PO) will be issued in Pakistani Rupees (PKR). Please review the payment terms included in this bid form, which provides clarity on the PO issuance and the conversion rate applicable on the date of issuance of PO.

6. Representative from Computer Tips asked:

Please clarify on the branding required on Mouse Pad and Wallpaper? Can we go for sticker pasting on mouse pad?

Reply from PSDF Team:

Please follow the printing method specified in the 3.1 – Scope of Work section of the bidding document. Furthermore, no sticker printing is allowed.

7. Representative from PTCL asked:

Please clarify regarding the procedures and modalities involved in the receipt and delivery of desktop computers in the events of repairs/replacements as part of complaint management process.

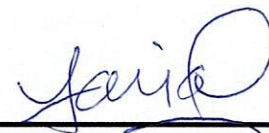
Reply from PSDF Team:

As outlined in 3.1 – Scope of Work of the bidding document, the receipt and delivery of desktop computers in the events of repairs/replacements shall be managed by the logistics firm of PSDF.

Afterwards, the procurement team inquired as to whether there were any other queries? All the representatives replied the queries have been addressed successfully and confirmed that they don't have any further queries, and details of the bidding document are acceptable to them.

Furthermore, PSDF team requested to ensure submission on the EPADS portal by the submission deadline i.e., December 11, 2024 on & before 3:00 Pm.

The procurement team lastly added, if you have any further queries, you can ask by clarification deadline i.e., December 4, 2024, 5:00 Pm through EPADS portal.



On behalf of PSDF Procurement