



Minutes of Pre-Bid Meeting

“COLPOSCOPE SYSTEM”

The subject meeting was held at conference room of the Administration Block of Mardan Medical Complex Mardan on Thursday, February 17, 2022 at 10:00 AM in presence of the procurement committee for Goods (Medical Equipment). Attendance sheet attached.

The following firms participated in the pre-bid meeting.

1. M/s Mediland Pakistan Pvt. Ltd.

After recitation of the Holy Quran and introduction, Chairman Procurement Committee Professor Dr. Muhammad Said welcomed all the participants and informed that the purpose of this meeting is to discuss the draft bid solicitation documents including specifications and evaluation criteria and to incorporate the suggestion/comments from prospective bidders, so that the draft may be approved by the competent authority once supplemented/amended.

Chairman Procurement Committee Professor Dr. Muhammad Said, further added that the draft document for the subject equipment has been prepared keeping in view the requirements & allocated budget of MMC Mardan, however your comments / suggestions towards improvement will be appreciated and incorporated, if agreed by the committee. Dr. Naila being HOD / end user Gynae department added here that once the specifications agreed. If the firm could not quote accordingly, shall be declared as non-responsive. Maximum 03 (three) deviations not affecting the performance of the product shall be accepted.

While initiating the discussion Manager Procurement, informed the forum that this document has been prepared in light of KPPRA Law and Rules. The bidding shall be conducted under the Single Stage Two Envelops procedure. All the bidders were advised to read these documents thoroughly, however some of the important points were announced as under.

- i. Each firm will carefully fill the cover sheet comprising complete information.
- ii. Each firm will submit affidavit as per sample annexed in this document on judicial stamp paper.
- iii. Late bid shall not be entertained / accepted.
- iv. An affidavit is mandatory in the technical bid that bid security (in original) on FOR rates is placed in the financial bid.
- v. In case a bidder quotes more than one package, they will have to submit individually bids (technical & financial) as mentioned in Bid Solicitation Documents.
- vi. All the relevant documents must be attached with the bid and it is categorically mentioning here that none of the document will be entertained (affecting the bid of the other competitors) once bid submitted and decision will be made on the bid submitted on time prescribed in the advertisement / bid documents.
- vii. Regarding GST all the firms will add 17% (where applicable) as the government has omitted this clause from the relevant law.
- viii. Each bidder will submit Single bid (in original)
- ix. Each bidder shall quote its bid annexure wise along with page numbering.
- x. For specifications each firm shall quote its brand name with proper model / serial number and shall **NOT** use the word “As per specification” or “specifications compliance”



**Medical Teaching Institution
Mardan Medical Complex Mardan**



Eligibility Criteria.

On request of a bidder for removal of dual certificate procurement committee agreed as the equipment is used for diagnostic purpose only, however no compromise shall be made on quality of equipment.

Evaluation Criteria.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Regarding relevant experience, marks should also be considered of the previous model.	M/s Mediland Pakistan Pvt. Ltd.	Agreed by procurement committee with the condition that each firm shall quote its latest model / series. The full three marks will be given of the quoted model. While two marks will be given in case of previous model.
2.	The hospital shall provide a room to the successful bidder, the equipment specific requirement will be responsibility of the firm along with Online UPS.	Procurement Committee	Agreed by the all the bidders.

Specifications: -

Engineer Mr. Farhan, as technical member along with end user emphasized that that no change will be made on the given specification as these generalized.

At the end of the meeting, chairman procurement committee once again announced that we expect from the bidders to quote their best and final rates in this competition. It was also announced that these minutes will be circulated through MMC website and will be the integral part of the Bid Solicitation Documents.

The meeting ended with a mutual vote of thanks.


Hospital Director MTI MMC Mardan

Copy to:

- 1 All the firms who attended / obtained the bid solicitation documents.
- 2 IT section with request to hoist the same on MMC website.
- 3 Members Procurement Committee
- 4 Secretary to BoG MTI-Mardan.
- 5 Office Copy


Hospital Director MTI MMC Mardan