



Directorate General of Sports
Khyber Pakhtunkhwa
Sports Complex - Qayyum Stadium Peshawar

**MINUTES OF THE PRE-BID MEETING HELD ON 30-09-2022 AT 1100
HOURS AT PESHAWAR SPORTS COMPLEX, PESHAWAR CANTT.**

In pursuance with the advertisement published in daily newspapers, KP-PPRA, Departmental website, a meeting was held in the conference room of the Directorate General of Sports, Khyber Pakhtunkhwa Peshawar Sports Complex on Friday, September 30, 2022 at 11:00 AM in presence of the Procurement Committee for Hiring the Services of Event Management Firm / Service Providers for outsourcing the Sports functions like opening / closing ceremonies of the events, accommodation for players, local transportation, venue décor and media campaign etc. Attendance sheet is annexed.

The following firms participated in the pre-bid meeting: -

1. M/s SK Traders Enterprises
2. M/s Catalyst Communication
3. M/s Ample the Consultants
4. M/s Liaison Corporation
5. M/S Young Leader Forum
6. M/S Glow Interior

After recitation from the Holy Quran, Mr. Khalid Khan, Director General Sports Khyber Pakhtunkhwa welcomed the participants and given a brief introduction of the ADP Scheme and the requirements of services and expectation of the Department from the bidders. Subsequently, he invited the Chairperson Procurement Committee Mrs. Rashida Ghaznavi to briefly explained the purpose and objective of this meeting. She informed that the purpose of this meeting is to discuss the draft bid solicitation documents including guidelines and evaluation criteria and to incorporate the suggestions / comments from prospective bidders, so that the draft may be approved by the competent authority once supplemented / amended.

Mr. Amjad Iqbal Assistant Director (Accounts) also given a detailed presentation on draft bid solicitation documents. He added that the draft document for the required services has been prepared keeping in view the requirements and allocated budget of sports department. He apprised the participants that your comments / suggestions if any towards improvement will be appreciated and will be incorporated if agreed by the committee. The bidders were informed that this document has been prepared in light of the KP-PPRA guidelines and Rule 14 (2) (b). The bidding shall be carried out under **Single Stage Two Envelop procedure**. All the bidders were advised to read these documents thoroughly, however, some of the important points were announced as under: -



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- i. Late bid shall not be entertained / accepted.
- ii. An affidavit is mandatory in the technical bid that bid security (in original) is placed in the financial bid.
- iii. 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.
- iv. Financial bids shall be opened of the technically qualified firms only.
- v. Each firm shall fill the Bid Cover sheet given in the BSDs.
- vi. Each bidder shall quote its bid including all applicable taxes.
- vii. Each bidder will submit Single bid (in original)
- viii. Each bidder shall quote its bid annexure wise along with page numbering.
- ix. The successful bidder shall submit the performance security upto 10% of the contract value.

Introduction to the Bidders.

Three bidders namely M/S Liaison Corporation, M/S Young Leader Form and M/S Ample the Consultants requested to change the bidding process from Rule 14 (2) (b) to Quality Cost Based System (QCBS) as the whole bidding documents requires consultancy and design aspects which related to consultancy services. They added that the main focus of the Directorate of Sports is ensuring toward quality, therefore best bidding procedure under the required circumstances is QCBS.

The following queries / issues were discussed and replied: -

1. M/S Liaison Corporation added that the required management services are purely consultancy services and hence requiring QCBS instead of Non-Consulting Services under Rule 14 (2) (b).

Decision: The Committee discussed the issue in detailed and decided to revise the bidding procedure and unanimously agreed with the bidding process under QCBS .

2. On a query from M/S Liaison Corporation regarding dates and timings of various activities.

Reply: The participants were informed that the Intervarsity Games will commence from 19th October 2022 while rest of the activities will be held on different dates.

3. On a query from M/S Young Leader Form regarding that all Provincial level activities will be held only in Peshawar or in other Districts.

Reply: The participants were informed that the events will be held in other districts as well.



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4. On a query from M/S Liaison Corporation regarding number of participants in Intervarsity games and the decreased number of participants on accommodation side.

Reply: The participants were informed that difference is due to the fact that accommodation for female contingents will be arranged by the Directorate of Sports itself due to our norms and cultural constraints.

At the end of the meeting, the Director General emphasized that no compromise shall be made on the quality of services and we expect from the bidders to quote their best and final rates in this competition. The participants were informed that the minutes of the meeting will be circulated through email as well as on the KP-PPRA website and will be the integral part of the Bid Solicitation Documents.

The meeting ended with a mutual vote of thanks.

Member/Secretary
Procurement Committee

Copy to:

- 1 All the firms who attended the meeting.
- 2 Members Procurement Committee
- 3 PA to Director General Sports KP
- 4 Procurement Specialist (Consultant)
- 5 Office Copy

Member / Secretary
Procurement Committee
Contact: 091-9212767