



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

**MINUTES OF THE PRE-BID MEETING HELD ON 03-10-2022 AT
02:00 PM AT PESHAWAR SPORTS COMPLEX, PESHAWAR CANTT.**

In pursuance with the advertisement published in daily Aaj, KPPRA website, Departmental website, a meeting was held in the conference room of the Directorate General of Sports, Khyber Pakhtunkhwa Peshawar /Sports Complex on Monday, October 03, 2022 at 02:00 PM in presence of the Procurement Committee for Hiring the Services of Event Management Firm / Service Providers to hold / execute the “**KP SPORTS HEROES RECOGNITION AWARDS**”. Attendance sheet is annexed.

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

1. M/S Provider Enterprises
2. M/S Ample the Consultants
3. M/S Macroosm Advertising agency
4. M/S Catalyst Communication
5. M/S Young Leader Forum
6. M/S Asia Tent Caterring Services
7. M/S Nucleus Consultants
8. M/S Glow Interior

After recitation from the Holy Quran, Mr. Azizullah Jan, Director (Operation) 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 Mr. Amjad Iqbal Assistant Director (Accounts) to give 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 KPPRA 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: -

- 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.



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- iv. Each applying firm will give a presentation on their methodology and other aspects of required work task and submit the same along with Technical bid. The presentation will be either on same day of opening of technical bid or as decided by the procurement committee.
- v. Financial bids shall be opened of the technically qualified firms only.
- vi. Each firm shall fill the Bid Cover sheet given in the BSDs.
- vii. Each bidder shall quote its bid including all applicable taxes.
- viii. Each bidder will submit Single bid (in original)
- ix. Each bidder shall quote its bid annexure wise along with page numbering.
- x. The successful bidder shall submit the performance security upto 10% of the contract value.

After presentation by Sports Directorate, Forum was opened for discussion

All bidders are requested to change the bidding process from Rule 14 (2) (b) to Quality Cost Based Selection (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.

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

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 KPPRA website and will be the integral part of the Bid Solicitation Documents.

The meeting ended with a mutual vote of thanks.

**Assistant Director / 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 Office Copy

**Assistant Director / Member / Secretary
Procurement Committee
Contact: 091-9212767**