



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

MINUTES OF PRE-BID MEETING

**“Procurement & Installation of
Gym / Fitness and Other Equipment”**

In pursuance to the advertisement published in the different newspapers, KP-PPRA and Federal PPRA websites, the subject meeting was held in conference room of the Directorate General of Sports, Khyber Pakhtunkhwa Sports Complex - Qayyum Stadium Peshawar on Friday, September 23, 2022 at 11:00 AM in presence of the Procurement Committee for Goods. Attendance sheet annexed.

The following firms participated in the pre-bid meeting.

1. M/s Khyber Enterprises
2. M/s Shoaib Sports Company
3. M/s Yahya Sports
4. M/s Ali bahi & Sons Pvt Ltd
5. M/s Afridi Enterprises

After recitation of the Holy Quran and introduction, Chairperson Procurement Committee Mrs. Rashida Ghaznavi 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 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) added that the draft document for the subject equipment has been prepared keeping in view the requirements & allocated budget of sports department, however your comments / suggestions towards improvement will be appreciated and incorporated if agreed by the committee. Technical Member Mr. Sheraz Coach /Expert Gym Equipment, sports department further added here that once the specifications agreed and 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 Procurement Specialist (Consultant), informed the forum that this document has been prepared in light of KP-PPRA guidelines. The bidding shall be carried out under **Single Stage Two Envelops procedure**. All the



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bidders were advised to read these documents thoroughly, however some of the important points were announced as under.

- i. Each firm will submit affidavit as per sample annexed in this document on judicial stamp paper.
- ii. Late bid shall not be entertained / accepted.
- iii. The firm cannot participate in the capacity of Joint Venture
- iv. An affidavit is mandatory in the technical bid that bid security (in original) is placed in the financial bid.
- v. 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.
- vi. Financial bids shall be opened of the technically qualified firms only.
- vii. Each firm shall fill the Bid Cover sheet given in the BSDs.
- viii. Each bidder shall quote its bid including all applicable taxes.
- ix. Each bidder will submit Single bid (in original)
- x. Each bidder shall quote its bid annexure wise along with page numbering.
- xi. 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*”
- xii. The successful bidder shall submit the performance security upto 10% of the contract value.
- xiii. The detail of post warranty was explained in detail.

Eligibility Criteria.

One of the bidder M/s Shoaib Sports Company requested to add the word authorization letter for the quoted equipment along with the authorized dealer in the eligibility criteria. Procurement Committee agreed as this department encourage the open competition, however quality of the equipment cannot be compromised in any case.



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Evaluation Criteria.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Regarding relevant experience of private sector, invoice should also be considered as no purchase order is being issued by the private sector.	M/s Shoaib & M/s Yahya	Agreed by procurement committee with the condition that the bidder shall give full information on its own letter head including contact numbers to whom the invoice / delivery was made.

Specifications: -

Procurement Committee including member technical apprised the prospective bidders regarding technical specification mentioned in the bid documents and answered the queries. Most of the points / queries from the bidder's side were rectified; however following points were also discussed and decided as follows.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	TREADMILLS regarding 6 HP	M/s Yahya & M/s Shoaib	The word max peak shall be removed and 6 HP shall be replaced with <i>Minimum 4 HP or above.</i>
2.	Removal of word "Commercial level, American or European standard"	All bidders	Not agreed by the DG Sports and procurement committee.
3.	SQUARD STAND / PLATES STAND / ROD CHEST Clarification about Local / Imported	All bidders	It was unanimously decided by the committee to quote the financial bid of local made Squard Stand, Plates Stand and Rod Chest only.
4.	PLATES / DUMBDEL Clarification about Local / Imported	All bidders	It was unanimously decided by the committee to quote the financial bid of Imported Plates and Dumbbel only.
5.	It was also decided and directed by the Director General to quote the stabilizers (where required) for smooth operation of the equipment and price		



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S #	Comments / Suggestions / Objections	Raised by	Decision
	should be mentioned with the respective equipment for evaluation.		

At the end of the meeting, Director General announced once again that no compromise shall be made on the quality of equipment and we expect from the bidders to quote their best and final rates in this competition. Consultant informed that these minutes will be circulated through email & on KP-PPRA website and will be the integral part of the Bid Solicitation Documents.

The meeting ended with a mutual vote of thanks.

**Chairperson
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

**Chairperson
Procurement Committee
Contact: 091-9212767**