



KHYBER PAKHTUNKHWA CULTURE & TOURISM AUTHORITY



File. No: MP/FWC for production services/ KPCTA/ 4-3/2022/ Vol.1
Dated: 1 September 1, 2022.

MINUTES OF PRRE BID MEETING FOR FRAMEWORK CONTRACT FOR

- SOUND SYSTEM & LIGHTING SERVICES
- OUTDOOR VENUE & BRANDING SERVICES
- PRODUCTION SERVICES

The subject meeting was held on **31-08-2022 (Wednesday) at 03:30 PM**, in the Conference Hall of Khyber Pakhtunkhwa culture & Tourism Authority, KPCTA.

CHAIRD BY: General Manager Planning and Marketing, KPCTA
IN ATTENDANCE: Manager Procurement, KPCTA
Deputy Director, Finance & Accounts, KPCTA
Manager Marketing information and Culture, KPCTA
Specialist Procurement, KPCTA
Specialist Contract Management, KPCTA

Attendance Sheet attached at F/A

AGENDA:

Agenda of the meeting was to address the bidder's concerns regarding the framework contract for

- Sound system & lighting services
- Outdoor venue & branding services
- Production services

PROCEEDINGS:

After recitation from the Holy Quran, the Chairman welcomed the members of the procurement committee and briefly discussed the agenda of the meeting.

DECISIONS:

The following discussions were made by the committee and bidders.

- Specialist Procurement thoroughly discussed the Bid Solicitation Documents with the concerned bidders and clarified that the process of bidding is single stage two envelop process and the CDR has to be submitted with the financial bid. The bidders are required to submit an affidavit clearly showing that the bidder has enclosed his CDR with the financial bid and that the firm has never been blacklisted by any government department.
- Evaluation Criteria was also discussed in the meeting and it was clarified that the bidders who obtain 70 or above marks will be considered qualified for the financial bid opening. If in a situation the financial bid ties between two bidders then the decision will be taken on the basis of technical bid.



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- It was discussed with the bidders that CVs of the staff working with the firm must be attached. Experience certificate of similar nature work done must also be attached.
- Bidders related to production services must submit their samples of videography/documentary preferable of tourism sector, archeological, cultural wildlife, historical etc with the technical bid. Quality of the items will be examined by the technical & evaluation committee at the bidder/firm owned warehouse/office premises on the expense of supplier.
- Bidders were advised to carefully read the schedule of requirements.
- **It was decided to extend the last date of submission of bids to 14th of September for outdoor & venue branding and sound system & lighting services and 15th of September for production services as the information department did not publish the tender on the same date as we proposed, so a corrigendum should be issued in this regard.**
- Suggestion regarding the sound system was given by the bidders related to sound system and lighting system services that instead of quoting separate items, rates for full package be quoted. Manager Information and Marketing / Culture proposed that different performers need different type of sound system that is why the rates for separate items are quoted.
- Suggestion regarding the 500KV Generator was given by the bidders related to sound system and lighting services that 500 KV Generator was not easily available in the market and transportation is also very difficult. Specialist procurement proposed that different Event has different requirement / need that is way the option given in the schedule of requirement is varies between 50 KV to 500 KV and will ordered as per requirement.

The meeting was ended with a mutual vote of thanks from the committee.

General Manager Planning and Marketing, KPCTA _____

Manager Procurement, KPCTA _____

Deputy Director, Finance & Accounts, KPCTA _____

Manager Marketing information and Culture, KPCTA _____

Specialist Procurement, KPCTA _____

Specialist Contract Management, KPCTA _____