



EDUCATIONAL TESTING AND EVALUATION AGENCY
GOVERNMENT OF KHYBER PAKHTUNKHWA

No. ETEA/3-3/Misc/

Dated: 27th July, 2021

MINUTES OF THE PRE-BID MEETING

For Procurement of Video Making Service

The subject meeting was held on 27th July, 2021 at 11:00 AM at the office of Director (Finance/Admin) ETEA office Hayatabad. The following attended the meeting.

- | | |
|---------------------------------------|------------|
| i. Director (Finance/Admin) ETEA | (Chairman) |
| ii. Deputy Director Systems ETEA | (Member) |
| iii. Deputy Director Procurement ETEA | (Member) |

PROCEEDINGS FOR VIDEO MAKING SERVICE:

Deputy Director (Procurement) welcomed the participants and appraised them regarding the subject procurement.

Below mentioned two firms attended the pre-bid meeting.

1. M/s Afghan Sons
2. M/s Hiones

PURPOSE:

The chair mentioned that the purpose of the meeting was to give an opportunity to the bidders to seek clarifications, regarding the whole tendering process including evaluation criteria and the bidding documents.

A brief discussion was done from the side of Mr. Ahsanullah (Deputy Director Procurement ETEA) for the key aspects of the bidding documents.

REVISIONS MADE DURING THE PRE-BID MEETING

1. The bidders requested to change the criteria for payment in case of force majeure conditions and requested to make full payment in case the test cancel's within 72 hours stating the reason that they have to book the man power along with all necessary stuff and deploy their teams one day before the commencement of the test.

Answer

The request to change has not been agreed by the Procurement Committee.

The meeting was concluded with the vote of thanks from the chair.


Ahsanullah Marwat

Deputy Director (Procurement)

Copy forwarded to:

1. PS to Executive Director ETEA
2. All Members (Procurement Committee)


Ahsanullah Marwat

Deputy Director (Procurement)