

**MINUTES FOR THE
PRE-BID MEETING HELD ON SEPTEMBER 23, 2024 FOR THE "HIRING OF CONSULTANT FOR THE INFORMATION
TECHNOLOGY (IT) GAP ANALYSIS IN COMMON MANAGEMENT UNIT (CMU)"**

Tender for the "Hiring of Consultant for The Information Technology (IT) Gap Analysis in Common Management Unit (CMU)" was advertised on Sunday, September 15, 2024 and Pre-Bid meeting was held at Committee Room, CMU on Monday, September 23, 2024 at 11:00AM. The meeting was attended by the following:

CMU Staff:

- i. Mr. Omar Zia, Chief Audit Officer CMU-Requisitioning Unit/Observer
- ii. Mr. Sabir Qureshi, In charge PSCM CMU
- iii. Mr. Junaid Mufti, Manager IT CMU
- iv. Mr. Rizwan Ali, Internal Audit Officer CMU-Requisitioning Unit/Observer
- v. Mr. Muhammad Imran Khan, Procurement Officer-Pharmacist

Representatives from Firms:

- i. Representative of M/S Glow bug Technologies
- ii. Representative of M/S M Traders

The meeting started with the agenda under discussion. The Procurement Officer welcomed the representatives of relevant firms in the Pre-bid meeting. The representatives of firms were asked for queries related to the tender advertised. Following clarifications/information was shared with the firm's representatives in response to their questions.

- (a) In response to the query regarding the hard copies of required documents submission to CMU along with the documents uploaded at EPAD, it was clarified by the committee that hard copies documents should also be submitted with the bid as it is compulsory and the documents should be same as uploaded at EPADs.
- (b) Representative from firms asked whether there will be a Non-Disclosure Agreement for any data sharing between the CMU and the firms. It was clarified by the committee that Non-Disclosure Agreement can be made between the two firms.
- (c) The representative of firm asked for the procedure to fulfill the assignment, it was clarified by the committee that the assignment is aimed at identifying the gaps in various IT related processes and the consultant would be required to give recommendations accordingly.
- (d) The firm representative asked whether the assignment can be performed through online sessions or physical existence is required for the performance of this assignment. It was clarified by the committee that it depends on the need basis. Areas which required physical presence will require someone from the firm to handle the situation physically and if online session is feasible then tasks which can be handled online can be performed through online sessions. However the decision of CMU will be final to opt any option.
- (e) The firm's representative asked about the requirement of 10% performance guarantee, if it is possible to reduce the performance guarantee. It was communicated that performance guarantee is according to the PPRA rules and cannot be revised.
- (f) The representative of firms asked regarding the number of software's running in CMU and the third parties which are handling the software's in CMU. In addition, the firms asked whether there will be any communication available between the firm and third parties. The committee informed the firms about the different software's currently running in CMU and the arrangements under which the software's are running. The committee asked the firms to carefully make an assessment of the scope of work which needs to be performed before submitting their bids. The representatives were encouraged to come up with any questions they may have in preparation of work proposal and submit via email.
- (g) Few firms approached to participate in pre bid meeting online, it was communicated that pre bid meeting will be convened at CMU office but written questions / queries may be asked through EPADS website or email to this office.
- (h) The scoring methodology was explained to the participants that as mentioned in the SBD, technical score weightage is 70% while financial weightage is 30%.
- (i) EPADS website was checked for any query regarding subject tender and it was observed that no query was generated from any firm till date.
- (j) It was communicated to the available firms that the pre-bid meeting minutes will be uploaded at CMU and EPADS website for the information.