



**PROJECT MANAGEMENT UNIT (PMU)**  
**Economic Revitalization in Khyber Pakhtunkhwa**  
**Industries Department, Civil Secretariat,**  
**Peshawar**



Khyber Pakhtunkhwa  
Federally Administered Tribal Areas  
and Balochistan  
Multi-Donor Trust Fund

**Subject:- PRE-BID MEETING MINUTES OF IT/OFFICE EQUIPMENTS**

Pre Bid meeting held on 20<sup>th</sup> November 2020 for procurement of IT/Office equipment's and LED Screen for KP-BOIT and PMU-ERKP against the RFQ floated in newspapers.

The following attended the meeting

- |                                |                               |           |
|--------------------------------|-------------------------------|-----------|
| 1. The Mr. Faisal Ahmad        | Additional Project Director   | PMU-ERKP. |
| 2. The Mr. Waqar Ahmad         | Procurement Specialist        | PMU-ERKP  |
| 3. The Mr. Ilyas Hassan        | Competitive Sector Specialist | PMU-ERKP  |
| 4. The Mis. Umm-e-Ummara       | Sr. Marketing Expert          | KP-BoIT   |
| 5. The Shahibzada Abdur-Rehman | Assistant Manager IT          | KP-BoIT   |
| 6. The Arbab Shahpasand        | Procurement Assistant         | PMU-ERKP  |
| 7. The Representative of firms | list attached                 |           |

Meeting started with recitation of the Holy Quarn. The Procurement Specialist PMU-ERKP brief the forum about the floated RFQs. Detail discussion were held on required items, specification & Criteria. Items wise detail of the discussion is as under.

**A. IT Equipment " Laptop Qty: 14:**

The representative of firms informed that the required 8<sup>th</sup> Generation is an outdated and currently 10<sup>th</sup> Generation is available in the Market while the 11<sup>th</sup> Generation is going to be launched soon. Even if the 8<sup>th</sup> Generation is available it will be an old stock. The Assistant Manager IT KPBOIT recommended that it needs to change to 10<sup>th</sup> Generation or higher. The forum agreed with the recommendation, the representative of firms were informed that changes in the specification would be notified through minutes of the meeting and will be communicated to firms as well as will be uploaded on the web portals of KPBOIT & PMU-ERKP.

Further clarification regarding the windows and carry case of the Laptop it was informed that the windows should be Professional Window 10 Pro Licenced 64 Bit and the carry case should be Genuine of the offered brand and executive type. The following amendments were agreed.

1. Laptop 10<sup>th</sup> Generation or Higher instead of 8<sup>th</sup> Generation or Higher.
2. Professional Window 10 Pro Licenced 64 Bit instead of Windows 10.
3. Carrycase Genuine of the offered brand and executive type instead of laptop bag.
4. Warranty should be one year local warranty instead of One year Warranty.
5. Other specification and condition remain the same.

*[Handwritten signature]*

*Ummara  
Marketing Expert*  
*Sada Abdur Rehman  
Assistant Manager IT*

**B. OFFICE EQUIPMENT:**

After detail discussion the representative of the firms raised concerned on the Authorization of the Telephone Set. As the items is general item there for the firms requested that the condition of the authorization in case of Telephone sets may be waived-off. The forum agreed and recommended to Waived off the Qualification criteria clause.2 (Authorization certificate) for telephone set.

In case of MFP Printer it was informed that the prices of additional Genuine Toner to be quoted separately however combined evaluation will be carried out for MFP Printer and Extra 2 Toner.

For Projector the Assistant Manager IT KP-BOIT informed the forum that in case projector Built-in wireless connectivity is required and standard ceiling mounted kit along with installation to be provided. The requirement of extra bulb has been removed.

The following amendments have been agreed

1. Authorization of Manufacturer in case of Telephone sets has been waived off.
2. Prices of MFP Printer and Genuine extra Tonners to be quoted separately.
3. Projector "Built in Wireless connectivity is required and standard ceiling mounted kit along with installation.
4. The requirement of extra bulb for projector has been deleted.
5. Other specification and condition remain the same.

**C. LED TV:**

In case of LED TV Sr. Marketing Expert KP-BoIT informed that the requirement of LED should be with Portable Trolley with screen adjustment features with each screen.

The following amendments have been agreed.

1. Portable Trolley with screen adjustment features Qty: 03 has been added.

The meeting end with the vote of thanks

