



PRE-BID MEETING MINUTES

Procurement of House Keeping Services for NIBAF, Islamabad (Package 1)

ITB No. NIBAF (Proc.)/housekeeping services/00130/2023

1. A Pre-Bid meeting for the captioned procurement was held on **March 07, 2023 at 11:00 AM (PKT)** at Ground Floor, NIBAF, Islamabad.
2. The representatives of the Procurement Unit and Hostel Unit, NIBAF (Islamabad) and prospective bidders/service providers participated in the meeting.
3. The meeting commenced with a welcome note. At the outset, all participants were briefed about the purpose of the meeting, which was to provide an overview of the bidding process, explain the scope and specific services data/scope of services, and clarify relevant queries of the participants. Further, it was conveyed that the queries submitted by the participants would be sequentially discussed and unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries/comments of the participants and relevant responses by the NIBAF's representatives are given in **Annexure A**.
5. An addendum to the Bidding Documents is given in **Annexure B**.
6. Furthermore, the following guidelines may please be noted for the submission of Bids;
 - a. The bidders must submit the complete and comprehensive Bid per the requirements outlined in the Bidding Documents. Non-compliance shall result in the rejection of the Bid.
 - b. All components of costs must be incorporated in the Price Schedule considering the scope of services.
 - c. The Bidder/Service Provider must comply with all Labor and other applicable laws, including but not limited to the following:
 - i. Payment of at-least minimum wages/salaries/ remuneration as notified by the respective Government/Authorities/Departments etc.,
 - ii. Ensure EOBI and Social Security registration of its resources and regular payment of contributions,
 - iii. Payment Gratuity,
 - iv. Group Life and Medical Insurance,
 - v. Casual, medical and maternity, or any other leaves as per applicable laws,
 - vi. Any other requirement as applicable under the relevant law
 - d. The bidders may seek related clarification or modification of the Bidding Documents no later than three (03) days before the deadline for submission of bids.
 - e. The bids prepared as per the instructions contained in the Bidding Documents, Pre-Bid Meeting, and subsequent clarifications (if any) thereof must be submitted on or before **March 14, 2023, at 11:00 AM (PKT)** at the given address;

Sr. Joint Director Administration,
National Institute of Banking & Finance
H-8/1 Pitras Bukhari Road, Islamabad
Tel: 051-9269844

- f. All Bids will be opened on **March 14, 2023, at 11:30 AM (PKT)** at the Ground Floor, National Institute of Banking and Finance, Islamabad.
 - g. In case of submission of Bid via courier, an email may be sent to imran.raza@sbp.org.pk to enable timely coordination and collection of the documents before the submission deadline. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
7. After a detailed briefing, the participants were requested to confirm whether all of their queries had been adequately addressed and that no ambiguity remained related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

ANNEXURE A

#	Queries/Comments	Responses
1.	What would be the amount of Bid Security?	A Bid Security of Rs. 200,000/- (Rupees Two Hundred Thousand Only) in favor of NIBAF (NTN#3248810-6) shall be enclosed along with the Technical Proposal in the shape of Pay Order/ Demand Draft /Call Deposit/Bank Guarantee.
2.	Following three items required for each room are creating ambiguity and also increasing our bid cost: 1. Nail Filer 2. Hair Dryer 3. Ear buds Some of the bidders of the view that nail filer and ear buds may be the source of skin and viral diseases and may not be commendable.	Agreed with bidders , the issue has been discussed and management of the view that bidders concerns merit consideration, therefore, these three items are removed from the list.
3.	What is the number of service points?	The number of service points has been specified against each service category in <i>Specific Requirements from Service Provider Section VI (Part 1) – Specific Requirements from Service provider (Section-II)</i> of the Bidding Documents.
4.	What should be the format for quoting prices against required services?	After detailed discussed on Price schedule the same has been added at Section V Financial Bid (Price Schedule) Form II.

ANNEXURE B

Addendum# 01

All participating bidders are advised to consider the revised text of the Bidding Documents as follows;

Reference	Initial Text	Revised Text
Section II Bid data sheet (BDS) clause 14.1	<u>Bid Security of Rs. -----/- in favor of NIBAF shall be enclosed along with the Technical Bid in the shape of Pay Order / Demand Draft /Deposit at Call in favor of National Institute of Banking & Finance valid for a period 28 days beyond the Bid Validity date.</u>	<u>Bid Security of Rs. -200,000/- in favor of NIBAF shall be enclosed</u>
Section IV Qualification Criteria (Heading)	Qualification Criteria	Minimum Eligibility & Qualification Criteria
Point 6 of Table	The Bidder should have <u>minimum 5-7 similar assignments in last 4 years of similar functional/technical characteristics and of a comparable scale.</u>	Minimum 5 similar
Point 7 of Table	<u>The bidder with experience of providing services in three/four star hotels and Guest Houses will be given preference</u>	Deleted
Section VI Part I General Requirements from Service provider (Section I) List of items to be provided: Item No. 12	<u>Rose Petal Tissue Box, hair dryer, earbuds, nail filer</u>	<u>Tissue Paper Box of A quality</u>
Section V Financial Bid (Price Schedule) Form II	<u>N/A</u>	<u>Price Schedule Included</u>
Section VI Part I Section II Specific Requirements from Service provider Point 1	<u>The Service Points for housekeeping are 8 with 8 hours duty time and two supervisors for 24 hours . The service points required in shifts on 24/7 basis.</u>	<u>The Service Points for housekeeping are 8. The service points required in shifts on 24/7 basis.</u>

The rest of the Clauses and Terms & Conditions of the Bidding Documents shall remain intact.

ANNEXURE B

Price Schedule

Description of services	First year		
	Monthly Service Charges	Applicable Sales Tax	Total Annual Service Charges
	P	T=P *15%	B= 12x(P+T)
House Keeping Services (No. of Double Occupancy Rooms 00 to 32)			

In case of increase in occupancy than the above threshold (base-occupancy), the payment shall be made on pro-rata basis as follows;

No. of Rooms (00 to 64)	Rate of 00 to 32 + 10% of P
No. of Rooms (00 to 96)	Rate of 00 to 64 + 10% of rate of 00 to 64
No. of Rooms (00 to 124)	Rate of 00 to 96 + 10% of rate of 00 to 96