



**OFFICE OF THE MANAGER  
REGIONAL BLOOD CENTRE (RBC) HAYATABAD  
HEALTH DEPARTMENT KHYBER PAKHTUNKHWA**



**SUBJECT: MINUTES OF PRE-BID MEETING REGARDING THE PROCUREMENT OF CONSUMABLES FOR REGIONAL BLOOD CENTRE (RBC) PESHAWAR.**

In pursuance to the invitation for Bid published in the press on 12-06-2018 for selection & rate contracting of consumables for Regional Blood Centre (RBC) Peshawar for the year 2018-19, a pre-Bid meeting of T & E Committee was held on 22-06-2018 at 10:00 hours with the prospective bidders.

<b>Participants:</b>	1. Dr. Jamal Abdul Nasir, Chairman RBC, Peshawar.	Chairman
	2. Dr. Shams-ur-Rahman, SBTP, Peshawar,	Co-opted Member
	3. Dr. Noor-e-Saba, Manager, RBC, Peshawar.	Member
	4. Mr. Naeem Khan, Senior Pharmacist, DGHS Peshawar.	Member
	5. Mr. Zawar Mashwani, PO, DGHS Peshawar.	Member
	6. Mr. Khalid, QAM, RBC, Peshawar.	Member
	7. Ejaz Ali	Abbott Company
	8. Talib Husain	Burhani Enterprises
	9. Mahmood Awan	SMS Enterprises
	10. Zia Ul Haq	Chemical House

**Date:** June 20, 2018

**Venue:** Office of the Manager Regional Blood Centre (RBC) Hayatabad Peshawar.

**Time:** 10:00 AM – 12:30 PM

**Agenda:**

**The objective of the pre-Bid meeting was to get clarifications (if any) regarding specification and evaluation criteria, so as to ensure principles of procurement i.e. transparency, economy and value for money as KPPRA Rules 2014 without compromising the quality procurement in the best public interest.**

The meeting started under the chairmanship of Dr. Jamal Abdul Nasir. He welcomed all the participants. Mr. Naeem Khan recited verses from the Holy Quran. The participants were informed regarding terms & conditions, evaluation criteria and standardization of the statement of requirement (SOR) carrying the technical specifications of consumables for Regional Blood Centre (RBC) Peshawar.

The chairman further intimated the basic objectives of the pre-Bid meeting is to make the process more fair and transparent. The standard bidding documents (SBD) were discussed threadbare and item wise.

The queries of the bidders regarding bid security performance guarantee, certification, evaluation criteria, mode of the procurement and payment, inspection, penalties, were responded to as per KPPRA Act and rules. The advice/suggestions of the firms which were not in favour of any particular bidder and were more general ensuring the quality services, broadening the competition, value for money and further improving transparency were adopted.

**Discussions:**

1. Dr. Jamal Abdul Nasir in his opening remarks stated that this pre-bid meeting has been arranged to facilitate bidders regarding any technical issue that they might have faced while preparing the bid



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document and that the management of RBC is available to facilitate bidders with whatever queries that they might have and suggested that bidders can E-mail their queries directly to the management of RBC which would be responded to promptly.

2. Mr. Naeem Khan explained Quality Assurance Certificate/Embassy attestation of the principal firm/company to the participants in detail. However in technical Evaluation parameter, and upon the request of one of the bidders, slight modification was unanimously recommended by the Technical Committee, RBC:
  - a. In mandatory documents the provision of embassy attestation squeezes the bidding competition which is against the spirit of KPPRA acts and rules, however these parameters were added to ensure the authenticity of mandatory documents. It was unanimously decided by the committee that authenticity of the mandatory documents can also be verified through email from principal manufacturer. So for the purpose of healthy competition it was recommended in the best interest of public and the embassy attestation was waved off for the year 2017-18 and this practice is only for the year 2017-18.
3. Detailed discussion on the duration of supply of consumables to RBC took place. Some of the bidders requested that the duration of supply may be increased from 30 to 60 days. It was decided by the selection committee that the duration may only be increased to 50 days so as to keep the operations of RBC running smoothly in the best of public interest.
4. Answering to a query from one of the bidders, Mr. Naeem Khan explained the selection criteria to the bidders. He further elaborated on the weightage/ percentage (70 percent technical and 30 percent financial) given to the bids submitted by potential bidders and the reason that this weightage/percentage has been adopted for procurement by Government bodies is to ensure that the best quality product is procured with the minimal financial resources.
5. Mr. Muhammad Khalid raised an issue regarding short expiry of consumables. He pointed out that large scale procurement of consumables cannot be made for RBC due to short expiry of most of the consumables required. It was unanimously agreed upon by all the participants that the consumables at the time of delivery to RBC must have 80 percent of their shelf life intact. Similarly it was also agreed upon by the participants that as the delivered consumables reach 20 percent of their shelf life, the supplier is bound to replace those consumables as they are intimated about the consumables they supplied.
6. Dr. Shams Ur Rehman answering to a query from one of the bidders, the selection committee members clarified that RBC is currently using consumables and the software for supporting/operating the screening equipment supplied by Sind Medical Store. It was further explained to all the participants that since Sind Medical Store has already been paid for the accompanying services under Safe Blood Transfusion Programme Phase-1 and that this system is a closed system, the consumables supplied by Sind Medical Store are actually proprietary items and that RBC is bound to procure these proprietary items till the year 2020.
7. A query regarding the payment of the consumables was raised by one of the bidders. A time limit was requested for the clearance of bills. Mr. Naeem clarified that the Department of Health has a procedure for clearance of bills and it is not possible for the management of RBC to specify a time limit as the bills go through a process before payment is finally made but the RBC will facilitate the bidders in respect of bill clearance.



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8. A separate evaluation criteria for chemiluminescence kits was designed in light of supply of rental base services of the said kits.
9. The firms were asked about the cost and services for screening (chemiluminescence) equipment on rental reagent basis. All the firms showed keen interest in the placement of equipment on rental reagent basis. The bidders were asked to send the details regarding the placement of equipment on rental basis to the management of RBC. The committee also decided that at the same time ELISA kits shall also be consider and at the end of the day in selection process whichever deems appropriate on the base of economy of scale and efficacy and quality will be selected or otherwise. The terms and condition for rental reagent bases kits selection will be decided by the RBC procurement committee. The meeting ended with a vote of thanks from the Chair.

**Dr. Jamal Abdul Nasir Chainman**

**Dr. Noor-e Saba Manager RBC**

**Mr. Naeem Khan  
Senior Pharmacist DGHS Peshawar**

**Muhammad khalid  
Quality Assurance Manager  
RBC Peshawar**

**Mr. Zawar Mashwani  
Procurement Officer  
DGHS Peshawar**