



OFFICE OF THE HOSPITAL DIRECTOR
MEDICAL TEACHING INSTITUTION (MTI)
MARDAN MEDICAL COMPLEX MARDAN



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No 3436

Date 25/10/2024

PRE-BID MEETING MINUTES
"PROCUREMENT OF MEDICAL EQUIPMENT"

Venue: **Committee Room, Administration Block
MTI-Mardan Medical Complex, Mardan**

Date/Time: **October 24, 2024 (Thursday) 10.00 am**

In pursuance to the advertisement disseminated in various newspapers and electronic media the subject meeting was steered by procurement committee and HOD / end-users of the respective Medical Equipment. Appearance sheets of the participants' procurement committee, end users and representatives of the firms are attached.

Description of the medical equipment is given below:-

S#	Equipment Description	Qty
1	ICU Ventilators	15
2	Ultrasound Machines	04
3	Echo Machines	02
4	Static X-Ray Machines 500mA	02
5	Portable X-Ray Machines 300mA	02
6	Retrofit DR Systems	02
7	C-Arm Machine	01
8	Surgical Cautery	10
9	Reverse Osmosis (RO) System	02

After recitation and introduction, the meeting commenced with a welcome note from the Medical Director, Chairman Procurement Committee Professor Dr. Muhammad Said. 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 description of equipment/related services, and clarify relevant queries of the participants. Further, to make this process more transparent and to ensure healthy competition, 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.

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Professor Dr. Muhammad Hussain announced that any suggestions, comments if not in consistent with the rules & requirements of the institution shall be incorporated in the final bid documents.

Manager Procurement summarized the composition of the Bid Solicitation Documents, and highlighted important sections including the following:

- ✓ The bidding shall be carried out under single stage two envelop procedure of KP-PPRA Rules 2014.
- ✓ Bidder should carefully study and understand the solicitation documents, inclusive the technical specifications, evaluation criteria and General Conditions.
- ✓ The bidders must submit the complete and comprehensive bid as per the requirements outlined in the bidding documents. Non-compliance shall result in rejection of the Bid.
- ✓ The firm shall submit the annexed affidavit on non-judicial stamp paper of PKR 500/-
- ✓ In case a firm participates more than one equipment, will be liable submit separately technical as well as financial bids against each lot.
- ✓ All the relevant documents must be attached with the bid and a single document shall NOT be entertained (affecting marks of their competitors) once bid submitted. Decision shall be made on the submitted bid on date / time stated in the advertisement.
- ✓ Firms shall quote the best & final rates on F.O.R basis.
- ✓ All components of costs must be incorporated in the Price Schedule including all the applicable taxes & duties and no additional charges / claims shall be accepted.
- ✓ The firms shall submit the original bid security @ 2% of the quoted value.
- ✓ Each bidder shall quote its bid annexure wise along with page numbering.
- ✓ For specifications each firm shall quote its brand name with proper model, relevant brochures and shall NOT use the word "As per specification" or "specifications compliance".
- ✓ Upon request of the bidders the delivery period was extended up to 120 days after issuance of purchase orders.
- ✓ For all equipment qualifying marks are 70 out of 100, however technical and financial weightage is given of each equipment in the respective bid document.

Eligibility Criteria:

Q: Removal of mandatory certificates given in the eligibility criteria.

A: Procurement committee did not agree to remove / relax the mandatory certificates like US-FDA, MHLW or CE being international standard.

Q/A

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Evaluation Criteria:

S #	Requests / Suggestions / Objections	Raised by	Decision of the Committee
1.	Performance acceptance in respect to relevant experience, marks should also be considered of the previous authorized dealer served in Pakistan.	M/s Mediland Pakistan Pvt. Ltd. M/s Alson Industries Islamabad.	To ensure healthy competition, Committee agreed with the condition that the firm shall provide verifiable copy of the purchase order along with satisfactory certificates from the concerned department on the letterhead. The marks will be given as per evaluation criteria.

Specifications: -

Engineer Mr. Farhan as technical member along with end users explained in detailed technical specifications and most of queries were addressed on spot. However, answers of the following queries submitted in writing by the bidders are given below:-

ICU Ventilators:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Removal of suction maneuver	All Bidder	Agreed by the Committee
2.	Provision of disposables breathing circuits and Expiratory Valve instead reusable accessories	All bidder	Agreed by the committee as per quantity given in the bid documents.

Ultrasound Machines:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Touch screen size from 12" to 10"	M/s Hoora Pharma Karachi	Not agreed by the End User
2.	Frame rate from 2000 to 1900	M/s Friends Traders Peshawar	Agreed by committee & end user

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Echo Machines:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Echo Machine should be dedicated cardio vascular	End User	Agreed by the committee
2.	Frame rate from 2000 to 1500	M/s M/s Alson Industries Islamabad.	Not agreed by the committee

Static X-Ray Machines 500mA:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Enhancement of mA sitting range	M/s Shah Co. Islamabad	Not Agreed by the committee
2.	Request for change Anatomical Program instead of 200 program	-do-	Agreed by the committee
3.	Movement and angles of arms as per OEM	All bidders	Agreed by the committee

Portable X-Ray Machines 300mA:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Removal of touch screen	M/s Shah Co. Islamabad Alam Madex Lahore	Not Agreed by the committee
2.	Request for X-Ray Tube 100 KHU instead of 140 KHU	-do-	Not Agreed by the committee
3.	Movement and angles of arms as per OEM	All bidders	Agreed by the committee

Retrofit DR Systems:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Pixel size 150 instead 140	M/s Medequips Pvt. Ltd. M/s Shah Co. Islamabad	Agreed by the committee
2.	Matrix size as per OEM	All bidders	Agreed by the committee
3.	Storage, Weight bearing, X-Ray image, charging and	All bidders	Agreed by the committee

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	preview time as per OEM		
4.	Complete updated software package must be licensed from the manufacturer.	End user	Agreed by the committee

C-Arm Machines:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Generator 2kw for FPD & 4.5 Kw for I.I C-Arm	End user	After thoroughly discussed agreed by the committee
2.	Detector size of FPD & I.I should be 9" or above	-do-	Agreed by the committee
3.	Movement and angles of arms as per OEM	All bidders	Agreed by the committee

Surgical Cautey:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	After detailed discussion it was decided that each firm is open to quote both the shear disposable and re-usable simultaneously. Accordingly respective end users will take demonstrations of the quoted equipment. In both cases decision will be made as per evaluation criteria. The end users will take of the items of their own choice from the successful bidders only.		

Reverse Osmosis (RO) System:

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Various firms purchased bid solicitation documents, however none of the bidder participated in the pre-bid meeting.		

Other Decisions:

- ✓ The closing date for submission of bids is **November 01, 2024 (Friday) 03:00 PM**. Late bid shall not be entertained / accepted.
- ✓ The successful firm shall be liable for any type of work in respect to installation of the equipment including safety measure, standard protocol and environmental factors like humidity, temperatures or moisturizers etc.
- ✓ Regarding probes both standard and optional, it was decided that all firms shall quote as mandatory in foreign currency relation to Pak Rupees. In case of requirement of additional probes, the order shall be placed to the successful firm on the prevailing rate (selling rate) of purchase order's date.

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At the end of the meeting, chairman procurement committee once again announced that we expect from the bidders to quote their best and final rates in this competition. It was also decided that procurement committee shall review the documents including evaluation criteria keeping in view the discussion of this pre-bid meeting. The same shall be incorporated in the BDSs and minutes of the meeting shall be circulated for all the prospective bidders as well on through MMC website and will be the integral part of the Bid Solicitation Documents.

The meeting ended with a mutual vote of thanks.

END USERS

*In-Charge ICU
(ICU Ventilators)*

HoD Radiology Dept. /
Representative
(Ultrasound/X-Ray/Retrofit DR)

Asst. Prof. Dr. Naila /
Representative
(Surgical Cautery)

HoD Cardiology Dept. /
Representative
(ECHO)

HoD Urology Dept. /
Representative
(C-ARM)

Manager CSSD
(Reverse Osmosis-RO)

Prof. Dr. Muhammad Hussain /
Representative
(Surgical Cautery)

Prof. Dr. Ajmal Afridi /
Representative
(Surgical Cautery)

Prof. Dr. Rehman-ud-Din
/ Representative
(Surgical Cautery)

PROCUREMENT COMMITTEE

Dr. Muhammad Hussain
HoD Surgery Department
Member

Prof. Dr. Nazish Farooq
Member

Dr. Zubair Janan
HoD Radiology Deptt
Member



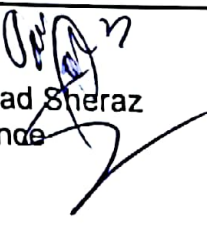
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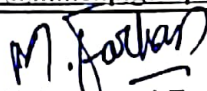


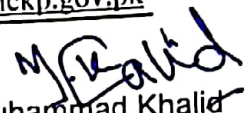
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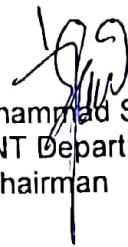
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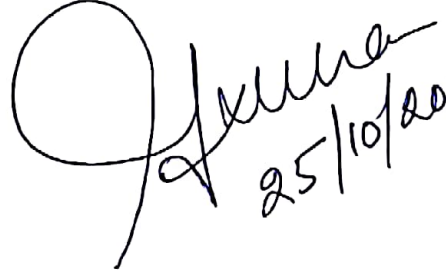

Mr. Muhammad Sheraz
Director Finance
Member


Mr. Muhammad Farhan
Bio Medical Engineer
Member Technical


Muhammad Khalid
Manager Procurement
Secretary


Dr. Muhammad Said
HOD ENT Department
Chairman

Approved By: Hospital Director


25/10/2024

Copy to:

1. All the firms who attended / obtained the bid solicitation documents.
2. IT Dept. with request to hoist the same on MMC website.
3. Members Procurement Committee
4. End Users of the respective equipment.
5. Secretary to BoG MTI-Mardan.
6. Record Copy

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