



Government of Khyber Pakhtunkhwa

Project Management Unit (DoT)

Khyber Pakhtunkhwa Integrated Tourism Development Project (KITE)

Meeting Minutes

A meeting of the pre-bid meeting held on January 27, 2020 in the office of the Directorate of Archaeology Khyber Pakhtunkhwa for supply and installation of reflective sign boards under of Pakhtunkhwa Integrated Tourism Development Project (KITE) as per the World Bank Procurement Regulations (Procurement in Investment Project Financing, Works, Non-Consulting and Consulting Services. July 2016 Revised November 2017 and August 2018).

The following participated in the meeting.

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| 1. Mr. Amir Umar | Archaeological Conservator Archaeology Deptt |
| 2. Mr. Naeem Khan | Procurement Expert KITE PMU DoT |
| 3. Mr. Faiz Muhammad | Liaison & Coordination Officer KITE DoT |

The following supplier / vendors representative were present during the meeting.

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| 1. Mr. Saqib | Manager Marketing Signscape |
| 2. Mr. Akhlaq Ahmed | Manager Marketing Artifact Consulting |
| 3. Mr. Farasat Ali Khan | Sales Manager Neva Enterprises |
| 4. Mr. Usman Shahzad | Manager Marketing Singnow |
| 5. Mr. Usman Orakzai | Manager Advertisements |
| 6. Mr. Ishtiq Ahmed | Director Finance Awan Traders |

The Procurement Expert KITE has explained the procurement process for Supply and Installation of Reflective Sign Boards under framework agreements arrangements as per provision in the World Bank Procurement Regulations. The selection criteria were explained in detail along with the technical specification of signboards.

In light of the above discussion the following decision were made;

1. The firm/vendor must be registered with Pakistan Engineering Council (PEC)
2. The firm /vendor will produce 10% of the total contract cost as performance security in the form of Bank Guarantee issued by a scheduled Bank, while 10 % mobilization advance facility will be made against the Call of Contract on provision of an equivalent amount Bank Guarantee issued by a scheduled Bank.
3. The selection of the firms will be made on package basis being technically qualified and lowest evaluated bid.
4. The firm /vendor will provide one sample with their bid for quality assurance checks.
5. The initial contract period will be for two (02) years extendable for another term of three (03) years.
6. The firm/vendor will produce evidence of converter ship letter in Traffic Safety Division from a reflective sheeting manufacture 3M or equivalent whose offices should be physically present in Pakistan.
7. All the boards will be proofread by the Archaeology Deptt ensuring the International best practices of the size and color themes for archaeological sites.
8. The firm /vendor will provide implementation plan for execution of the call of contract with all relevant NOCs for supply and installation of the signboards.

The meeting ended with vote of thanks from both sides.