



Dated Lahore the, July 24, 2019

Subject: **MINUTES OF PRE-BID MEETING FOR "PROCUREMENT OF JANITORIAL SERVICES IN DHQ/THQ HOSPITALS OF PUNJAB"**

Pre Bid meeting was held on July 22nd, 2019 at 11:30 AM in the Committee Room of Project Management Unit (PMU) under the convener ship of Director Outsourcing, PMU.

2. Director Outsourcing (PMU) informed the participants that Project Management Unit, Primary & Secondary Healthcare Department has invited sealed bids/proposals (Technical & Financial) for the procurement of Janitorial Services in DHQ/THQ Hospitals of Punjab. Scope of Services and salient features of advertised bidding documents were briefed to the participants by Research Associate. The queries by the participants/prospective bidder were invited and clarified/answered. Some important decisions/clarifications against each contended point are as follows:

Ref Clause	Prospective Bidders Queries	Decisions & Clarification
Technical Evaluation Criteria	Which ISO Certification will be considered for evaluation?	Any standard of ISO Certification will be considered for evaluation and marks will be given accordingly.
Scope of Services Clause 6.7	Clarity whether 100% attendance of staff is required or 85%, If relieving option is considered?	85% attendance of staff must be ensured by Service Provider.
Scope of Services Clause 6.37	Reasons should be conveyed to service provider to replace the staff.	Scope of services Clause 6.37 shall prevail.
General Conditions of Contract Clause 4.7	Appointing an Arbitrator?	Arbitrator will be mutually decided at the time of contract signing.
Scope of Services Clause 6.35	Evidence for Disbursement of Salaries to staff.	In case of transfer of salaries by the Service Provider through banking transaction directly into the bank accounts of his/her employees, documentary evidence shall be provided by service provider to hospital administration to ensure that minimum wage is paid to Janitorial staff.
Appendix-5 Daily Activity log forms	Incorporation of Daily Activity Log forms.	Format of daily activity log forms will be shared with hospital administration before the deployment of staff.

3. The Pre-Bids minutes / decisions will be construed as part of the bidding document.


**Project Officer
(Outsourcing)**


Research Associate


Director Outsourcing