



Dated Lahore the, December 09, 2020

Subject: **MINUTES OF PRE-PROPOSAL MEETING REGARDING MEPG SERVICES IN DHQ & THQ HOSPITALS OF PUNJAB**

Pre-proposal meeting was held on December 08, 2020 at 11:30 AM in the Committee Room of Project Management Unit (PMU) under the convener ship of Deputy Project Director, PMU.

2. Director Outsourcing (PMU) informed the participants that Project Management Unit Primary & Secondary Healthcare Department has invited sealed proposals (Technical & Financial) from Pre-Qualified applicants vide Notification no. PMU/P&SHD/OS/715 dated November 19, 2020 for the procurement of MEPG Services for DHQ and THQ Hospitals of Punjab. Scope of Services and salient features of Request for Proposal were briefed to the participants. The queries by the prospective applicants were invited and clarified / answered. Some important decisions / clarifications requested by M/s G-Med vide letter no. 130/GMed/Bid/20 dated 09/12/2020 and M/s Sarmik vide letter no. SMK/12/MEPG/327 dated 09/12/2020 against each contended point was discussed and agreed by the Committee members details of which is as follows:

Sr. No.	Ref Clause	Bidders Queries	Decisions & Clarification
1.	EVALUATION CRITERIA (ii) TECHNICAL STRENGTH OF THE TEAM. f)-Documentary proof of Insurance /EOBI/PESSI/Labor Department.	It is requested that please don't bind the firm with a specific no of technical staff registered for past projects... Please replace this requirement with a line that "Proof of Registration of firm with EOBI / PESSI / Labor Department" The No of Staff to be registered with EOBI/PESSI may kindly asked as part of the contract instead of Evaluation criteria.	Documentary proof of Insurance / EOBI/ PESSI / Labor Department from the knock down criteria is removed. Number of registered staff has also been reduced  Documentary proof of Insurance/EOBI/PESSI/Labor department 50 - 100 No. of Technical Staff (15 Marks) 101-150 No. of Technical Staff (20 Marks) 151-200 No. of Technical Staff (25 Marks) 201-250 No. of Technical Staff (30 Marks)  Changes have been made in revised RFP.
2.	EVALUATION CRITERIA (iii) ON SITE BACKUP SUPPORT. (g) Mobile Workshops:	Regarding the workshop. The word Hired may please be added because the department should more concern to availability of workshop either it should be leased or owned/Hired.	<b>On Site Backup Support</b> Mobile workshop must be owned / Leased / <b>Hired</b> by the service provider. It must be equipped with all type of equipment's as well as backup electricity  Changes have been made in revised RFP.

3.	EVALUATION CRITERIA (iv) Financial Strength	The maximum score demanded against financial strength is very low. It should be increased to 25 % at least of the total marks because the important part to render the services is financial soundness.	Technical Evaluation Criteria (iv) Financial Strength shall prevail.
4.	Appendix Qualification and Experience of Human Resource 10- and One Electrician from each hospital will be designated as a supervisor.	It is requested that please amend the Human Resource staff and add an at least 01 Supervisor in 01 hospital. So that a he can be specifically assigned a charge of the complete hospital to manage all the other staff, communications, handle the petty cash, maintain the inventory and many more. So please add the supervisor requirement in Human Resource and in the financial of Human resource as well. There is a very important role of supervisor in smooth running of site operations and management however you have excluded this position from current RFP... Provision of supervision is mandatory at each site to ensure the smooth management and functioning of site.	1 Supervisor has been added in each hospital. Changes have been made in revised RFP.
5.	Appendix 8 - Detail of Tool Kit per hospital. 2 At the end of the contract period, Tool kit will be taken by the Service Provider.	It is requested that the tool Kit value as demanded in appendix 8 is approximately 5-7 Lacs and the contractor have to provide it for each site. It is a huge investment so it is requested that please remove the point which is '2 at the end of the contract period tool kit will be taken off by the eservice provider'	Appendix 8 - Detail of Tool Kit per hospital shall prevail because at the end of the contract tool kit will be redeem back by the service provider.
6.	Replacement cost of Lights, Fans, Switches, etc.  System Maintenance Cost	The replacement cost of minor items in case of damage/ replacement like Electric switches, Lights, Buttons, dimmers, switch boards, etc is not addressed in the bidding document and no rates demanded as well. Please look into this and amend the documents / relevant appendix, which will completely cover a institutes major and minor repair / replacement / damage. Some of the items are missing. As you know the most of the equipment / appliances supplied to DHQ / THQ hospital are out of warranty and required proper maintenance as per ppm schedule. As per previous exercise the department asked to offer system maintenance cost which is not demanded in current	System maintenance cost has been added. All minor & major repair and replacement of all the items in the hospital is the responsibility of the service provider which shall be managed by the service provider. Changes have been made in revised RFP.

		RFP. It is kindly requested to please add the FIN 5 as attached which was advertised in Bidding documents for hiring of firm for MEP services in DHQ and THQ Hospitals of Punjab December 2018 copy attached.	
	Minor repairs and maintenance	Major part of the project is focused on minor repairs and maintenance at sites and requires numerous consumables to fix them e.g. sockets, plugs, switches, buttons, wires, bolts, taps, spindles, bibcocks, Tcocks, nails/screws and many more like them but the cost against the minor works is not included in RFP. It is kind of impossible to carry out the minor works at site without any remuneration factor against this part.	
7.	O&M Generators Operation 1.6.E.2. Service provider will be responsible for 100% functioning of generators being installed on all DHQs and THQs. It should be ensured that there must be at least one dedicated mobile workshop and 100 KVA backup generator for each zone. Response time on the part of supervisors along with mobile workshop should not be more than 3 hours. However, generator mechanic depl05yed on each DHQ/THQ should immediately respond towards any disruption/issue which may arise from time to time. A detail regarding resolution time has been provided in the repairs requirement portion.	In RFP 100 KVA generator is demanded as a backup generator 01 for 01 package. It is requested that please include it or make a part of financial so that we can charge the institute as per actual in case of power break down or failure of already available generator. Furthermore it is requested that please demand the rates of backup generator as per the KVA like 100 KVA, 150 KVA & 200 KVA separately so that in future if contract awarded than the payments can be done on actual basis in case of power failure.  No cost head is given against provision of backup generator instead it is stated that 100 KVA genset must be available for back up for each package. However most of the generators installed at sites are of greater capacity and cannot be backed up by this 100 KVA generator. This issue must be addressed; as and when required and price must be included on per day requirement of backup generator on rental basis rating wise.	O&M Generators Operation clause 1.6.E.2. shall prevail.  Provision of power back up is the responsibility of the service provider including all rental cost which is to be borne by the service provider to ensure hospital equipment doesn't remain non-functional for longer periods.
8.	Human Resource Welder / Carpenter	Welder or Carpenter either one is required at one site however in scope of work jobs of both specialties are included. How can a welder perform the duties of a carpenter and vice versa? It is requested you to kindly resolve this conflict by either appointing both at	The service provider will be responsible to provide Carpenter (not weldor).  Any welding related work shall be managed by the hospital at its own cost and clause 1.6.D.1 will change accordingly.

		each site or hire welder on as per requirement basis against certain price.	Changes have been made in revised RFP.
9.		Compressor Repair is included in RFPs, Compressors are not repairable items they can only be replaced.	FIN 4: Per Unit Annual Cost of Equipment Replacement (Compressor repair) shall prevail.
10.		LED Lights, Fan & Motor rewinding is not included in parts replacement list as it is a major expense. Please add the cost of these items in parts replacement.	Rates have been called for Motor rewinding. Changes have been made in revised RFP.

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

  
**Consultant Outsourcing, PMU**


  
**Project Officer Outsourcing, PMU**

  
**Project Manager Outsourcing, PMU**

**Project Manager (A&A), PMU**

  
**Director Operations, PMU**

  
**Director Outsourcing, PMU**

  
**Deputy Project Director, PMU**