

Minutes of Pre-Bid Conference for the Procurement of Firm to design, supply, and installation of a Management Information System (MIS).

Date: 26th June 2024

Venue: Conference Room, Housing Reconstruction Unit, Chaman Housing Scheme, Airport Road Quetta.

Participating Firms:

S#	Name	Firm/Company
1	Syed Asjad and Team	Tally Marks Consulting
2	Rizwan Abbas	HDK Consulting
3	Zain	Ultrasoft Systems
4	Ali Adnan & Team	A2Z Creators
5	Waqar Hanif and Team	Fincon Services
6		Highcore Consulting
7	Kafeel	Intelligen

HRU Team

S#	Name	Designation
1	Abdul Kabir Khan	Chief Operating Officer
2	Bijjar Baloch	MIS Specialist
3	Naseer Ahmed Mengal	Procurement Specialist
4	Kashan	IT Officer

IFRAP Team

S#	Name	Designation
1	Dr Bakhtiar Kasi	ICT MIS Specialist
2	Yasir Sultan	Procurement Officer
3		

Queries and Responses during the Pre-Bid Conference

S#	Organization/Firm	Question	Response
1	Hyder Ali, Fincon Services	Reference to discussion and as per the document, bid securing declaration is acceptable as per the format given in the document against earnest money. Kindly endorse and confirm the amount of affidavit on which this declaration needs to be submitted.	2% Earnest money is required in shape of call deposit or pay order or bank guarantee in the favor of CEO HRU at the time of bid submission.
2	Syed Asjad Ahmad, TMC	As discussed during the bid meeting, please confirm resources to be present onsite for the 2 phases only i.e. Software Requirements Specification (SRS) Development Phase (Please specify period in days) Training phase (Please specify period in days) Other then these there will not be any resource required on-site.	The Requirement for the Deputation/Presence of Developers is already mentioned in the RFP/Bidding Document, that two full stack developers will be deputed by the consultant in HRU Office and one full stack developer to be deployed at IFRAP Islamabad Office during the deployment and SLA Period. For the SRS and training, it is up to the firm to decide how long they need their resources to be present at HRU or IFRAP to complete the necessary tasks.
		The understanding of Source Code was that it will not be provided to IFRAP / HRU Baluchistan – please confirm.	The RFB/Bidding Documents explicitly state that the source code of the software will be the property of HRU Balochistan. The consulting firm will receive the final payment and sign-off only upon the delivery of the fully operational and bug-free source code to the Housing Reconstruction Unit (IFRAP) Balochistan. We reiterate that the developed product is the property of HRU and must be handed over accordingly. It is a requirement that the source code be shared and transferred upon completion of the deployment. Additionally, any

Pre-Bid Conference Minutes
Housing Reconstruction Unit, Balochistan

			changes made during the SLA period must be synchronized with the HRU codebase.
		Please confirm No. of APIs required for integration with external systems? – Please Confirm	The requirements for APIs can be defined in detail during the SRS phase. There are external MIS systems for four other components under IFRAP, some of which, including the Financial MIS System, are under development. While we cannot precisely quantify the number of APIs at this stage, we need the consultant to ensure system flexibility to allow for API integration during both development and the SLA period.
		Please share sample of PDMA & NDMA table column names/fields whichever will be used for reverification purposes. – Please share	Though this requirement should be available during the SRS Development Phase but still we will annex the table format along with this document
		SSL Certificate to be provided by IFRAP / HRU Baluchistan as per there domain. – Please confirm	The Cloud Hosting, SSL, Domain Registration and Playstore Account Registrations are Responsibility of HRU Balochistan, though the Specifications for the Cloud Hosting shall be shared by the Consulting firms.
		Play Store arrangement will be done by IFRAP / HRU Baluchistan. – Please confirm	HRU Balochistan will register the Play Store Account
		SLA Support shall be completely remote – Please confirm	Already mentioned in the RFB, that at least 2 full stack developers should be deputed/deployed by the consulting firm at HRU during the deployment and SLA Period
		Please confirm if we can get the extension of this proposal as the timeline is very close to pre-bid meeting.	No Extension could be allowed.
3	Ali Adnan A2Z Creators	Requirement of 30 million: (section 2.4.2) We understand that the requirement specifies	Yes

Pre-Bid Conference Minutes
Housing Reconstruction Unit, Balochistan

		<p>a project value of 30 million. We seek clarification on whether we can submit projects that are divided into phases, such as a Phase 1 costing 10 million and Phase 2 costing 20 million. Would these projects be acceptable in fulfilling the requirement?</p>	
		<p>Submission of Bid: (Section VII) How many copies of the proposal are required? Would a single hard copy suffice, or do you also require electronic submissions via email and on a USB drive?</p>	<p>Please submit the original and two additional copies, along with a soft copy on a USB or electronically. Note that electronic bid submissions alone are not acceptable.</p>
		<p>Additionally, we would like to make the following suggestions:</p> <p>Company's Duration of Existence: We propose that the duration of a company's existence be considered as a factor in the evaluation process. Allocating marks based on the number of operational years could reflect the stability and experience of the company.</p> <p>Timelines: We recommend that timelines be decided upon signing the contract to ensure timely completion. Specifically, the timeline for the Software Requirements Specification (SRS) phase is quite short. While we can meet the inception phase deadline, the SRS phase</p>	<p>The deadlines are strict, and compliance will be required. In addition, consulting firms should submit their proposed methodology along with their timelines and list of deliverables.</p>

Pre-Bid Conference Minutes
Housing Reconstruction Unit, Balochistan

		should allow for some flexibility. The remainder of the timeline should be defined post-SRS to ensure realistic and achievable milestones.	
4	Muhammad Zain	With reference to 2.4.2 "Participation as a prime supplier, management contractor, iv member, in at least three (03) contracts within the last five (5) years, each with a value of at least three hundred (30) million, that have been successfully and substantially completed and that are similar to the proposed Information System. The successfully completed similar contracts shall be documented by a copy of an operational acceptance certificate" : This point should be further elaborated as 30 million worth project of similar nature would be difficult for a local firm to fulfill as similar nature projects have not been initiated in the past so the project amount of 30 million should not be mandatory for selection, selection should have to be based on MIS & Mobile Application projects so that local companies could participate for the healthy competition.	If you have 3 projects or more worth 30 Million in five years combinedly equates the targeted value than you are eligible
		With reference to Section III - Evaluation and Qualification Criteria-Technical proposal scoring methodology, 30% of the total scoring depends on the proposed methodology but	Please refer to SECTION III - EVALUATION AND QUALIFICATION CRITERIA. The criteria will be determined based on the requirements specified in the bid document under PART 2 – PURCHASER'S REQUIREMENTS. This section provides detailed information on the

		<p>the RFP does not specify the preferred methodology or the evaluation standards for the methodology section. Clear guidelines on what constitutes a strong methodology would help bidders align their proposals with your expectations. Furthermore, 50% the proposal scoring is depending on the proposed team but there is no proper criteria to differentiate between candidates with varying educational backgrounds and years of experience. For instance, distinguishing between a graduate with 5 years of experience and a PHD holder with 15 years of experience, there must be some differentiation for both. We recommend assigning different weightages based on educational qualifications and relevant experience.</p>	<p>systems requirements and the standards and qualifications necessary for evaluation, ensuring that all submissions meet the outlined specifications and expectations.</p>
		<p>With reference to Section VII - Requirements of the Information System point 5 Timelines for the deliverable, The timeline for SRS (Software Requirements Specification) of 2 weeks is too short in consideration to the scope of the project. It should be extended to minimum 4 weeks and the timelines for the other deliverables should be depended on the final approval of the SRS Document to ensure realistic and achievable milestones.</p>	<p>The timelines for this project are strict, and the purchaser's requirements have been detailed in the Terms of Reference (TOR) provided in PART 2 – PURCHASER'S REQUIREMENTS. Consequently, most requirements have already been defined. It is crucial to review this section carefully to understand the specific expectations and deadlines associated with the project. Ensuring adherence to these predefined requirements will be essential for the successful execution and timely completion of the project.</p>

Pre-Bid Conference Minutes
Housing Reconstruction Unit, Balochistan

		With reference to your RFP kindly confirm shall we quote our financials along with the technical proposals or only responsive bidders will be called to submit their financial proposal.	Both are mandatory at the time of submission and must be received by the published deadline.
--	--	--	---

Other Points Clarified during the Pre-Bid Conference:

1. The Consulting Firm will provide the Cloud Requirements with Storage, memory, computing etc. for the system they proposing to develop keeping in mind the maximum efficiency and least downtime.
2. The consulting firm will also provide licensing for the Business analytic software they propose to use (Power BI, QLIK).
3. The developed software will be the property of HRU Balochistan, therefore, all the required databases, source codes, and other technical documents will be handed over to HRU before final sign off.