

## Pre-Bid Meeting Minutes

### “Procurement of Services for Ecommerce Training & Incubation Support to Potential / Existing SMEs” held on May 09, 2022 at NBDP-SMEDA Office, Lahore.

#### 1. Introduction:

An online pre-bid meeting for “**Procurement of Services for Ecommerce Training & Incubation Support to Potential / Existing SMEs**”, was held on May 09, 2022 in the office of NBDP-SMEDA to clarify the queries of interested bidders / applicants.

#	Query By	Query	NBDP-SMEDA Clarification
1.	<b>M/s. Extreme Commerce</b>	What is the duration of the project?	As, specified in the RFP document, the duration of whole assignment (both packages) is twelve months.
2.		Is this one-time assignment or rolling basis?	The subject procurement is time and objective bound activity. Depending upon the program outcomes and demand from potential / existing SMEs, NBDP-SMEDA may relaunch the program in next FY, by issuing / advertising new RFP. If such RFP is issued all interested bidders will be required to submit fresh / new proposals, as per advertised RFP / tender document.
3.		What is the expected date of opening of financial proposal?	As, specified in the RFP document technical proposals of eligible firms / bidders will be evaluated and upon completion of the technical evaluation; only technically qualified bidders will be intimated about the opening of financial proposals. The process may take 02 weeks, starting from the tender closing / submission date.
4.	<b>M/s. Ecommerce Success Pakistan</b>	What is / are the target area / cities of the proposed assignment?	The proposed program will be implemented across Pakistan, including AJK / GB. The indicative list of the cities is provided in the RFP document. However, the bidders may propose cities other than those, mentioned in the RFP document.
5.		Financial proposal / quoted price is inclusive or exclusive of taxes i.e. Sales Tax?	As specified in RFP document / financial proposal template the quoted price should be inclusive of all taxes.

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6.	<b>M/s. Pakistan Telecommunication Company Ltd</b>	In how many packages a single firm / bidder may apply?	A single bidder may apply for one or both packages. Both packages will be evaluated separately. Most advantageous bidder against each package will be shortlisted, which means two unique or single bidder may be shortlisted against both packages.
7.		How technical weightage of the subject procurement will be measured against the financial aspect?	The RFP documents clearly specify the importance of technical component of the program / assignment. Therefore, 70% weightage is given to the technical proposal and 30% weightage is given to the financial proposal.
8.		What will be the modes of the payments and necessary documents?	The payment terms are specified in RFP section “ <b>terms and conditions of payment</b> ”. However, all interested bidders note that incase of 03 months training program and ecommerce business development support NBDP-SMEDA will pay 80% of the proposed / quoted price against each approved beneficiary. As the proposed assignment aims at scaling up the existing capacity of service providers related to the ecommerce training and incubation support. Therefore, the beneficiary selection should also be beyond (over & above) the existing capacity of the service provide.
9.	<b>M/s. Enablers</b>	What incubation support / type of startups may be proposed in proposal?	The subject assignment is only for ecommerce incubation support and trainings. Therefore, conventional or physical startups may not be proposed in the subject assignment. Also, only experience related to ecommerce training and ecommerce incubation support will be considered while evaluating the technical proposals.
10.		In how many batches ecommerce incubation support may be provided? Is there specific size of the batch?	The interested bidder may propose the batch size in the technical proposal. However, depending upon the technical expertise, geographical spread of incubation centers and overall execution capacity of shortlisted bidder, it may enroll the appropriate number of incubatees in single attempt / batch.  However, in case of trainings, number of

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			beneficiaries in each training program and session may be calculated by dividing total beneficiaries with number of proposed programs / sessions.
<b>Query received via E-mail:</b>			
11.	<b>M/s. DK Skills Gujranwala</b>	<p>i. A Sole Proprietor Company Can apply in “Ecommerce training and incubation support to potential / existing SMEs”.</p> <p>ii. What is the requirement regarding experience of the company to apply in this opportunity?</p>	<p>i. Yes, Sole Proprietor Company which is on the Active Tax Payers list of FBR may apply in the subject procurement process.</p> <p>ii. The technical experience related requirement is provided in the technical evaluation criteria (<i>refer to general and relevant experience sections in technical evaluation criteria</i>). However, for the eligibility the firm must have;</p> <ul style="list-style-type: none"> <li>– Legal status,</li> <li>– Not blacklisted by any government or semi government institution.</li> <li>– Must have 03 training centers if applying for package 01, and;</li> <li>– Must have incubation centers in 03 cities if applying for package 02.</li> </ul>