

**Punjab Human Capital Investment Project (PHCIP)**  
**Punjab Social Protection Authority (PSPA)**  
**Government of Punjab**  
**78-79, New Muslim Town, Wahdat Road, Lahore**  
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No. PK-PSPA-470891-GO-RFB

14<sup>th</sup> February, 2025

**Subject: MINUTES OF PRE-BID MEETING – PROCUREMENT OF LAPTOPS (LOT 1 & LOT 2)**

Reference subject cited above.

2. PHCIP-PSPA invited Bids for Procurement of Laptops (Lot 1 & Lot 2). A Specific Procurement Notice (SPN) was published on 06<sup>th</sup> February, 2025 in the combined edition of Newspapers namely, daily “Express Tribune” and “Dunya” and also posted on the website of PSPA in accordance with Procurement Regulations for IPF Borrowers -” July 2016 (Revised November 2017 & August 2018).

3. As pre-fixed in the Specific Procurement Notice (SPN), a Pre-Bid meeting was held on 13<sup>th</sup> February, 2025 at 1130 hours, to answer the clarifications on the RFB document and technical specifications to the prospective bidders. The members of the Technical Committee and the representatives of the bidders attended the meeting.

**Proceedings of Meeting:**

4. Additional Director (Procurement) explained in detail the technical specifications regarding Procurement of Laptops (Lot 1 & Lot 2).

5. The representatives of the bidders sought certain clarifications which were addressed by the technical & procurement team of PHCIP and responded hereunder: -

Technical Clarifications/Feedback		
Sr.	Bidder's Clarifications	Response by PHCIP-PSPA
1	As you have mentioned metal hinges (aluminum/stainless steel etc.) it is to inform you that ALMOST ALL LAPTOPS COMES WITH PLASTIC HINGES. Requested to please suggest us some models and brands that fulfil your requirements.	The word “preferably” is used in the technical specification, indicating that it is not a mandatory requirement.
2	You have mentioned: Display: Min 15.6” Inches with resolution 4k or “higher”. Please clarify can we quote laptops with 16” display, as you have mentioned the term HIGHER. Display: Min 15.6” Inches with resolution 4k or higher, 4k resolution doesn't come in all the Top 5 brands of laptops which will limit the competition.	"As per the specifications, the bidder may quote a laptop with a 16" display.
3	Also same in the case with 14” or higher display, can we quote 13” laptops or above 14” laptops display?	No, the bidder should only quote a 14” display as per the specifications.

### Technical Clarifications/Feedback

Sr.	Bidder's Clarifications	Response by PHCIP-PSPA
4	Please clarify that either you will evaluate this as whole/complete TENDER OR WILL THIS BE EVALUATE ITEM WISE OR LOT WISE.	The bids will be evaluated on a lot-wise basis, as specified in Section 2. Evaluation (ITB 34), Clause 2.2. Multiple Contracts (ITB 34.4).
5	Delivery Schedule The delivery schedule should be 16 weeks as per the actual delivery timelines by all OEMs.	Necessary amendments are made as per Addendum-1 attached with the minutes.
6	iii)Manufacturer-Authorized Partner / Dealer / Distributor Certificate required. manufacturer's authorization is not required. Kindly confirm whether the Manufacturer Authorization Letter is required or not? It is suggested to make it mandatory clause to provide the Manufacturer Authorization Letter and Partner Certificate from the Bidder. Only authorized partners can bid.	Manufacturer's authorization letter is not required; however, only authorized Partners, Dealers, or Distributors can participate in this bidding process.
7	The Bidder shall demonstrate that it has successfully completed at least three contracts within the last three years prior to the bid submission deadline. Each contract should have a value of at least 19 million. These contracts must be similar in nature and complexity to the Goods and Related Services. Kindly extend the years of experience of contract to last 5 years.	The procuring agency cannot entertain this request to extend the timeframe for the performance of the three contracts.
8	Display: Min 15.6" Inches with resolution 4k or higher 4k resolution doesn't come in all the Top 5 brands of laptops which will limit the competition.	All other bidders did not raise concerns regarding the availability of 4K resolution except for one bidder; therefore, no amendment will be made to the 4K resolution requirement.
9	Processor: Min Intel® Core™ i7 14th generation or higher The Intel 14th Gen Ultra 7 processors are categorized into different series, mainly U-series and H-series, which cater to different performance needs, different price impact, kindly mention the processor family as well.	The processor requirement remains Intel Core i7 14th Gen or higher. The bidders may offer processors from the U-series, P-series, H-series, or the newer Intel 14th Gen Ultra 7 series, provided they demonstrate sufficient performance for the intended use case. Preference will be given to the highest offered series models for higher performance needs within a competitive bid price.
10	Built Intel Iris graphics Card Intel ultra series processors come with Intel Arc Graphics.	Preference will be given to the highest offered series models for higher performance needs at the lowest competitive bid price.
11	Operating System: Latest Microsoft Windows Professional Kindly change it as pre-installed by the manufacturer to make sure the genuine windows come with the laptop.	Necessary amendments are made as per Addendum-1 attached with the minutes.
12	Microsoft Office: Latest Microsoft Office Pro 2021 or higher with Perpetual License per machine Kindly change it as pre-installed by manufacturer to make sure the genuine MS Office Pro 2021 or higher comes with the laptop.	Necessary amendments are made as per Addendum-1 attached with the minutes.
13	Anti-Virus (Perpetual License per machine) Kindly mention the anti-virus as per Gartner	The bidders may propose any enterprise-grade, lightweight, performance-based antivirus

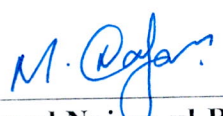
Technical Clarifications/Feedback		
Sr.	Bidder's Clarifications	Response by PHCIP-PSPA
	Magic Quadrant for Endpoint Protection Platforms for best solution of anti-virus.	compatible with Windows, that meets the basic security criteria, such as real-time threat protection, automatic updates, and patch management for end-user laptops.
14	14" Inches touch screen convertible display with resolution 4k or higher 4k resolution doesn't come in all the Top 5 brands of laptops which will limit the competition.	All other bidders did not raise concerns regarding the availability of 4K resolution except for one bidder; therefore, no amendment will be made to the 4K resolution requirement.
15	Body Type: Metal Kindly elaborate the metal body type, only the top cover outside sheet in some models come with metal material only.	Necessary amendments are made as per Addendum-1 attached with the minutes.
16	Graphics: Built-in Intel® FHD graphics or higher Intel 13th Gen laptops typically come with Intel UHD Graphics or Intel Iris Xe Graphics, depending on the processor model. Kindly confirm the Processor family as well.	Bidders may offer either FHD (Full HD) or UHD (Ultra HD) graphics cards; however, preference will be given to higher-definition graphics cards within a competitive bid price.

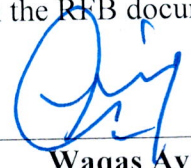
**General Discussions: -**

6. The following guiding principles were also discussed: -

- i) The person who would be submitting the bid should be properly authorized to do so and the power of attorney/authorization in this regard, be provided in the bid.
- ii) Bidders shall submit their bids in a secure binding form. Bids received in clip folders shall not be acceptable.
- iii) The documentation required in the Section II - Bid Data Sheet (BDS) & Section IV- Bidding Forms, ought to be complied very carefully.
- iv) All pages of the bids should be numbered, signed/initialed and stamped by an authorized representative.
- v) RFB document's Section I - Instructions to Bidders including Bid Data Sheet, must be read and understood carefully.
- vi) Most Advantageous Bidder (lowest evaluated bidder) will also provide e-Stamp Paper as per the value of contract at the time of signing of contract.

7. During the discussion, representatives of the bidders were also briefed with respect to the evaluation criteria and other eligibility requirements specified in the RFB document.

  
**Muhammad Najam-ul-Bakhat**  
 General Manager (MIS)/SNA  
 PSPA

  
**Waqas Ayub**  
 Additional Director IT Infrastructure,  
 PHCIP – PSPA



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**Mr. Kashif Ali Zia**  
Additional Director Procurement  
PHCIP-PSPA

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**Mr. Umer Mehmood**  
Additional Director Planning  
PHCIP-PSPA

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**Mr. Assad Khalid**  
Senior Program Manager  
PHCIP-PSPA