

Minutes of the Meeting of Procurement Committee for Evaluation of Technical Bids

The subject meeting was held on 05/04/2024 at 10:00 AM under the chairmanship of Director Project Management Unit Higher Education Department in his office. The list of the participants is attached.

The meeting started with the recitation from the Holy Quran. The chair welcomed the participants and invited Deputy Director PMU to open the discussion on the agenda of the meeting. The forum was briefed that in response to this office's advertisement soliciting sealed bids for hiring of services of firms for teachers training, technical bids were opened on 08/03/2024 in presence of the committee ibid and representatives of the firms. It was reminded that only three (03) firms submitted sealed bids within the stipulated time frame i.e. MS Momentum, MS Alliance and MS UET Peshawar. The forum is required to evaluate the technical bids as per eligibility and marking criteria chalked out in the standard bid documents i.e. "Request for Proposal (RFP)". The marking criteria delineated in the RFP document is as follows:

S.No	Criteria	Sub-Criteria	Mark s
1	Experience (2 Similar Projects)		10
2	Audit Report of Last 3 Years from QCR Firm	2020-21 2021-22 2022-23	5
3	Adequacy of proposed Methodology and Approach	1. Technical Approach & Methodology (05) 2. Work Plan (05) 3. Organization & Staffing (05)	15
4	Staff Qualification (PhD 10/10 & 05/05) (Master 05/05 & 03/03)	1. Team Lead 2. M&E Specialist 3. Report Writer 4. Communication Specialist 5. Event Manager 6. ISO Certified Firm	40
5	Relevance of the Training Program	1. Training Approach (20) i. Situation Analysis/Assessment (5), ii. Curriculum for Training Program (5), iii. Work Plan (5), iv. Monitoring/Evaluation & Reporting (5) 2. Venue (at the disposal of firm 10) (Guest House 08)	30
	Total		100

The forum took up the task of evaluation of technical bids in light of the criteria given in the RFP. After the completion of the evaluation, Two out of three firms qualified for the next step while one of the firms could not secure minimum passing marks. MS Momentum only submitted audit reports of two years by a non-QCR firm. The forum regretted to accept audit reports from a non-QCR firm as it is clearly mentioned in the marking criteria that audit reports of last three years by a QCR firm be submitted. MS UET Peshawar scored lowest accumulative marks i.e. 46.00 and hence declared as unsuccessful bidder at the technical proposal stage. The detailed evaluation sheet containing obtained marks for technical proposals of the firms is enclosed herewith.

Decision:

MS Momentum and MS Alliance scored 75 and 91.98 marks respectively and hence declared as qualified firms for next stage. Financial bids of successful bidders at technical proposal stage be opened after 10 days of the declaration of results of technical proposals' evaluation.

Evaluation of Technical Bids

Scoring Criteria	Experience (2 Similar Projects) (10 marks)		Audit Report of Last 3 Years from QCR Firm (05 Marks)				Adequacy of Proposed Methodology and Approach (15 Marks)				Staff Qualification (10 Marks)				Relevance of the Training Program (20)				Total (100 Marks)	Minimum Qualifying Score (50 Marks)	Remarks			
	Project 1 (5)	Project 2 (5)	2022-23 (1.66)	2021-22 (1.66)	2020-21 (1.66)	Methodology (05)	Approach & Y (05)	Work Plan n & Staffing (05)	Organizational (05)	Team Lead (PhD 10)	MAE Specialist (PhD 05)	Report Writer (PhD 05)	Communication Specialist (PhD 05)	Event Manager (PhD 05)	ISO Certified Firm (10)	Training Curriculum (5)	Analysis/Assessment (5)	Program for Training (5)				Work Plan (5)	Monitoring/Evaluation & Reporting (5)	Venue (at the disposal of firm) (08)
MS Momentum	5	5	0	0	0	5	5	5	5	10	3	3	3	3	0	5	5	5	5	5	8	75	Pass	
MS Alliance	5	5	1.66	1.66	1.66	5	5	5	5	10	3	3	3	3	10	5	5	5	5	5	8	91.98	Pass	
MS UET	0	0	0	0	0	0	0	0	0	10	5	3	3	3	0	0	0	0	0	0	10	46	Fail	

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Member

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Chairman

