



KHYBER PAKHTUNKHWA CULTURE & TOURISM AUTHORITY



File No: MP/FWC for sound system and lighting services/KPCTA/4-4/2022/vol-5
Dated: 06th January, 2023

MEETING MINUTES FOR FINALIZATION OF TECHNICAL MARKS FOR FRAMEWORK CONTRACT FOR

• SOUND SYSTEM AND LIGHTING SERVICES

The subject meeting was held on **06-01-2023 (Friday) at 03:00 PM**, in the office of Director Admin & Finance, Khyber Pakhtunkhwa culture & Tourism Authority.

CHAIRD BY:

Director Admin and Finance, KPCTA

IN ATTENDANCE:

General Manager Planning And Marketing, KPCTA

Manager Marketing/Culture, KPCTA

Manager Events, KPCTA

Manager/Specialist Procurement, KPCTA

Specialist Contract Management, KPCTA

Attendance Sheet attached at F/A

AGENDA:

To finalize Technical marks for the framework contact for Sound System and Lighting Services.

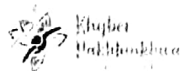
PROCEEDINGS:

After recitation from the Holy Quran, the Chairman welcomed the members of the procurement committee and briefly discussed the agenda of the meeting.

- The Manager/Specialist Procurement explained that a technical visit was paid to the warehouses of both the bidders' i.e M/S Eventastic and M/S Focus Production.
- Reports of visits of ware houses of both the bidders have been prepared.
- It was found during the visit of warehouse of M/S Eventastic that all the items as required in the Schedule of Requirements of the Bid Solicitation Documents were present on the spot and were according to the specifications required hence the committee decided to award him 20 marks out of 20.
- While during visiting the warehouse of M/S Focus production it was found that as per the Schedule of Requirements of the Bid Solicitation Documents, the following items were not found on the spot while those on serial no. 5 and 6 were not found according to the required specifications.

| S.No | Item | S.No | Item |
|------|---|------|---|
| 05 | Analogue console 20 channel with all necessary cables and accessories | 06 | Digital console 20 channel with all necessary cables |
| 16 | Blinder with all necessary cables and accessories | 17 | Face light with all necessary cables and accessories |
| 20 | Laser light for stage with all necessary cables and accessories | 21 | Laser light for building with all necessary cables and accessories |
| 22 | Smoke machine 1500 watt with all necessary cables and accessories | 23 | Fire Machine (fire height 5-6 feet) with all necessary cables and accessories |
| 24 | Confetti machine with all necessary cables and accessories | 25 | Haze machine with all necessary cables and accessories |
| 28 | Crystal Ball | 32 | Power cable 4 core 50 meters |

- As per page No: 45, section iv, Technical Evaluation Score Table of the Bid Solicitation Documents, "All the items should be ensured as per Schedule of Requirement".
- As the above mentioned items were not present on the spot, hence, the committee decided to award zero marks out 20 to M/S Focus Production for the said technical Quality of the Evaluation.



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- In light of the above, marks were awarded to both the bidders and the evaluation sheet/Marks sheet was signed accordingly by all the members of the procurement committee
The meeting ended with a mutual vote of thanks from the committee.

 11/01/2023.

Manager Culture, KPCTA



Manager/Specialist Procurement, KPCTA



Manager Events, KPCTA



Deputy Director Finance, KPCTA



Specialist Contract Management, KPCTA



General Manager Planning & Marketing KPCTA



Director Admin & Finance, KPCTA