Meeting Minutes held on 07/11/2019

A pre bid meeting of the TEC members held on 07/11/2019 at 11:00 am in the Office of Manager Facilities Management regarding Janitorial services.
Following members attended the meeting:
1. Chairman Technical Evaluation Committee
2. Manager Facilities Management
3. Account Officer
4. Manager Pharmacy
5. Manager Supply Chain
6. Bio Medical Engineer

Agenda: Pre Bid Discussion for the Hiring of Janitorial Services advertised in F.Y 2019-20

Decisions:
1. Meeting started in presence of all members
2. Manager Supply chain briefed the committee about the agenda of meeting.
3. All the requirements and criteria for selection is discussed in detail.
4. Following suggestions are found genuine and changes are made accordingly.
5. The changes in the selection criteria are depicted in the Bid Solicitation Documents mentioned as under:

<table>
<thead>
<tr>
<th>TECHNICAL DESCRIPTION</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Office in Peshawar</td>
<td>5</td>
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<tr>
<td>Experience &amp; Performance certificates 03 years (03 marks for each year)</td>
<td>15</td>
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<tr>
<td>Turn Over of 15 million for last 2 years (Bank statement &amp; Audit report should be attached)</td>
<td>10</td>
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<tr>
<td>Experience of solid waste management with reputable institutions, documentary evidence must be attached (3 marks per certificate)</td>
<td>15</td>
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<tr>
<td>Equipment's list for Cleanliness (The basic equipment are mandatory like Floor Scrubber, Housekeeping &amp; Transportation Trolley, Floor Machines, Vacuum Machines etc)</td>
<td>35</td>
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<tr>
<td>Manpower copy of Salary slips (At least 30) Last 2 years</td>
<td>05</td>
</tr>
<tr>
<td>Supervisor 5 (At least B.A or 14 year Education) (2 Marks for Each Degree)</td>
<td>05</td>
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</tbody>
</table>

6. Materials to be used included in the Bid Solicitation Documents on the request and suggestions of bidders as under:

Cleaning materials
- Glass polishing cloths.
- Cleaning brushes.
- Floor mop
- Protective gloves.
- Glass Cleaners
- Washing soda (ICI)
- Bleach
• Surface disinfectant solution
• Disinfectant solution for wash basin
• Floor Scrubber Brush
• Toilet Brush
• Plastic Bags Bio degradable different sizes
• Surf
• Vim Powder
• Sweep
• Phenyl
• Wipers
• Hydrogen per Oxide/Anti-Bacterial
• Any other as required by Hospital

Meeting ended with vote of thanks from the Chairman

1. Chairman Technical Evaluation Committee

2. Manager Facilities Management

3. Account Officer

4. Manager Pharmacy

5. Manager Supply Chain

6. Bio Medical Engineer