**Minutes of Pre-Bid Meeting**

**Date & Time: 15th November 2022 at 11:00 AM,**

**Venue: EXIM Bank Office, Islamabad**

**(Trade Credit Insurance Support Application & Services)”**

**Tender ID: EXIM/TDRS/IT/2022/Oct/11”**

| **Sr. #** | **Query** | **Response** |
| --- | --- | --- |
| 1 | In the “Evaluation Sheet”, item 1.1 for "Customer References" it is mentioned that " Bidders will be required to provide the reference details in the format provided under Annexure-E" => If I am not wrong, there is no "Annexure-E" in the document. | Format attached below for Reference. |
| 2 | * In the "Form of Qualification Information":   1.2 Total annual volume of Supplies delivered => What "supplies" mean? Is it the total volume of business? | Yes, total volume of business pertinent to TCISAS. |
| 3 | * In the "Form of Qualification Information":   1.3 Services performed as prime Supplier => Do you require to list all the ongoing contracts? | Yes |
| 4 | * In the "Form of Qualification Information":   1.4 Major items of Supplier's Equipment proposed => can I confirm that it is not applicable for a SaaS solution? | Yes, your understanding is correct. |
| 5 | * In the "Form of Qualification Information":   1.5  Qualifications and experience of key personnel =>  isn't it already covered by the resume required ? | You can summarize or can refer to the resume format. |
| 6 | * In the "Form of Qualification Information":   1.11 Information regarding Occupation Health and Safety Policy and Safety Records of the Bidder => could you clarify? | You can mention adherence of health and safety policy of your organization. |
| 7 | ITB 13. c) "in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in Pakistan equipped, and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications."   => can I confirm that it is not applicable for a SaaS solution? | Yes, you can, based on your proposal/solution. |

## **Reference Format**

**Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name of Organization and Address: |  |
| Name and Title of Point of Contact: |  |
| Telephone Number: |  |
| Email Address: |  |
| Period of Performance: |  |
| Location where project services were performed & Year of Project Completion: |  |
| Contract Value: |  |
| Reasons for Termination (if applicable): |  |
| Description of Products & Services and their relevance to the requirements under this Bidding Document: |  |