



KHYBER PAKHTUNKHWA CULTURE & TOURISM AUTHORITY



File. No: MP/ FWC for production Services / KPCTA/4-3/2022/vol-1
Dated: 20 September, 2022

MINUTES OF MEETING OF TECHNICAL BID OPENING OF FRAMEWORK CONTRACT FOR

• PRODUCTION SERVICES

The subject meeting was held on **15-09-2022 (Wednesday) at 03:30 PM**, in the Conference Hall of Khyber Pakhtunkhwa culture & Tourism Authority, KPCTA.

CHAired BY: Director Admin & Finance, KPCTA
IN ATTENDANCE: General Manager Planning And Marketing, KPCTA
Manager Procurement, KPCTA
Deputy Director, Finance & Accounts, KPCTA
Events Coordinator, KPCTA
Specialist Procurement, KPCTA
Specialist Contract Management, KPCTA
Manager, Marketing/Culture, KPCTA

Attendance Sheet attached at F/A

AGENDA:

Agenda of the meeting was to open the technical bids submitted by the firms in response to the IFB for the Frame Work **Contract for Production 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 Procurement Specialist explained that the Bid Solicitation Documents were purchased by five (5) firms out of which only two (2) bidders i.e M/s Focus Production and 86 Production submitted their bids and attended the meeting of bid opening (attendance enclosed).
- Bids received were signed by all the members of the procurement committee.
- The procurement specialist with the permission of the Chairman/Director (Admin and Finance) started opening of bids one by one. Bids were opened by the Procurement Specialist and signed by all the members of the committee.
- During opening of the bids it was found that all the bidders have properly sealed the binding documents.
- Deputy Director Finance suggested constituting a subcommittee for the evaluation of the bids.



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- The Financial bids were kept unopened in the custody of Director (Admin and Finance).

The meeting ended with a mutual vote of thanks from the committee.

Director Admin & Finance, KPCTA _____

General Manager Planning And Marketing, KPCTA _____

Manager Procurement, KPCTA _____

Deputy Director, Finance & Accounts, KPCTA _____

Manager Marketing and Culture, KPCTA _____

Events Coordinator, KPCTA _____

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