

Islamic Relief (Pakistan)
Minutes of Pre-Proposal Conference

Ref: 2020-SEP-PB005

Time & Date: 1500 hours on September 24, 2020
Meeting Venue: IR Country Office Islamabad

Agenda:

S#	Agenda items discussed	Project
1	Supply and Installation of Automatic Weather Station	Resilient and Adaptive Population in Disaster (RAPID)
2	Supply of Emergency Tool Kits and First Aid Kits	Resilient and Adaptive Population in Disaster (RAPID)

A Pre-proposal Conference was held in IRP Country Office at 1500 hours on 24th September, 2020 to address the queries related to Tender pack for subject Service i.e. Supply of Emergency Tool Kits and First Aid Kits and Supply and Installation of Automatic Weather Station. The proceedings started with welcome remarks by SC Coordinator (Procurement) Islamic Relief Pakistan (IRP), followed by introduction by the participants.

Attended by:-

Officers of IRP:

- 1- Shakeel Mukhtar, Humanitarian Response & Preparedness Coordinator
- 2- Farhat Imran, Manager SC
- 3- Sabz Ali Khan, SC Coordinator-Procurement
- 4- Majid Safdar, SC Coordinator-Services
- 5- Ihtasham Kubdani, Sr. Field Engineer (Programme)



Observer from NDRMF:-

Declaration:

I, undersigned, hereby declare that I agree to participate in the evaluation or procurement procedure. By making this declaration, I confirm that I shall execute my responsibilities impartially and objectively. I hereby also declare that I am independent of all parties which stand to gain from the outcome of the evaluation process. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might place me in a situation of conflict of interests or otherwise call into question my independence in the eyes of any party; and, if I discover or should it become apparent during the course of evaluation process that such a relationship exists or has been established, I will declare it immediately and cease to participate in the evaluation process, I declare that I have not been employed by any of the (candidate) within past three years.

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Proceedings:

Discussion

The queries raised by the representatives of firms during pre-proposal meeting and their clarifications/replies provided by IR's representatives are summarized below for information of all the shortlisted engineering firms:

Supply and Installation of Automatic Weather Station			
S#	Questions/Concerns/Queries	S#	Clarifications/Answers
Q1	Perform the factory integration and Factory Training Installation as well as training of 3 staff members at factory. Kindly clarify about the place of integration, testing and training.	A1	The training will be conducted on site in the premises of Pakistan metrological department at Quetta & the proposed system will be integrated with the system of PMD AWS network. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q2	What is the detail/inclusions of Sales/Service requirement?	A2	The after sale services will be required for components like sensor / Electronic devices which can malfunction during warranty period <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q3	It is stated that Galvanized Mast is required whereas on Page 26, Aluminum tower is required with SS fasteners. Whereas the fasteners should also be galvanized.	A3	The tower will be of Galvanized instead of Aluminum <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q4	It is stated that weighing mechanism, precipitation sensor should be Pluvio. Kindly eliminate the word Pluvio as it is a registered trademark of OTT and species a particular brand. To make the specifications generic, it is required to eliminate 'Pluvio' so that the solution equivalent or better than Pluvio can also be offered.	A4	The provided weighing mechanism should be equivalent to "pluvio" & of WMO standard. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q5	Tower is required with 1.5 m top tube. Is there any requirement of mounting sensors on it? Kindly also mention the mounting heights of different sensors so that their cable lengths can be evaluated.	A5	Yes the top tube of tower is 1.5 m & the mounting sensors are Wind wane & Anemometer. The mounting height of sensors are of 33 feet with cable length of 35 to 40 feet from sensor to data logger.

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			<i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q6	In the technical specifications, Visibility sensors is also required whereas its detail/specifications are not given.	A6	The visibility sensor is not required. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q7	The size of solar panel requirement is 60 watts whereas on page 26, 40 watt panel is required. Furthermore, the panels usually gives 18volts whereas you have mentioned 12 VDC. Kindly clarify.	A7	The solar panel should be compatible with data logger. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q8	Battery requirement is 60AH whereas on page 26, its size is written as 24AH. Kindly clarify.	A8	The battery should also be compatible with solar panel & data logger. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q9	The cable length requirement mentioned for the temperature/humidity sensor is 5 meter. Usually it is placed at 10 m height on a 10 meter mast. Kindly verify its cable length.	A9	The humidity & temperature sensor will be installed on 10 feet above the ground & therefore 05 meter cable is enough to connect from sensors to data logger. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q10	GSM/GPRS based communication requirements is mentioned whereas on Page 27, in serial number 15, Ethernet cable with networking switch is required. If network cable is required and AWS will be installed in the building of PMD, then it is recommended to eliminate the requirement of GSM/GPRS and directly link the AWS using the Ethernet cable to reduce the recurring cost of communication/SIM. It will also increase the speed and reliability of the system. The internet link will be provided to the data logger using the Ethernet cable.	A10	GSM/GPRS based communication is for remote communication. However, the Ethernet switch is required for local configuration. GSM / GPRS is more reliable at the place of installation. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>



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Q11	In the installation, it is stated that manufacturer's team should be involved at installation. Please clarify this requirement.	A11	Technical Expert of supplier will install the system. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q12	The requirement of availability of spare parts for 10 years is demanded from the manufacturer, which cannot be guaranteed by any manufacturer. To overcome this, usually the necessary spare parts required in future are being purchased along with the basic system. If you need spare parts, pls mention so that their cost can be given separately so that you can buy them now.	A12	It is mandatory for supplier that he should take the guarantee of all spare parts for the period of 10 year. If the spare parts is no longer available in future, supplier should identify a substitute of item that will be similar in form & fit. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q13	It is required that Manufacturer should submit the test procedures 15 days prior to the shipment. Here do you mean the supplier/contractor instead of manufacturer?	A13	It is essential that, manufacturer should submit the test procedures before shipment & supplier. Contractor is responsible to submit the test procedures to Islamic Relief. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q14	UPS is demanded. What would be its usage as the whole AWS would be Solar Operated. If it is required, please mention its specifications/size? Would it be connected with the same battery as of Solar panel? If UPS would be inducted, then there is no need to have separate charge controller and you can add hybrid UPS.	A14	The UPS is not proposed for system. It required to run PC & that will be connected via Ethernet cable to the data logger. The specification of UPS is 400 watts, 650 VA, Automatic voltage regulator, Universal outlet 230 volt. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Q15	On Factory Job Training should be Onsite Job Training	A15	The training will be imparted for the technical staff of PMD on site. <i>Addendum No.1 (Tender Pack – Supply and Installation of Automatic Weather Station)</i>
Emergency Tool Kits and First Aid Kits			
Q1	What are the material of Folding Stretcher?	A1	As per specification in tender document

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Q2	Is there any possibility to consider less weight of wheel barrow or it will stick to the specification	A2	IR will strictly analyze the offer according to the give specification in tender document.
Q3	There are too many types of static rope, is there any special requirement of IR for this item?	A3	It is highlighted from the name that IR need these kits to be utilized in emergency situation and will be used for multiple purpose, especially in the context of life saving in disaster. Please refer to the specifications provided in the tender document.
Q4	Is it possible to quote the rates for wheel chair having single brake?	A4	No, Single brake doesn't serve the purpose. IR will accept product and their prices according the given specification only.

1. Remarks

SC representative informed all participants that a copy of the "Meeting Minutes" and "amendment-1" will be shared with all interested vendors and also requested the vendors to read the Tender document carefully before submission of their bids.

2. Closures

The meeting adjourned with a vote of thanks.



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