

**GOVERNMENT OF PAKISTAN**  
**REVENUE DIVISION**  
**FEDERAL BOARD OF REVENUE**  
**[CUSTOMS WING]**

Project Management Unit - Integrated Transit Trade Management System (ITTMS)  
Central Asian Regional Economic Cooperation – Regional Improving Borders Program  
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C.No. 1(81)Cus-Project/ITTMS/Admin Corr/2883

Islamabad, the 19<sup>th</sup> February, 2025

**Subject: Minutes of the Pre-Bid Meeting - Procurement of Customized Modular Furniture & Fixture Items**

A Pre-bid Meeting for subject procurement activity was held on 17<sup>th</sup> February, 2025 at Conference Room of Project Management Unit (PMU), Federal Arcade, 1<sup>st</sup> Floor, Kurree Road, Jinnah Avenue, Islamabad. The meeting was chaired by the Project Director, Central Asia Regional Economic Cooperation – Regional Improving Borders Services (CAREC-RIBS) Project of Federal Board of Revenue, and was attended by the officials of PMU, & representatives of the prospective Bidders as per list attached at **Annex – I**. The purpose of the Pre-bid Meeting was to provide clarifications on queries/questions raised by the participating representatives of the prospective bidders on the Bidding Document for subject procurement activity, in order to facilitate them in preparation of effective technical and financial bids.

2. The proceedings commenced with welcome remarks, followed by participant introductions. The Chair emphasized the significance of the procurement activity and delivery timelines, highlighting their role in the operationalization of both the Torkham and Chaman BCPs.

3. The prospective bidders were thereafter invited to share their queries for clarification by the PMU. In addition, the representatives were requested to promptly share their queries in writing also to avoid any confusion. In this regard, it was clarified that PMU would reply to all the queries of the prospective bidders in the form of Minutes of Pre-bid Meeting without disclosing their identities in the responses. The Minutes of Pre-bid Meeting would be shared with all the prospective bidders who participated in the Pre-Bid Meeting. Besides, the Minutes would also be uploaded on the e-Pak Acquisition & Disposal System (e-PADS) portal (<https://eprocure.gov.pk>) and on the website of the Federal Board of Revenue ([www.fbr.gov.pk/tenders](http://www.fbr.gov.pk/tenders)) for wider dissemination.


4. Accordingly, the following table provides all queries by the prospective bidders and replies by the PMU thereof:

S. #.	Nature/ Relation of Query	Clarification Required	Replies
<b>Prospective Bidder # 1</b>			
1	General	Force Majeure circumstances, including consistent road conditions, weather factors, and strikes.	The Force Majeure Clause is already incorporated in the Request for Bids (RFB) Document under Section VIII: General Conditions of Contract (GCC), Clause 1, Sub-Clause 1.1, and further classified under Sub-Clause 1.1(v) titled "Force Majeure."
2	General	The option for Partial Delivery of Furniture	Partial delivery shall be permitted, with corresponding partial payments processed upon submission of the requisite documentation. However, the complete package shall be delivered to both sites within 60 days from the date of contract award, as stipulated under Section VI: Schedule of Delivery.
3	Technical	Please elaborate packaging standards.	<p>Packaging Requirements are provided below:</p> <ol style="list-style-type: none"> <li>1. High-standard export-quality packaging shall be used to ensure that the consignment remains intact during transit to the designated terminal.</li> <li>2. The export packaging shall consist of three distinct protective layers.</li> <li>3. Each furniture item must be packed separately to prevent damage.</li> <li>4. Inner &amp; Outer Protection: <ul style="list-style-type: none"> <li>• The inner layer shall be secured with plywood.</li> <li>• The outer surface shall be reinforced with solid soft wooden planks, ensuring comprehensive protection.</li> </ul> </li> <li>5. The wooden packaging box must be properly lined with a waterproof cover to safeguard against moisture and environmental exposure.</li> </ol>
4	Technical	Will the Procuring Agency require samples of the furniture items, what timeframe will be allocated for their presentation?	<p>Samples are not required to be submitted with the bid, however, the brochures/ original pictures of the items quoted must be furnished with the Technical Bid.</p> <p>As communicated during the Pre-Bid Meeting, the Procuring Agency shall require technically qualified bidders to provide samples of the selective furniture items within Seven (07) days for inspection, prior to the opening of their Financial Proposals.</p>
5	General	Provision of suitable accommodation for staff on-site	The Procuring Agency will make reasonable efforts to arrange on-site accommodation, subject to availability and feasibility.

Prospective Bidder # 2			
6	Financial	Whether the bidder is supposed to submit its price schedule (financial bid) only on the format given by you in the Bid Documents OR he can submit that on a simple format of his own as well.	<p>All bidding forms and related submission procedures are provided in the bidding document.</p> <p>Please note that all forms, including the price schedule, must be prepared on the Company's letterhead and in accordance with the prescribed formats. In the price schedule format, modifications to the price table may be allowed, provided that it includes all the relevant information required as per the price schedule form (i.e., Form 3). No changes or alterations to the wording of the Technical and/or Financial Bid submission forms are permitted. Any such modifications will result in the bid being considered non-responsive.</p>
Prospective Bidder # 3			
7	Technical	Quality are you mentioned in Specification same as 100% Required From Department.	<p>As outlined in the Request for Bids (RFB), the quality of all furniture items shall be 100% compliant with the technical specifications specified in Section VI: Schedule of Requirements.</p> <p>Please note that any deviation or modification from the technical specifications shall result in the rejection of the bid.</p>
8	Commercial	Payments Terms	<p>a. Advance payment 10% of the Contract Price shall be paid within thirty (30) days of signing of the Contract and upon submission of claim and a bank guarantee [as per the form specified in Section X (Contract Forms)] for equivalent amount valid until the Goods are delivered and in the form provided in the bidding document or another form acceptable to the Procuring Agency. The Advance Guarantee shall be released by the Procuring Agency, upon completion of the supplies by the Supplier and their acceptance by the Procuring Agency, in full without any defect(s) and Suppliers pending liability.</p> <p>b. on delivery and submission of Invoices / Running Bills : The Procuring Agency shall pay the Supplier 80% of the invoices / running bills of delivers Goods, after physical inspection of the goods/products to be supplied, by the designated representatives/committee of the Procuring Agency, confirming their acceptance in the form of "Pre-shipment Inspection Report" as per the process specified at SCC Clause 11 viz. Inspections and Tests, upon submission</p>

			<p>of claim with supporting documents by the Supplier, within thirty (30) days.</p> <p>c. On Acceptance: 10% of the Contract Price of the products delivered, received &amp; accepted, shall be made within thirty (30) working days of submission of claim supported by the acceptance certificate issued by the Procuring Agency.</p>
9	Commercial	Bid Money	The earnest money shall be 3% of the Bid Price
10	Commercial	Time Duration	As specified in the Request for Bids (RFB) under Section VI: Schedule of Requirements, the delivery time for 100% of the furniture at both sites is 60 days.
11	Technical	MY Concern as a furniture supplier and manufacturer as a technical Qualification is just mandatory for furniture supplier and manufacturer is regarding our field.	As stated in the Request for Bids (RFB) under the Bid Data Sheet, only furniture manufacturers having its own manufacturing unit shall be eligible to bid. No third party or agent, distributor or franchise holder can apply.

5. The meeting ended with a vote of thanks by the Project Director, CAREC-RIBS Project re-assuring the integrity of the bidding process.

  
**(Muhammad Ali Raza)**  
 Project Director

**LIST OF PARTICIPANTS**

<b>S.No.</b>	<b>Name of Representative</b>	<b>Designation</b>	<b>Officials/Prospective Bidders</b>
1.	Mr. Muhammad Ali Raza	Project Director	ITTMS-FBR
2.	Mr. Faisal Pervaiz	CAO	ITTMS, FBR
3.	Mr. Azam Dil Khan	M&E Officer	ITTMS, FBR
4.	Mr. Junaid Rabbani	Founder	Al Raheem by Mighty
5.	Mr. Zeeshan	Manager	M. Brother Furnitures
5.	Mr. Liaqat Ali	Manager	Makky Furnitures
6.	Mr. Arif Hussain	Manager	Malik Enterprises Rawalpindi
7.	Mr. Saeed	Manger	Eastern Trading Company