

Report of the Pre-Bid meeting held at 10. 00 a.m on 12.08.2021 at the Boardroom of the Postgraduate Institute of Science (PGIS) launched via Zoom.

Present:

- Prof. P.Wijekoon
- Dr. A.Pinidiyaarchchi
- Prof. C.Perera
- Dr. MMPAG Manthilake
- Mr. SP Jayakody
- Mr. A.Amarasinghe
- Mrs. S.G.Rajapura

Prospective Bidders attended the meeting via zoom:

10 prospective bidders and their representatives who obtained the zoom link from PGIS were attended the meeting via zoom.

At the outset, the officials of the PGIS briefed the overall objective of the project, the salient contents of the tender document and the system requirements. The Committee also emphasized the importance of completing the tender document as per the guidelines given in the bidding document. The Committee further stated that incomplete and incorrect tender documents will be rejected at the evaluation. The Committee also highlighted that bidders shall fulfill the eligibility criteria given under section I of the General Condition of Contract of the bidding document to be eligible for submission of bids for this tender.

Matters discussed/Decisions taken

1. The Committee informed that the validity of the Bid Security is up to 09th December 2021 as given in the invitation for Bids and validity of the bid security mentioned in the format given in **Annex D** of the bidding documents as 150 days has to be changed accordingly and an Addendum will be issued by correcting the said error in the Bidding Documents.
2. Clarifying on a matter raised by a prospective bidder, that the completion period of the project is not mentioned in the bidding documents, the Committee informed that an addendum will be issued to the bidding documents after discussing with the Technical Evaluation Committee and the Procurement Committee of the same.
3. Clarifying on a matter raised by a prospective bidder, the Committee informed that the Hosting server, Operating System and Database Software (if required) will be provided by the PGIS according to the requirements of the selected bidder. The Committee also informed that full access to the server will be provided during the project development period. The

Committee also informed that bidders must specify the minimum hardware requirements of the hosting server, operating system and other software requirements for the implementation of the proposed project.

4. The Committee also informed that selected bidders are required to further demonstrate their technical proposals addressing the requirements as mentioned in the bidding document.
5. Clarifying on a matter raised by a prospective bidder the Committee informed that implementing cost of the SMS Gateway should be included in to the total cost of the MIS.
6. The Committee emphasized that entire cost of implementation of the MIS except the hardware and software requirements shall be included in the price quoted in the financial proposal and a post-maintenance warranty agreement will be signed after completing the project.
7. The Committee also informed that the Proposed MIS system should be a fully web- based system
8. The Committee also informed that any further information/clarification required by the prospective bidders in preparing the technical proposal can be provided after making a prior arrangement with the Assistant Registrar/PGIS.

The meeting was adjourned at 11. 15 a.m .



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