

**ALLAMA IQBAL OPEN UNIVERSITY**  
**(Directorate of Purchase & Stores)**

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F. No. MoM/Pre-Bid/DPS/2025-26/31

Islamabad, the 3<sup>rd</sup> June 2026

Subject: - **MINUTES OF PRE-BID MEETING – INVITATION FOR BIDS NOTICE NO. 31/2025-26**

As scheduled in the **Invitation for Bids (IFB) Notice**, a Pre-Bid Meeting was held on **1<sup>st</sup> June 2026** at 1100 Hours virtually through '**google-meet link**' in respect of following procurement activity:

| Activity Ref. No. | Description                                                                                                                                |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 31/2025-26        | Design, Supply, Installation, Testing & Commissioning of <b>Variable Refrigerant Flow (VRF) Air Conditioning System (Turnkey Solution)</b> |

2. The meeting was attended by the officials of AIOU & representatives of potential bidder(s) who chose to attend. The list of participants is attached at **Annex-I**.

**Proceedings of Meeting:**

3. The Assistant Director, Directorate of Purchase & Stores explained the requirements and terms & conditions which had duly been made public in the Bidding Document. The bidder(s), who asked for clarification(s) through **e-PADS** since the publication of Bidding Document till the due date/ time of pre-bid meeting, as well as those who sought clarifications while attending the pre-bid meeting virtually through '**google-meet link**', were discussed and addressed by AIOU's Team accordingly. The queries and their replies, are juxtaposed hereunder:

| S/No | Query/ Question                                                                                                                                                                                                                                                                                                                                                           | Remarks/ Reply                                                                                                                                                                                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)  | List of approved Makes is not provided in the tender documents, specially for VRF equipment, as Tier 1 or Tier 2 brands can not be treated equally, neither in terms of technical capability nor financial. Brands from Korea & Japan can not be treated equal to brands from China. You are requested to review this requirement for better opportunity for all bidders. | The bidding document does not specify any approved manufacturers, makes, or brands, as doing so would contravene the Public Procurement Rules, 2004 (amended from time to time). This procurement opportunity remains open to all eligible bidders, ensuring fairness, transparency, and equal participation. |
| (2)  | Tender Documents specify equipment delivery in 90 days i.e. 12 weeks, whereas Imported Equipment delivery time is approximately 16 - 18 weeks in normal conditions. It is requested to review this clause as current Geo-political scenario may impact the shipment and delivery timelines.                                                                               | The request cannot be acceded to. The delivery and installation timelines specified in 'Section V: Schedule of Requirements & Technical Specifications' have been carefully determined, taking into account the University's operational needs and potential shipment challenges."                            |
| (3)  | As per BDS Clause 4.5 and ITB 13.3, manufacturer authorization is required from the OEM or its authorized distributor/ agent. Kindly clarify whether authorization through an authorized distributor/ agent is                                                                                                                                                            | The relevant details are clearly stated in Section III: Bid Data Sheet, BDS Clause-5 (Sub Clause- 4.5), and may be referred to again for clarity.                                                                                                                                                             |

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|     | sufficient, or if direct (sole) authorization from OEM is mandatory.                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (4) | As per BDS Clause 18.3, bid security is currently limited to Bank Draft/ Pay Order/ CDR. We request to kindly allow Bank Guarantee (BG) as an acceptable form of bid security as well. Bank Guarantee is a standard financial instrument widely accepted in public procurement, offering equal security to the procuring agency while facilitating bidders' financial arrangements. | <p>The bid security is required to be provided in the form clearly and expressively mentioned in Section III: Bid Data Sheet, BDS Clause 16 (Sub Clause-18.3). The same is re-produced as under for further clarification:</p> <p><i>"The Bid Security shall be in the form of Bank Draft, Pay Order or Call Deposit Receipt, issued in favour of "Treasurer, AIU" Islamabad".</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (5) | As per BDS Clause 3.1, Joint Venture participation is specified as not allowed. Kindly reconfirm whether JV participation is strictly prohibited, or if any flexibility may be considered. For complex turnkey projects, JV participation can strengthen technical expertise, financial capacity, and overall project execution quality.                                            | The related provision is clearly mentioned at Section-III: Bid Data Sheet (BDS Clause-3, Sub Clause-3.1) and not subject to any change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (6) | As per BDS Clause 8.5, site visits are encouraged during working hours with prior coordination. Kindly share the confirmed schedule (date & time) for the site visit. Our proposed representatives are: Waleed, Awais, Sohail, Shahzad Aslam, Bilal. Advance confirmation is required for ensuring availability of all technical personnel for proper site assessment.              | <p>The related provision is clearly mentioned at Section-III: Bid Data Sheet (BDS Clause-8, Sub Clause-8.5), which may be refer again. The same is re-produced for further clarification.</p> <p>The bidders are encouraged that they should visit the site which has been allocated for the installation of VRF System during Official Working Hours [0800 to 1600, PST] and assure themselves about the sufficiency of requirements for submitting all-inclusive bids.</p> <p>If a bidder opts for site's visit, the bidder will be required to share the details of the representative(s) carrying out site visit, at least one (01) working day before and during the working hours, for managing the necessary permissions, with the following liaison officer. The sites visits shall be coordinated maximum seven (07) days before the due date for submission of bids starting from the date of publication of advertisement/IFB Notice:</p> <p style="text-align: center;"><b>Mr. Hanan Ahmad Solangi</b><br/> Senior Engineer (Electrical)<br/> Directorate of Works,<br/> <b>Allama Iqbal Open University</b><br/> PD Block, Main Campus,<br/> Sector H-8, Islamabad<br/> Mobile: +92(331) 5200889<br/> E-mail: <a href="mailto:hanan.ahmed@aiou.edu.pk">hanan.ahmed@aiou.edu.pk</a></p> |
| (7) | As per bidding conditions, payments are linked with delivery and installation stages, and advance payment is generally not provided. We request your consideration to allow advance payment facility (even partial, if possible). Significant upfront costs are involved in procurement, manufacturing, and                                                                         | The request cannot be acceded to. The payment terms mentioned at Section-VIII: Special Conditions of Contract (SCC Clause-20, Sub Clause 19.1) are not subject to any change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | mobilization especially for imported VRF equipment which makes advance funding essential for timely project execution. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (8)  | Whether the University provides the budget allocation details for the proposed procurement of the VRF System?"         | No. The requested information cannot be disclosed. Potential bidders are therefore encouraged to submit their most competitive prices based on the strength and value of their proposed solutions.                                                                                                                                                                                                                                                                   |
| (9)  | Could the University clarify the nature of taxes for the procurement of the VRF System?                                | The bid submitted by the bidder(s) must include all applicable taxes on the intended procurement, in strict accordance with the laws of the Islamic Republic of Pakistan.                                                                                                                                                                                                                                                                                            |
| (10) | Is it mandatory to attached complete bidding document in the bid on e-PADS?                                            | The bidders are advised not to upload the bidding document with their bid on e-PADS as it makes the System slow, causing issues in downloading the e-bid during bids' opening.                                                                                                                                                                                                                                                                                       |
| (11) | How will AIOU differentiate the designs, offered by the various bidders?                                               | The University's designated Committee(s) will evaluate each proposal strictly in line with the technical specifications, requirements, and scope of work outlined in the bidding document. The contract for the Supply, Installation, Testing, and Commissioning of the Variable Refrigerant Flow (VRF) Air Conditioning System (Turnkey Solution) shall be awarded to the bidder whose proposal is determined to be the Most Advantageous and Lowest Evaluated Bid. |

### General Discussions

4. In addition to above, the criteria related to **responsiveness** and **eligibility**, duly mentioned in the Bidding Document, were reiterated briefly as follows:

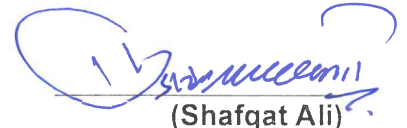
a. **Responsiveness**

- (i) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid,
- (ii) Submission of **Bid** on prescribed **Bid's Submission Form** through **e-PADS**, as per the format provided in the bidding document, printed on **letterhead of the Bidder**, and duly signed and stamped by the authorized representative of the Bidder ***[Bids submitted otherwise, shall not be accepted]***,
- (iii) Submission of **Price Schedule** on prescribed **Form** through **e-PADS**, as per the format provided in the bidding document, **printed on letterhead of the bidder**, and duly signed and stamped by the authorized representative of the bidder ***[Bids submitted otherwise, shall not be accepted]***,
- (iv) Submission of **Bid Security** with the Bid, as mentioned at ITB 16.1 to 18.3 hereunder and in the invitation for Bids Notice,
- (v) All pages of Bid should be duly signed by the authorized representative and stamped. An electronic signature will be acceptable.
- (vi) Conformation/ Compliance with Delivery Period,

- (vii) Conformation/ Compliance with Bid Validity Period,
  - (viii) Conformation/ Compliance with Payment Schedule specified in the Special Conditions of Contract ***[deviations in payment schedule shall not be accepted]***,
  - (ix) Registration with Income & Sales Tax Departments and proof of an Active Taxpayer of both kind of taxes,
  - (x) Valid registration with Pakistan Engineering Council in relevant **PEC Code i.e. ME01** ***[in case of expired PEC Certificate, the participating firm must provide documentary evidence on account of renewal process]***, and
  - (xi) Affidavit on judicial paper of at least Pak. Rs. 100/- as per the formats, given in the bidding document, about (a) no blacklisting/debarment of the bidder, (b) no conflict of interest, and (c) surety to comply with bid validity period despite the market inflation and foreign currency exchange rates risks.
- b. **Eligibility.** To ascertain the eligibility, the Service Provider must carefully read and understand the requirements given in the **Section-III “Bid Data Sheet”** of the bidding document ensuring the submission of following documents:
- (i) Submission of copies of Audited Balance Sheet for last **three (03) years** including profit & loss account & auditors notes, to ascertain the financial capability. The bidder must have **annual financial turnover** in each year amounting to **Pak. Rs. 35 Million** at least,
  - (ii) Successful completion of at-least **three (03) contracts** having nature, and complexity similar to the scope of requirements described under the Bidding Document, during last **seven (07) years** as defined at BDS Sr. No. 10, Clause 11.1 (h),
  - (iii) Compliance with the technical qualification parameters given in Section-V: Schedule of Requirements & Technical Specifications,
  - (iv) Manufacturer authorization or OEM’s Partnership/ Dealership Certificate, as per the format provided in the bidding document (Form 6),
  - (v) Warranty Coverage Details/ Certificate, and
  - (vi) Complete Turnkey Solution meeting 100% technical requirements, provided in **Section V: Schedule of Requirements, Technical Specifications & BoQs.**
- c. The scanned copy of **Bid Security** must be uploaded through **e-PADS** and hardcopy must be submitted physically on the day of opening of bids well before the bid’s submission time.
- d. The bids prepared in accordance with the above-mentioned responsive and eligibility criteria, must be converted into **“PDF format”** and

submitted/ uploaded on the **E-PADS** at the respective Bids' submission Section.

5. The meeting ended with a vote of thanks from both sides.



(Shafqat Ali)

Assistant Director (Purchase)  
June 03, 2026

**LIST OF PARTICIPANTS**

| S/No | Names of Representatives | Designation                  | Organization/ Service provider  |
|------|--------------------------|------------------------------|---------------------------------|
| 1.   | Mr. Hanan Ahmad Solangi  | Senior Engineer, Electrical  | AIOU                            |
| 2.   | Mr. Shafqat Ali          | Assistant Director, Purchase | AIOU                            |
| 3.   | Mr. Musaab Saleem        | -                            | M/s Iceberg Industries          |
| 4.   | Ms. Zarafshan Mustafa    | -                            | M/s Mediland Pakistan (Pvt) Ltd |
| 5.   | Mr. Sohail Siddique      | -                            | M/s Mediland Pakistan (Pvt) Ltd |
| 6.   | Mr. Allah Yar Khan       | -                            | -                               |
| 7.   | Mr. Farhan Zafar         | -                            | -                               |
| 8.   | Mr. Awais Arshad         | -                            | -                               |
| 9.   | Mr. Faiz Rasool          | -                            | -                               |
| 10.  | Mr. Bilal Arshad         | -                            | -                               |

