	STZA Minutes of Meeting – Pre - Bid Meeting STZA One Window Portal (OWP) Enterprise System	
	Date of Meeting	07 February 2022
	Time of Meeting	11:30 hrs.
	Meeting Venue	Conference Room, STZA Office - 16 th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad

DOCUMENT INFORMATION

Category	Information
Document Title	Pre- Bid Meeting STZA One Window Portal (OWP) Enterprise System
Status	Drafted/Reviewed
Author(s)	Ms. Syeda Urooj Fatima
Reviewer(s) and approval	Mr. Abdul Rahim
Issue Date	07-02-2022
Distribution	External

MEETING INFORMATION

Participants

Name	Designation	Attendance
Mr. Abdul Rahim Ahmed	CIO-STZA	Attended
Mr. Sardar Ikram Ullah Khan	Senior Technology Project Manager- STZA	Attended
Ms. Mehwish Iqbal	Manager Procurement-STZA	Attended
Ms. Syeda Urooj Fatima	Technical Support Officer-STZA	Attended
Mr. Usama Razzaq	Technical Support Officer-STZA	Attended

Mr. Muhammad Usman	Awami System Technologies	Attended
Mr. Sohaib Saif	Jaffer Business Systems	Attended
Mr. Awais Ehsan	Jaffer Business Systems	Attended via Zoom
Mr. Adeel Tariq	Systems Limited	Attended via Zoom
Mr. Usman-ur-Rehman	Systems Limited	Attended via Zoom
Mr. Imran Khan	Systems Limited	Attended via Zoom
Mr. Amer Gillani	Technologix	Attended via Zoom
Mr. Ahmed Touqir	Infotech	Attended via Zoom
Mr. Irfan Aslam Khan	Infotech	Attended via Zoom

Overview/Context of the Meeting

The pre-bid meeting against tender No: T #19/21-22 (STZA One Window Portal Enterprise System) was held on 07 February 2022 at 11:30 hrs. and Mr. Abdul Rahim welcomed all the attendees and gave a brief overview of published RFP.

Important Discussion Items

In response to all questions raised by representatives of interested firms, the following points were discussed:

1. The required services/system according to published RFP has 03 phases and phase-I and II may be delivered parallelly while phase-III will be subsequent.
2. Currently STZA doesn't have any implemented ERP platform.
3. Shortlisted firm will deliver the required system by establishing a strong communication mechanism, engagement with relevant stakeholders, documentation of solution and ensuring robust project management with STZA. No separate consultant from STZA will be provided.
4. Deployment of required system is also included in published RFP but companies/firms will share a segregated and detailed financial proposal against all proposed services.
5. Any hardware requirement isn't part of current published RFP.
6. The amount of bid security required is two (02) percent of the total bid price/financial proposal.
7. Project timelines may be proposed by interested firm and expedited project plans may be preferred

during the technical evaluation.

8. Business Process Mapping, Business Process Re-engineering and System Development is clearly mentioned in published RFP page 21 “Distribution of Responsibilities”.
9. Bids submitted by a joint venture of two or more firms as partners shall also comply with the all financials and other qualifications to determine the eligibility of bidder will be evaluated of the partner in charge.
10. Any extension in proposal submission deadline will be notified through addendum.
11. Vendor will be responsible for analysis and review of business requirements including workshopping for finalization of business requirements and SRS.

Action Items/Way forward

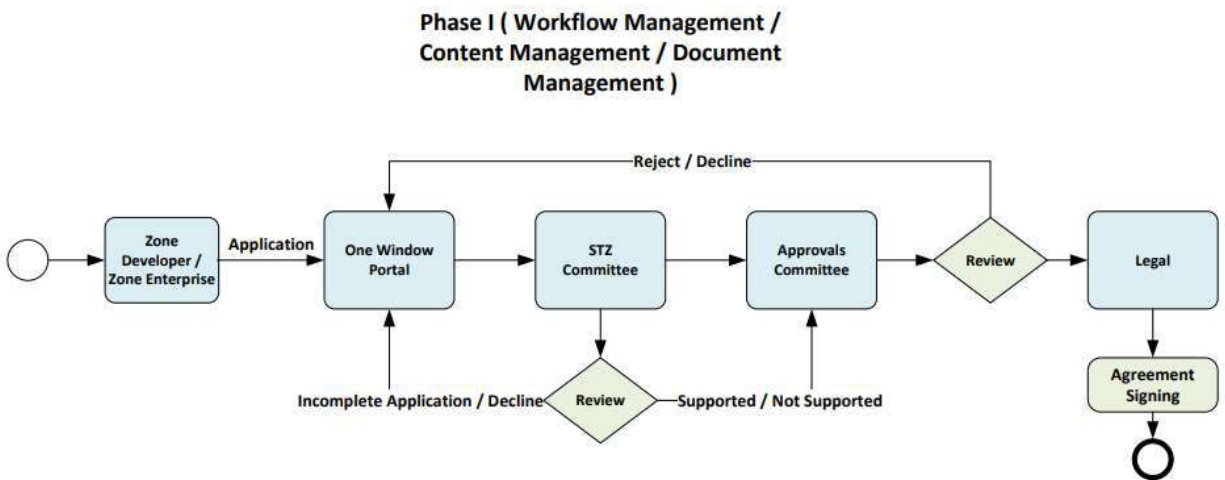
1. Workflows of STZA One Window Portal (OWP) Enterprise System will be provided along with meeting minutes.

Work Flows of One Window Portal

It shall be noted by bidders that the following information is merely illustrative in nature for ease of reference of the bidders in preparations. The procuring agency may vary the Work flow during project implementation or as required by the procuring agency. The following information shall not be treated as conclusive.

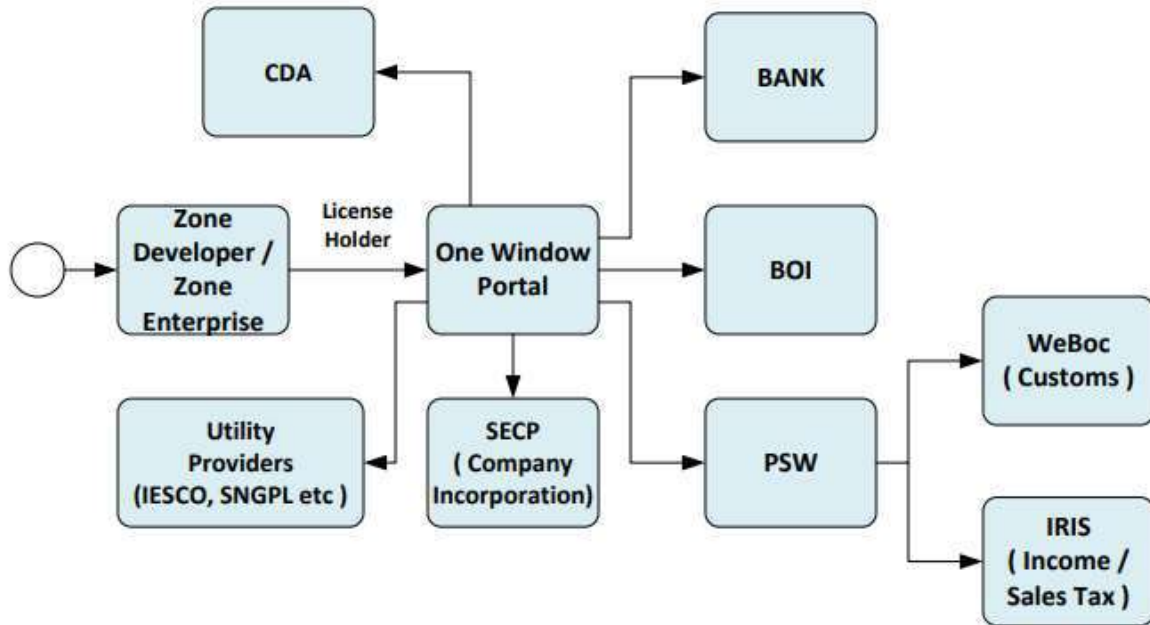
Annexure A

PHASE 1



PHASE 2

Phase II



PHASE 3

Phase III

