



**Subject: MINUTES OF THE MEETING OF BID(S) SUBMISSION/ OPENING REGARDING THE TENDER FOR PROCUREMENT OF HEALTH INSURANCE SERVICE PROVIDER FOR THE EMPLOYEES OF SINDH SECRETARIAT/ CHIEF MINISTER'S SECRETARIAT/ GOVERNOR'S SECRETARIAT & PROVINCIAL ASSEMBLY OF SINDH INCLUDING THEIR ENTITLED FAMILY MEMBERS.**

Meeting was started with the recitation of verses from Holy Quran.

2. Following members of the procurement committee attended the meeting:

- |   |                         |
|---|-------------------------|
| 1. Additional Secretary (Admin./SR),<br>Finance Department                                      | <b>Chairman</b>         |
| 2. Additional Secretary (G.A),<br>Services, General Administration &<br>Coordination Department | <b>Member</b>           |
| 3. Prof. Dr. Shahriyar Ghazanfar<br>Chairman Surgery, DUHS                                      | <b>Member</b>           |
| 4. Deputy Secretary (Admin/Accts.),<br>Finance Department                                       | <b>Member/Secretary</b> |
| 5. Deputy Secretary (SR),<br>Finance Department   | <b>Member</b>           |
| 6. Syed Sameer Abbas, Director Internal Audit,<br>Planning & Development Department             | <b>Member</b>           |
| 7. Mr. Amanullah Bhatti, Director PPP Unit<br>Finance Department                                | <b>Member</b>           |

3. The chairman welcomed all the participants and briefed that with the approval of Finance Department (**Procuring Agency**), the procurement committee, notified by the Finance Department, prepared the RFP document and NIT was got published in 03 leading newspapers (Dawn, Express, Kawish) vide reference No. INF-KRY No.6/2024 dated: on 4/5 January 2024. The tender submission/opening date was scheduled on 23<sup>rd</sup> January 2024 at the office of Chairman procurement committee i.e Additional Finance Secretary (Admin/SR).

4. In response to the NIT, following seven (07) companies approached for the issuance of the bidding document, which the Procuring Agency issued the companies on time following the procedure laid down in the NIT:

- M/s. Askari General Insurance Co. Ltd.
- M/s Jubilee General Insurance.
- M/s Adamjee Insurance Company Ltd.

- d). M/s Jubilee Life Insurance.
- e). M/s State Life Insurance Corporation of Pakistan.
- f). M/s The United Insurance Company.
- g). M/s. Adamjee Takaful.

5. The pre-proposal meeting/conference with the prospective bidders, for clarifications or understanding on the contents of the RFP, was held on 9<sup>th</sup> January 2024 at 03:00 pm at the office of Additional Finance Secretary (Admin/SR). The valuable suggestions for improvising and fulfill shortcomings of the RFP documents were well taken on record.

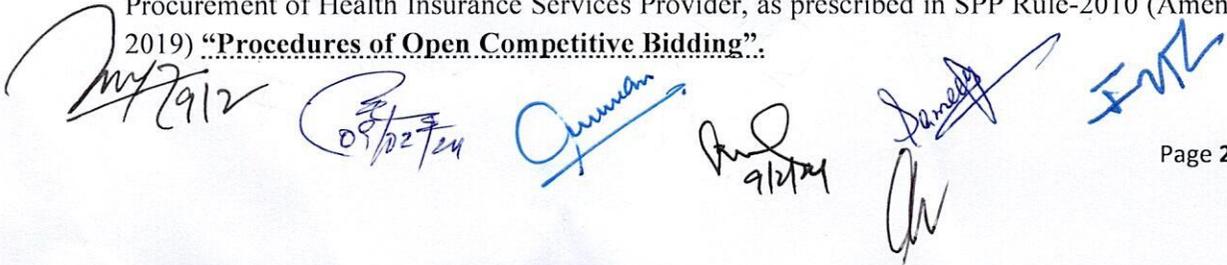
6. Subsequently, with the approval of Procuring Agency i.e Finance Department, a Revised Bidding RFP with the corrigendum I was got published **Referred as NIT published in (3) three leading newspapers (Dawn, Kawish, Express) wide advertisement no INF/KRY No.168/2024 dated 21/22 January, 2024 and posted on PPMS portal too** for the procurement of Health Insurance Services Provider for the Employees of Sindh Secretariat/ Chief Minister's Secretariat/ Governor's Secretariat and Provincial Assembly of Sindh including their entitled family members. The date of NIT submission/opening was extended to 7<sup>th</sup> February, 2024. The prospective bidders were well informed. The revised RFP Document (free of cost) was given to the companies who already got the bidding document issued by this department.

7. The Bids were submitted on or before 11:00 am on Wednesday 7<sup>TH</sup> February 2024 in the office of Deputy Secretary (Admin/ Acctts) room no 140 at 6<sup>th</sup> floor Ak Lodhi block building no 6 Sindh Secretariat Kamal Ata Turk road Karachi by the following bidders:

- 1). M/s State Life Insurance Corporation of Pakistan.
- 2). M/s The United Insurance Company
- 3). M/s Jubilee Life Insurance.

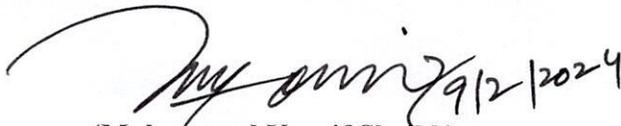
8. The sealed technical proposal(s)/bids submitted by above bidders were opened as per the schedule mentioned in the revised RFP at 12:00 noon on 7<sup>TH</sup> February 2024 in the office of Additional Finance Secretary (SR/Admin) room no 119, 6<sup>th</sup> floor AK Lodhi block building no 6 Sindh Secretariat Kamal Ata Turk road Karachi.

9. Accordingly, after getting the attendance on attendance sheet from the representative of M/s State Life Insurance Corporation of Pakistan, M/s The United Insurance Company and M/s Jubilee Life Insurance and the Members of the Procurement Committee signed the Attendance Sheet(s) as well as on the outer Envelope of the Sealed Proposal submitted by the respective Bidder. Subsequently, in terms of Rule-46(2) of SPP Rules-2010 (Ammended-2019) , only the envelope marked as "Technical Proposal" was initially opened as per the stipulated time period in presence of Bidders' Authorized Representatives, while the Envelope marked as "Financial Proposal" was retained un-opened in the custody of the Procurement Committee without being opened as Procuring Agency has preferred to adopt **Single Stage-Two Envelopes Procedure** for Procurement of Health Insurance Services Provider, as prescribed in SPP Rule-2010 (Amended-2019) "Procedures of Open Competitive Bidding".

The block contains several handwritten signatures and dates in blue ink. From left to right: a signature with the date '09/02/24', a signature with the name 'Arman' and an arrow pointing to the right, a signature with the date '9/2/24', a signature with the name 'Samad', and a signature with the initials 'INT'.

10. Consequently, the Secretary of the Committee stated that three bidders i.e M/s State Life Insurance Corporation of Pakistan, M/s The United Insurance Company and M/s Jubilee Life Insurance submitted the bids against the revised RFP. The technical proposals only were opened in front of all members of procurement committee and authorized representative of bidders. Accordingly, the Procurement Committee would proceed for further assessment of the submitted technical proposals as per the Eligibility and Technical Evaluation Criteria mentioned in the Revised Bidding Documents. It was also articulated that any clarification during the evaluation process, would be asked as Clarification Document by the Bidders in terms of Rule 43 of the SPP Rules and ITB Clauses 18.1, 13.1, 6.1 & 2.2 (read in conjunction with all the relevant conditions/ notes contained in the Bid Document) (collectively the 'Clarification Provisions').

11. The chair concluded that any further information related to this tender would be communicated timely and the meeting notice of opening financial proposals will be issued only to the bidders achieving as per eligibility and evaluation criteria scrutinized by the procurement committee. The meeting was ended with the vote of thanks.



(Muhammad Yousif Shaikh)  
Deputy Secretary (Admin/Accts.),  
Finance Department  
(Member/Secretary)



(Syed Sameer Abbas)  
Director Internal Audit  
Planning & Development Department  
(Member)



(Khalil Ahmed Saraz)  
Deputy Secretary (SR),  
Finance Department  
(Member)



(Amanullah Bhatti)  
Director PPP Unit  
Finance Department  
(Member)



(Prof. Dr. Shahriyar Ghazanfar)  
Chairman Surgery, DUHS  
(Member)



(Jamsheed Alam Memon)  
Additional Secretary (G.A.),  
Services, General Administration &  
Coordination Department  
(Member)



(Ghulam Ali Soomro)  
Additional Secretary (Admn/Accts),  
Finance Department  
(Chairman)