



Galiyat Development Authority, Abbottabad
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No: GDA /

Dated: / 03/2021

MINUTES OF THE MEETING OF PRE-RFP MEETING REGARDING ESTABLISHMENT OF ERP SYSTEM DATED 17.03.2021 AT GDA HEAD OFFICE ABBOTTABAD.

A Pre-RFP meeting regarding Establishment of ERP system in Galiyat Development Authority (GDA) was held on 17.03.2021 at Galiyat Development Authority (GDA) head office Abbottabad with the agenda to respond and clarify the queries and concerns of the potential firms regarding RFP document. The GDA's project team on ERP system, firms and their representatives attended the meeting.

Comprehensive discussions were made during the meeting on the queries and concerns raised by the participants which were responded by the Department accordingly.

Please find below herewith the replies by the Galiyat Development Authority (GDA) in response to the queries raised by the participants (potential bidders), the below replies be considered as part and parcel of the RFP document.

The meeting was concluded with a vote of thanks from the participants.

S.NO	QUERY BY PRE-QUALIFIED FIRMS	GDA REPLY
1	<p>Training of GDA Staff: If we divide 100 persons into batches, does every batch has to complete one-month long training? Or is the overall time period designated for training activities is one month? Are we supposed to arrange a separate venue for training sessions or GDA will provide the office space for that?</p>	The training will be required at a later stage. The training for the staff will be held at GDA head office Abbottabad and space and other facilities will be provided by the GDA.
2	<p>Support and Maintainance:</p> <ol style="list-style-type: none"> 1. Are we supposed to provide support and maintenance during one year warranty period after the system is deployed? If yes, are we supposed to include the per month charges in our financial proposal? 2. Are we supposed to provide free support and maintenance for two years after the completion of the above-mentioned warranty period? 	The successful firm will provide two years of support and maintenance services in addition to the one year warranty period. The firms may include the cost in the financial bid.
3	<p>Documentary Evidence: Can we attach contracts of our past projects as documentary evidence in a case the completion certificate is not available?</p>	The potential firms/bidders may provide the client reference/ contract documents instead of completion certificates.
4	<p>ERP Modules: Under the scope of work, the list of required modules includes "Legal Affairs Management" but it is not included in the details on ERP System. Instead another module "SMS Alerts and E-Notices" is given in the details section, but does not include in the list of modules required mentioned earlier. Could you please clarify that?</p>	The legal section will include details on all litigation affairs. It may include the number of court cases and their status, court cases summaries and decisions and any other details that procuring entity may wish to incorporate. Please note that the SMS alerts and E-notices are separate modules.
5	<p>GIS Survey: IS GIS survey/data collection activities in the field part of our scope of work?</p>	Yes, Data collection and survey will be the responsibility of the firm, however, GDA will provide assistance to the

		successful firm during the field activities.
6	Bid Security Fee: The certificate that you require with the technical proposal stating the 2% bid has been attached with the financial proposal, are we supposed to print that certificate on a stamp paper or the official letter would be enough?	The bidder's official letter is acceptable, there is no need for a stamp paper.
7	Business Process Re-engineering: Will successful firm design the business process re-engineering for the GDA?	Please see section 25 (2) of the RFP document which is also reproduced hereunder: "The successful firm will also advise a new Business Process Re-engineering (BPR) or will suggest improvements in the GDA's existing business BPR."
8	Fleet management system: It is advised that the fleet management system should be incorporated in the scope under the vehicle management system.	The fleet management function has been incorporated with all possible features which could be better for the GDA. Besides tracking of vehicles, GDA and the successful firm will mutually work out on the other features of fleet management system at a later stage.
9	Cloud based or Physical Server based ERP system: Please clarify that whether the service provider will install the cloud based ERP system or GDA physical server and provide ongoing technical support and maintenance for a minimum of two years (02) after the installation of ERP system.	The procuring entity (GDA) will prefer a dedicated international virtual server (cloud based). The successful firm shall have to provide ongoing technical support and maintenance for minimum of two years after the installation. The GDA will not offer any additional amount for the technical support and maintenance for these two years.
10	Number of users: In the RFP overview the number of users is unlimited, the procuring entity may kindly clarify the number of users.	Initially there will be around 150 users. However, the procuring entity may increase or decrease the users with the mutual understanding of successful firm.

**DIRECTOR TOURISM
GALIYAT DEVELOPMENT AUTHORITY
ABBOTTABAD**

Copy:

1. Director General GDA
2. PS to Chairman, GDA
3. ERP project main file
4. Record section

**DIRECTOR TOURISM
GALIYAT DEVELOPMENT AUTHORITY
ABBOTTABAD**