



# National Electric Power Regulatory Authority Islamic Republic of Pakistan

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Ref: NEPRA Tender 10/2024  
November 20, 2024

**Subject: MINUTES OF PRE-BID MEETING FOR NEPRA TENDER NO. 10/2024 PROCUREMENT OF E-Mail & WEB HOSTING SERVICES**

A Pre-Bid meeting for the tender “Procurement of E-Mail & Web Hosting Services” was held on 13<sup>th</sup> November 2024, 2:30 pm at NEPRA Head Quarter, Islamabad to provide potential bidders an opportunity to seek clarifications required for any relating clauses of RFP and understand the objectives as well as scope of the project as envisaged by NEPRA through the intended tender.

The following professionals attended the meeting:

i. Mr. Sajid Akram, Director General (Appellate Tribunal)	Convener
ii. Mr. Jameel Akhtar, Addl. Director General (Finance)	Member
iii. Mr. Tufail Ahmed, Director (Administration)	Member
iv. Barrister Muddasar Naqvi, Legal Advisor (HR/Admin)	Member
v. Ms. Qurat ul Ain, Director (IT)	Member

The synopsis of the queries raised by the intended bidders, which require written clarification and NEPRA’s response is appended below:

Participant Particulars	Questions	NEPRA Reply
M/s Nayatel	<b><u>Clarification w.r.t storage specification:</u></b> Vendor raised a query regarding the storage specifications mentioned in the tender documents, seeking clarification on the details provided for the email service and web hosting storage.	Storage requirements should be considered as follows: <b>Email Service:</b> 100 x 10 GB storage 200 x 5 GB storage <b>Total: 2 TB</b> <b>Web Hosting:</b> <b>Total: 1 TB</b>
M/s Server4Sale	<b><u>Clarification on Cost Calculation Method:</u></b> The vendor requested clarification on how the pricing for the project would be calculated, specifically whether the costs would be distributed annually for each year of the contract or calculated as a total for all three years.	The cost for the Email and Website Hosting Solution will be determined as per the guidelines specified in the Tender Document. Financial Proposal Form attached as <b>(Annex-I)</b>
	<b><u>Performance Guarantee Requirement:</u></b> Vendor requested clarification regarding the performance guarantee requirements.	As per the guidelines in the Tender Document, the performance guarantee will be <b>10%</b> of the <b>Total Contract Value</b> for the entire three-year period including one-time professional service charges.

## **ANNEX-I**

### **FINANCIAL PROPOSAL SUBMISSION FORM**

Bidders are required to provide the total bid amount / price with their bid as per the following table in its financial proposal considering all items mentioned in **BOQ in line with required Technical Specifications**.

<b>Items</b>	<b>Amount (PKR)</b>
<b>One Time Professional Service Charges (if any):</b>	
<b>Cost of Email and Website Hosting Solution for 1<sup>st</sup> Year:</b>	
<b>Cost of Email and Website Hosting Solution for 2<sup>nd</sup> Year:</b>	
<b>Cost of Email and Website Hosting Solution for 3<sup>rd</sup> Year:</b>	
<b>Total Bid Amount: Inclusive of all applicable taxes</b>	

- The Financial score will be calculated based on the Total Bid Amount, which includes (OTC, 1<sup>st</sup> Year, 2<sup>nd</sup> Year, 3<sup>rd</sup> Year and incl. of all applicable taxes).  
(Any other associated cost should be mentioned explicitly by the bidder. NEPRA will not be responsible for any additional cost during the contract period)
- Bidders shall quote total project cost in Pak Rupees only.
- Price quoted should be fixed and valid for a period of 90 days after the opening of the bid.
- NEPRA will make payments in Pakistan Rupees (PKR).
- Payment should be made in accordance with **Clause 2** (Payment Schedule) of the Payment Plan outlined in the Tender Documents.