

Pre-Bid Meeting Minutes

Nature of the Procurement Committee	TEC	Name of the Procurement Entity	University of Sri Jayewardenepura
Title of Procurement		Supply and Delivering of Laptop Computers for the Faculty of Management Studies and Commerce. IFB NO : 05C/2024/FMSC	

Meeting No.	01	Date	15.03.2024	Purpose/s	Pre Bid Meeting
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Present

Participant from the University	Participant from Bidders 01. V S Information Systems (Pvt) Ltd 02. Metropolitan Technologies (Pvt) Ltd 03. Abans PLC 04. Genius Associates (Pvt) Ltd
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The Chairman of the Technical Evaluation Committee chaired the meeting and welcomed all the participants to the pre-bid meeting for the supply and delivery of laptop computers for the Faculty of Management Studies and Commerce at the University of Sri Jayewardenepura. The Chairman briefly explained the procurement process and highlighted the important specifications.

Thereafter, Participants were allowed to raise their queries. Queries and comments are as follows:

The Technical Evaluation Committee made following amendments in the Pre-Bid Meeting.

	Query raised by Participants and University	Comment of University Officials
1.	Model	Business Model
2.	Display Housing	Technically responsive bidders may be requested to provide samples of their devices for physical inspection of the display. The display frame should be a non-bendable hard frame.
3.	Battery	42 ± 2 WHrs, 3- cell Li-ion
4.	Manufacture Authorization	The authorization letter must include the manufacturer's official email address and contact details. The bid will be rejected if the letter does not contain the official email address or direct contact details of the manufacturer. If the manufacturer doesn't respond to the communication by the university for any clarification , the bid will be rejected.
5.	Web Cam	HD camera with a physical privacy shutter (not software-based).
6.	Performance Bond Period	118 Day (One Year plus 28 days Change to 90days plus 28 Days)