MINUTES OF MEETING OF PROCUREMENT COMMITTEE			
Date of Meeting:	25-10-2025	**Time:**	02:30 PM
Location:	11-A Upper Mall Scheme, Lahore		

Participants

1. Mr. Muhammad Ahmad, Program Director, CMU-PCAP
2. Mr. Muhammad Azad, Program manager, CMU-PCAP
3. Mr. Shahid Imtiaz, Manager Accounts, CMU-PCAP

Background

Procurement committee meeting was convened by the Program Director on October 25, 2025 at 02:30 AM to discuss the following agenda item:

2. Evaluation of received Quotations for Procurement of Conference Management Firm (Non-Consulting Services) – 30th Conference of the parties (COP30) to the United Nations Framework Convention on Climate Change (UNFCC), November 07-15, 2025 in Belem, Brazil (USA)

S/N | **Discussion & Decisions**

The Procurement Committee (PC) was briefed that RFQ document was issued to the potential firms on 24.10.2025 and uploaded on the website of PCAP with the closing date of submission of quotation on or before 25.10.2025 at 11:00 AM. In response to RFQ document the following firms participated till closing date;

i. M/s. Trade Lord
ii. M/s. Eagle Enterprises
iii. M/s. SBG Enterprises

01 The quotations of the participated firms were evaluated as per the evaluation criteria mentioned in the RFQ documents by the Procurement Committee. The summary of the evaluation is given as under whereas the detailed Evaluation Report is placed at (**Annex-A).**

Sr. No.	Name of Firm	Arithmetic Corrected Price (Inclusive of taxes)	Status of firm
01	M/s. SBG Enterprises	USD=96,390	The firm is selected being lowest evaluated and qualified firm
02	M/s. Eagle Enterprises	USD=99,225	The firm is ranked as 2nd due to comparatively higher price.
02	M/s. Trade Lord	USD=101,115	The firm is ranked as 3rd due to comparatively highest price.

S/N	Discussion & Decisions
	The Procurement Committee reviewed the evaluation report along with original quotations, based on the detailed evaluation, it was concluded that M/s. SBG Enterprises have submitted the lowest evaluated price of USD=96,390/- (inclusive of all applicable taxes). Accordingly, the Procurement Committee recommended the award of the contract for Conference Management Firm to SBG Enterprises after completing all formalities required in the RFQ document. **Decision & Recommendations for Award of Contract.** *The Procurement Committee evaluated and cleared the Quotation Evaluation with* M/s. SBG Enterprises *for Procurement of* Conference Management Firm at a total cost **USD=96,390/-** (inclusive of all applicable taxes), *and recommended issuance of Notification of Awards and subsequently signing of the Contract.*

Shahid Imtiaz,
Manager Accounts, CMU
PCAP

Muhammad Azad,
Program manager, CMU
PCAP

Muhammad Ahmad
Program Director CMU
PAHP

Coordination & Monitoring Unit
Punjab Clean Air Program (PCAP)
Government of the Punjab

Quotation Evaluation Report

Request for Quotations (RFQs)

Conference Management Firm - 30th Conference of the Parties (COP30) to the United Nations Framework Convention on Climate Change (UNFCCC), November 07 -14 2025 in Belam Brazil (USA)

Coordination & Monitoring Unit
Punjab Clean Air Program (PCAP)

October 25, 2025

1. BACKGROUND

Coordination & Monitoring Unit, Punjab Clean Air Program under the Technical Assistance (TA) component of program required Conference Management Firm at estimated cost is USD 100,000 (approximately) therefore, the procurement is processed through Request for Quotations (RFQs) method through limited national market approach in accordance with World Bank Procurement Regulations.

2. INVITATION FOR QUOTATIONS

The Request for Quotations (RFQs) was issued to three (03) potential firms on 24.10.2025 with the closing date of 25.10.2025 at 11:00 AM.

3. SUBMISSION OF QUOTATIONS

The date and time for submission of quotations was fixed on **25.10.2025** at **11:00 A.M**. The quotations from following three (03) participated firms were received on the fixed date and time in response to the above-referred RFQ documents:

i. M/s. SBG Enterprises

ii. M/s. Trade Lord

iii. M/s. Eagle Enterprises

4. OPENING OF QUOTATIONS

Sealed quotations of above referred three (03) participated firms were opened on **25.10.2025 at 11:30 A.M** by the Procurement Committee in committee room of Coordination & Monitoring Unit (CMU), Punjab Clean Air Program (PCAP), 11-A, Upper Mall Mian Meer Road, Lahore in presence of representatives of the firms who wished to attend. The name of firms and their quoted prices were announced and recorded as per detail given below.

Sr. No.	Name of Participated Firms	Total Price (Inclusive of all taxes)
1	M/s. SBG Enterprises	USD=96,390
2	M/s. Eagle Enterprises	USD 99,225
3	M/s. Trade Lord	USD=101,115

5. QUOTATION EVALUATION CRITERIA

The procurement committee evaluated the quotations on the basis of parameters as mentioned in the RFQ documents.

6. ARITHMETIC CHECK AND CORRECTIONS

The bids were checked arithmetically and corrections have been applied where required. The details of arithmetic corrected bids have been summarized status of the firms is given as under;

Sr. No.	Name of Firm	Arithmetic Corrected Price (Inclusive of taxes)in PKR	Status of firm
1	M/s. SBG Enterprises	USD=96,390	The firm has quoted the lowest price and met

			with the eligibility criteria. Hence, recommended for award of contract.
2	M/s. Eagle Enterprises	USD 99,225	The firm has quoted the price which is comparatively higher and ranked 2.
3	M/s. Trade Lord	USD=101,115	The firm has quoted the price which is comparatively higher and ranked 3.

7. PRICE VALIDITY

The price validity period of 45 days from the date of quotation opening was specified in the RFQ document by all three firms.

8. COMPLIANCE WITH ELIGIBILITY REQUIREMENTS

The firm's compliance as per qualification criteria mentioned in the RFQ document have been checked and found in line with the requirements of eligibility requirements for the assignment.

9. COMPARATIVE STATEMENT

The comparative statement of the firms based on technical specifications and quoted prices is placed at **Appendix-2**.

10. CONCLUSIONS AND RECOMMENDATIONS.

Based on the detailed evaluation, it is concluded that **M/s. SBG Enterprises** has submitted the lowest evaluated price of **USD=96,390 (inclusive of all applicable taxes).** Accordingly, the procurement committee recommended for award of the contract for Conference Management Firm under Coordination & Monitoring Unit (CMU) Punjab Clean Air Program (PCAP).

Shahid Imtiaz,
Manager Accounts, CMU
PCAP

Muhammad Azad,
Program manager, CMU
PCAP

Muhammad Ahmad
Program Director CMU
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