

# PRE-BID MEETING MINUTES

## LANKA HOSPITAL CORPORATION PLC

**Subject :** DESIGN, INSTALLATION, IMPLEMENTATION, COMMISSIONING AND MAINTENANCE OF THE HIS SYSTEM INCLUDING DEVELOPMENT OF OPERATIONAL ACCEPTANCE TESTING AND SYSTEM INTEGRATION WITH THIRD PARTY SOLUTIONS AND CONNECTIVITY TO EXISTING RESOURCES.

**Date & Time:** FRIDAY, 26<sup>TH</sup> JULY 2024, 10.00AM

**Venue :** Board Room – 9<sup>th</sup> Floor

1. Mr. Deepthi Lokuarachchi (GCEO) welcomed the participants and explained that the objective of the meeting is to provide further clarifications required for bidders regarding the tender.
2. There were 32 participants logged on Zoom, and 8 companies participated physically.
3. Bid reference No/Tender No. should be LH/ICB/24/1160/ID/P190
4. The meeting was concluded at 11.20am.
5. Tender extended to the 14<sup>th</sup> of August 2024 @1100 hrs.
6. The next Pre bid meeting prior to the tender opening commenced to be held on 09<sup>th</sup> of August 2024 at 10 a.m. Colombo.

### Following points were discussed in the meeting,

1	Mr. Deepthi Lokuarachchi (GCEO) announced the HIS tender extension and the next pre bid meeting date
2	clearly mentioned that the canvassing can be disqualification to the shortlist.
3	HIS no need financial application since the SAP is a dedicated application for financial.
4	The outside clinics should be run by minimum bandwidth application by internet.
5	that the bidders are the experts of HIS and they can bring the value addition for the HIS Management.
6	Extension of the tender closing mentioned by the GCEO.
7	License for 3 <sup>rd</sup> party application based on the recommendation on bidders.
8	Encourage suppliers to read and go through the RFP.

### Questions from suppliers

Q1	Bidder clarified about license fee payment terms.
A	LHC mentioned that payment terms should be as stated in the bidding document and can be negotiated once shortlisted.  Based on submission on bank guarantee
Q2	The bidder inquired master data migration.

A	LHC mentioned that Master data's to be migrated as all financial opening balances, inventory opening balances, and other all master data.
Q3	Supplier inquired about equipment integration
A	LHC mentioned that there is no equipment integrated with HIS system, The lab system will be an independent system. However, LIS system should be integrated with HIS.
Q4	Supplier inquired about the way of Data Migration
A	LHC mentioned that according to the supplier format the data will be submitted accordingly.
Q5	Furthermore, inquired about the HRIS system integration
A	LHC mentioned that the current HR system remain as it is and need to integrate with HIS.
	Also, the SAP and the Lab System need to be integrated
Q6	Bidder raised quarries on charge master and tariff master and clarified accordingly
Q6	Supplier inquired about PABX system.
A	LHC mentioned that PABX is a telephone system, it should be integrated with HIS system (to charge for telephone calls .)
Q7	Supplier raised query on hardware requirement
A	LHC mentioned that hardware provided according to the recommendation of bidder.
Q8	The supplier inquired about the number of branches of the hospital.
A	LHC mentioned that currently we have 24 pharmacies and small clinics which has to be able to access the application through intranet.
Q9	Supplier inquired about que management system
A	LHC mentioned few main locations, also LH requested to supplier can bring the value additions.
Q10	Supplier inquired about flow diagram
A	GCEO mentioned that it will be provided upon short listed.

Q11	Supplier inquired about Asset Management
A	LHC Mentioned that Asset Management will be taken place by SAP
Q12	Supplier inquired about Source Code
A	GCEO Mentioned that LHC should be able to access the source code in such circumstances of abandoned and this should not be factor to the product price.
Q13	Supplier inquired about Blood bank and Inventory Stock
A	LHC mentioned that Blood Bank should be a part of HIS and all the OP pharmacy and in patient pharmacy stock should be maintain by HIS system.
Q14	Supplier raised question on the shortlisting of bidders,
A	LHC mentioned that, based on the selection criteria and will be negotiated with all selected final best responsive bidders.
Q15	Supplier questioned about Eligibility Criteria
A	Refer the RFP
Q16	Supplier inquired about L1,L2and L3
A	LHC mentioned that L1 will be taken care by LHC IT team. rest of the supporting levels should be responsible for selected bidder.
Q17	Supplier questioned about 10-year retention
A	LHC mentioned that we are providing the hardware so, this retention is for the software.
<b>Please note the following points</b>	
<ul style="list-style-type: none"> <li>• Evaluation criteria Clause No. 3.1 and 3.2: Please read the technical scope reference as section 4 instead of section 5 mention under point no. 3.1 and 3.2 of evaluation criteria in page no. 22</li> <li>• Exchange rate for the calculation of average turn over under eligibility criteria should be 303.74 per dollar (selling rate as of 5<sup>th</sup> July 2024)</li> <li>• (Page No. 40) 10.10.2 should be corrected as the maximum amount of liquidated damages shall be :7.5% of the contract price instead of existing.</li> </ul>	
Bid Guarantee Validity	Has to be extended up to 14 <sup>th</sup> March 2025 as per the ITB Clause 17.2 in the Bidding Document

Two Envelop System	As per the bidding document, the bidding process is under two envelop system. Therefore, technical and financial proposals should be submitted with separate sealed envelop and both should be insert in one envelop. As per the selection methodology mentioned in the bidding document all technical proposals will open and financial proposals only from two parties will select and the end of the comprehensive system demonstration will be open for financial evaluation. Other financial bids will be returned unopened. Hence do not attached bid guarantee or nonrefundable payment slip with the financial bid
<ul style="list-style-type: none"> <li>• Project implementation plan (detail timeline of project) should be submitted with Gantt chart.</li> </ul>	
<ul style="list-style-type: none"> <li>• Lead time of the table under page no 112(last page) is total time period required to complete the project.</li> </ul>	
<ul style="list-style-type: none"> <li>• Manufactures Authorization under page NO. 107. This particular document not essential and submit a declaration confirm the product owner ship as we are looking for bids from the product owner.</li> </ul>	

Please find attached the pre-bid meeting minutes, along with the Zoom video link for the pre bid meeting (26/07/2024)

[https://lhplc-my.sharepoint.com/personal/histender\\_lankahospitals\\_com/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fhistender%5Flankahospitals%5Fcom%2FDocuments%2FPre%20bid%20Meeting%20%2D%2026%20July%202024&ga=1](https://lhplc-my.sharepoint.com/personal/histender_lankahospitals_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fhistender%5Flankahospitals%5Fcom%2FDocuments%2FPre%20bid%20Meeting%20%2D%2026%20July%202024&ga=1)