

From: Secretary Procurement Committee @ IBA

Sent: Thursday, October 13, 2016 2:44 PM

To: Muhammad Sohail Khan / Manager Purchase and Stores @ IBA

Cc: Procurement-Committee; Jami Moiz / Assistant Professor Dept of Marketing & Center for Entrepreneurial Development-CED @ Main Campus; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Manager (Finance) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA

Subject: Item # 1: Approval for tender ad & documents for Provide & Supply of Printing Items

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Discussion: Purchase Executive briefed the committee for Printing Items. The committee reviewed the tender document, discussed about the specs and estimated cost. The committee discussed with Manager Purchase & Stores (on phone) about various areas for improvement such as Re-Order-Point (ROP). The committee suggested to plan procurement ensuring efficiency in managing minimum stock level as well as tendering & contracting.

Decision: The committee approved the tender for Provide & Supply of Printing Items to be floated on IBA & SPPRA websites (subject to availability of budget)

Action: Manager Purchase & Stores will implement the decision in accordance with the prescribed rules & regulations framed by IBA PP&P and SPPRA

Attendance:

1. Dr. Rameez Khalid (Chairman)
2. Syed Jehanzeb (Member)
3. Haris Quershi (External Member)
4. Ahmed Ali Khan (External Member)
5. Mustaque Ahmed (Member)
6. Muhammad Hanif (Secretary)
7. M. Sohail Khan (on phone)

Muhammad Hanif,
Secretary Procurement Committee