

TransPeshawar (The Urban Mobility Company)

Minutes of Pre-bid Meeting

Project Name	Procurement of Adverting and creative Company for TransPeshawar / Zu		
Date:	13-02-2020 at 3:00 PM		
Venue	Committee Room, TransPeshawar (The Urban Mobility Company)	Chair	Mr. Khalil Ahmed Procurement Specialist TransPeshawar (TPC)

The following staff attended the meeting from the TransPeshawar (TPC) side:

1. Mr. Noman Manzoor, Communications Specialist, TransPeshawar, TPC
2. Mr. Misbah Ullah, Budget & Accounts Officer, TPC.
3. Mr. Muhammad Tahir, IT Support Officer, TPC.

List of attendees from companies is enclosed as Annex-B

DECISIONS / DISCUSSIONS

Communications Specialist, TPC formally welcomed the participants. Brief description was given to the Bidders about the Project. After the briefing session from TransPeshawar, Bidders were asked to raise the issues which requires clarification by TPC. The participants of the meeting raised a few questions which were addressed during the meeting and are incorporated in the minutes attached at Annex-A. The meeting ended at 4:00 PM with a vote of thanks from TransPeshawar.

Sr. No	Queries/Comments	TransPeshawar Response
1	<p>Tax Calculation for Bid: Bidders asked about what tax rate should be applied on each of items mentioned in form of quotation.</p>	<p>Response/Decision: It was told that for the purpose of tax calculation in financial bid (form of quotation), the following is the classification of goods/services:</p> <ul style="list-style-type: none"> • Item no. 1 is classified as service while remaining items in form of quotation(s) are categorized as goods. Relevant taxes are thus applicable based on the land of law.
2	<p>PBA and APNS certificate: Bidders suggested that in addition to APNS, PBA certification may be required if the media campaign is to run on TV/ electronic media.</p>	<p>Response/Decision: It was informed that details of media execution have not been finalized yet. However, companies, if have a PBA certificate, are highly encouraged to enclose in their technical proposal.</p>
3	<p>Logos & Description: Bidder asked about the content of marketing material and how can they get the logos if needed.</p>	<p>Response/Decision: It was informed that marketing material will be about use of Zu/Peshawar BRT system as explained in RFQ. Bidders are encouraged to visit TP website and social media pages for further guidance.</p>
4.	<p>Joint Venture: Bidders asked about if a company can apply in JV or t?</p>	<p>Response/Decision: It is informed that companies may bid in a JV, however, companies have proper agreement of JV and lead shall have APNS and other relevant certifications.</p>