

**TransPeshawar (The Urban Mobility Company)**

**Minutes of Pre-bid Meeting**

<b>Procurement Title</b>	Property Management Services for Underpass shops at Faisal Colony and Gulbahar Chowk in Peshawar BRT Stations (TPC/BD/RFP/2020/002)		
<b>Date &amp; Time</b>	January 7, 2021, 2:30 PM PST		
<b>Venue</b>	Conference Room, TransPeshawar (The Urban Mobility Company)	<b>Chair</b>	Khalil Ahmed Procurement Specialist TransPeshawar

The following members attended the meeting are:


1. Alamgir Bangash Business Development Specialist, TransPeshawar
2. Intizar Khan Assistant Manager Mechanical, TransPeshawar
3. Yousaf Bilal Assistant Manager Electrical, TransPeshawar


Attendance of members from TransPeshawar and representatives of companies is enclosed as Annex-B.

**DECISIONS / DISCUSSIONS**


The chair formally welcomed the participant. Brief description was given to the bidders about the procurement and contents of RFP. The participating bidders were specifically briefed over qualification and responsiveness criteria and proposal preparation and submission. Important clauses related to scope, roles and responsibility of winning service provider were also discussed in detailed. After briefing session, bidders were asked for queries that need clarification by the TransPeshawar. The queries and responses are attached as Annex-A.

The meeting ended with a vote of thanks from the chair.



Sr. No	Queries/Comments	TransPeshawar Response
1	<p><b>Bid Security:</b> Referring to bid security, the participants asked about the type of instrument to be used for furnishing bid security.</p>	<p><b>Response/Decision:</b> It is responded that the bidders shall furnished bid security in shape of Demand Draft (DD) or Call Deposit Receipt (CDR) or Bankers Cheque only. The bidders submitting bid security in other instruments/forms shall stand non-responsive.</p> <p><b>Amendment:</b> The word "Pay Order or Bank Guarantee" indicated in Clause 4.2.1 (f) of RFP shall stand deleted.</p>
2	<p><b>Mandatory registration with KPRA and FBR:</b> It was inquired that in case of JV, is it mandatory for all the members of JV to be registered with KPRA and FBR?</p>	<p><b>Response/Decision:</b> It was informed that the requirement of registration with KPRA and FBR is mandatory for all the members of JV individually.</p> <p><b>Amendment:</b> No amendment required.</p>
3	<p><b>Duration of lease with occupational tenants:</b> The participants asked about the duration of lease/rent agreement with perspective tenants.</p>	<p><b>Response/Decision:</b> It was responded that the service provider has the right to set duration of lease by himself with the tenants as per his convenience and market practices. However, the duration shall not go beyond this contract / agreement period.</p> <p><b>Amendment:</b> No amendment required.</p>
4	<p><b>Increase in Grace Period before commencement:</b> It was suggested by parties to increase the grace period before commencement up to three (03) months for providing rooms to the service provider for establishing business and</p>	<p><b>Response/Decision:</b> The time already mentioned is sufficient and justified.</p> 

	attracting the possible tenants as opposed to a period of one (01) month described in the RFP.	<b>Amendment:</b> No amendment required.
5	<b>Involvement of TPC in selection of occupational tenant:</b> The involvement of TPC in selection and management of tenants was inquired.	<b>Response/Decision:</b> It was responded that service provider is solely responsible for selection and management of tenants however, the service provider shall take prior approval of the TPC before selection of occupational tenants and submit the agreement to TPC for record.  <b>Amendment:</b> No amendment required.
6	<b>Payment of utility bills:</b> The method for payment of utility bills was asked by the participating bidders.	<b>Response/Decision:</b> The participants were referred to clause 8 of Services Agreement for method of payment of utility bills.  <b>Amendment:</b> No amendment required.
7	<b>Modification in shops:</b> It was inquired whether the service provider could make changes to the building i.e., addition or removal of walls between shops etc.	<b>Response/Decision:</b> It was responded that service provider must take prior approval for making such changes and shall be responsible for fixing the same as per actual at the expiry/termination of the contract. Major renovation or complete changing structure of underpasses will not be allowed.  <b>Amendment:</b> No amendment required.
8	<b>Site for Sub-office:</b> The participant asked if any space or site-office may be provided by the TPC to the selected service provider inside	<b>Response/Decision:</b> It was responded that there is no allocated space for establishing such office. However, the

	the stations for management of tenants and day to day operations.	service provider has the liberty to establish the office in one of the shops on its own. Station operation is completely independent activity and has no link with shops.  <b>Amendment:</b> No amendment required.
9	<b>Mode of rental payment:</b> The participant asked about the method for payment of rentals.	<b>Response/Decision:</b> It was responded that rent shall be paid on quarterly advance at the start of each quarter as mentioned under clause 6 of the Service Agreement.  <b>Amendment:</b> No amendment required.
10	<b>Extension of contract:</b> The participants asked about the duration of extension time of the contract and also requested for increased extended period.	<b>Response/Decision:</b> It was responded that initially the contract will be signed for a period of three (03) years the contract may be extended for a further period of one (01) year with consent of both parties.  <b>Amendment:</b> No amendment required.
11	<b>Annual increase in rentals:</b> It was told that normally initial rental increase gets affected after completion of two (02) years as opposed to increase on annual basis and requested for amendment accordingly.	<b>Response/Decision:</b> The increase will be annually and the service provider shall estimate financial bids accordingly.  <b>Amendment:</b> No amendment required.
12	<b>Quota for Women:</b> The participants requested for elaborating the term.	<b>Response/Decision:</b> It was told that the service provider will ensure allocation of shops to women as per given 

		<p>quota. However, despite of concerted efforts to the satisfaction of the TPC, the service provider remains unsuccessful in utilizing the designated quota, the service provider may fill the shops to maintain 100% occupancy and may allocate the shops to male entrepreneur.</p> <p><b>Amendment:</b> No amendment required.</p>
13	<p><b>Dispute Resolution:</b> The participants asked about the process for resolution of dispute.</p>	<p><b>Response/Decision:</b> It was told that the disputes will be resolved as per clause 13 of the Service Agreement.</p> <p><b>Amendment:</b> No amendment required.</p>
14	<p><b>Segregation of shops:</b> It was requested by the participants that Faisal Colony and Gulbahar Chowk differs in number of footfall and therefore, be separated for quoting rental?</p>	<p><b>Response/Decision:</b> It was responded that the participants have to quote accumulative rentals for forty-two (42) shops and participants may undertake due diligence before quoting the rentals.</p> <p><b>Amendment:</b> No amendment required.</p>
15	<p><b>Performance Security:</b> The participants asked for elaborated the submission of performance security.</p>	<p><b>Response/Decision:</b> It was responded that as per stipulation of the RFP the successful service provider has to submit ten (10) % of contract price for three year. The formula for calculating performance security is as under: Performance Security = Ten (10) % of [Total Monthly Rentals x 12 x 3]</p> <p><b>Amendment:</b> No amendment required.</p>



**TransPeshawar** (The Urban Mobility Company)  
A company set up under section 42 of the companies ordinance, 1984

### Attendance Sheet for Pre-Bid Meeting (Members)

Loan No: Loan 3543-PAK

Ref. No: TPC/BD/RFP/2020/002

Project Name: Peshawar Sustainable Bus Rapid Transit Corridor Project

Procurement Title: Property Management Services for Underpass Shops at Faisal Colony and Gulbahar Chowk in Peshawar BRT Stations

Place: Conference Room TransPeshawar (The Urban Mobility Company) Office, KPUMA Building, Chamkani

Date & Time: January 7, 2021 (02:30 PM PST)

No.	Name of Member	Designation	Contact No.	Email	Signature
1.	Yousaf Bilal	AM - Electrical	03339663358	yousaf.Bilal@Transpeshawar.PK	
2.	Intizar Khan	AM Mech	0333940606	intizarkhan_85@peshawar	
3.	IKRAM	AO	0336/590640	ikram.ullah@transpeshawar	
4.	Khalid Khan	Procurement	—	—	
5.	IKRAM	Budget Analysts officer	0333-5055248	IKRAM.ULLAH@Transpeshawar.PK	



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**Attendance Sheet for Pre-Bid Meeting (Bidders)**

Loan No: Loan 3543-PAK

Project Name: Peshawar Sustainable Bus Rapid Transit Corridor Project

Ref. No: TPC/BD/RFP/2020/002

Procurement Title: Property Management Services for Underpass Shops at Faisal Colony and Gulbahar Chowk in Peshawar BRT Stations

Place: Conference Room TransPeshawar (The Urban Mobility Company) Office, KPUMA Building, Chamkani

Date & Time: January 7, 2021 (02:30 PM PST)

No.	Bidder's Name (Firm/Company)	Representative's Name	Designation	Contact No.	Email	Signature
1.	Redsun Marketing	Siraj Ahmad	Manager	73002560622	PLA@gmail.com redsummarketing	
2.	Brink Consultants	Fahim Raja	CEO	03225822212		
3.	CEMS	Tanzeel Khattak	BDM	0333-8806792	tanzeel.khattak @ cemsglobal.org	
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