

TransPeshawar (The Urban Mobility Company)

Minutes of Pre-bid Meeting

Procurement Title	Indoor Advertising Services Management in Peshawar BRT Stations		
Date & Time	December 21, 2021, 11:30 AM PST		
Venue	Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Khalil Ahmed Procurement Specialist, TransPeshawar

The following members participated from TransPeshawar:

1. Alamgir Bangash Business Development Specialist, TransPeshawar;
2. Usman Shafi Assistant Manager BRT CC TransPeshawar;
3. Muhammad Sohaib Assistant Manager BRT CC.

Attendance of members and bidders is enclosed as **Annex-B**.

DECISIONS / DISCUSSIONS

Procurement Specialist formally welcomed the participants. Brief description was given to the bidders about the procurement and contents of RFP especially about scope, qualification requirements and submission of responsive bids. After briefing session, bidders were asked for queries that's need clarification. The queries of the bidders and responses are attached as **Annex-A**. The meeting ended with a vote of thanks from the chair.

Annex-A

Sr. No	Queries/Comments	TransPeshawar Response
1	<p>Procurement Procedure: Procedure of procurement explanation.</p>	<p>Response/Decision: It is discussed that procurement procedure is single stage one envelope. The potential bidders will submit all the required documents and financial offers in a single envelop.</p> <p><u>No changes in the RFP are required.</u></p>
2	<p>Evaluation of financial bid: Evaluation of financial bid was discussed.</p>	<p>Response/Decision: It is discussed that responsive proposals shall be evaluated in accordance with requirement prescribed under qualification criteria. The responsive proposal meeting the qualification criteria will be considered for comparison of financial offer.</p> <p>It is further elaborated that clause 7.2.1 of the RFP will be amended as “The responsive proposals shall be evaluated in accordance with requirement prescribed under qualification criteria. The responsive proposal meeting the qualification criteria as mentioned above shall be considered for comparison of financial offer. The quarterly payment offered by the bidders shall be discounted at a rate of 12 % to get net present value during evaluation. Bidder with highest total net present value of financial bid / offer shall be determined as winning bidder and considered for award of contract”.</p> <p><u>Changes in RFP are required and affected through issuing corrigendum.</u></p>
3	<p>Details of mandatory work under clause 4.5 of RFP: The participant asked for elaboration of civil work to be undertaken under the contract.</p>	<p>Response/Decision: It is told that the winning service provider shall have to perform civil work apart from providing advertising services as elaborated under clause 4.5 of the service agreement. While explaining, it was further clarified regarding yellow paint in 4.5.3 will be executed within station limits for quantity and length as explained under relevant clause of the service agreement i.e. 2000 running meter per station (average). The length of HIP stickers in clause 4.5.1 of service agreement is already mentioned there. While the width of sticker shall be six (06) inches. The service provider shall complete the task for area equal to (2ft x 0.5ft x 20 stickers) per station.</p> <p>The paint shall be for area of 600 Sq. meter per station as mentioned in clause 4.5.4 and</p>

		<p>includes area of pedestrian bridge/ramp, column, station platforms and any other area falls within the station's limits.</p> <p>It is further told that the winning service provider shall depute/appoint one (01) manager for performing service provider's obligations under the service agreement and shall also dedicate three (03) mandatory staff members i.e., graphic designer, photographer and female announcer with allied facilities as explained under 4.2.20 and 4.2.21 respectively of the service agreement.</p> <p><u>Changes in RFP are required and affected through issuing corrigendum.</u></p>
4	<p>Installation of digital kiosk: Maximum time for installation of digital kiosk was inquired.</p>	<p>Response/Decision:</p> <p>It is discussed that maximum time for installation of digital kiosk is six (06) months after date of commencement. Clause 4.2.5 will be inserted in Service Agreement as "The service provider shall ensure installation of digital kiosk within six (06) months of date of commencement whereas commissioning/operation shall be within nine (09) months after the date of commencement. The failure shall lead to imposition of liquidated damages as provider for under the service agreement"</p> <p><u>Changes in RFP are required and affected through issuing corrigendum.</u></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/Participant)

Ref. No: TPC/BD/RFP/IDAS/2020-21/003

Procurement Title: Indoor Advertising Services Management at Peshawar BRT Stations

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

Date & Time: December 21, 2021 (11:30 AM PST)

No.	Name of Member/Participant	Designation	Contact No.	Email	Signature
1.	Khalid Ahmed	Procurement Spec	0333 9 971624	khalid.ahmad@trans	
2.	Yousaf Bilal	AM Electrical	03339663359	Yousaf.Bilal@Trans	
3.	Alamgir Smyash	BDS	0336-5908450	alamgir_smyash@transpeshawar.pk	
4.	M. Sohail	AM BRT CoE	0333-9253001	mohammed_sohail@TransPeshawar.Pk	
5.					
6.					
7.					





Attendance Sheet for Pre-Bid Meeting (Bidders)

Ref. No: TPC/BD/RFP/IDAS/2020-21/003

Procurement Title: Indoor Advertising Services Management at Peshawar BRT Stations

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

Date & Time: December 21, 2021 (11:30 AM PST)

No.	Bidder's Name (individual/ Firm/Company)	Representative's Name	Designation	Contact No.	Email	Signature
1.	LMKR	Sagib Hanif	Project Manager	0333-8567182	sharif@lmkr.com	
2.	Mikab	Rabnawaz		03158562000	MikabAdvertisore39@gmail.com	
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