

**TransPeshawar (The Urban Mobility Company)**

**Minutes of Pre-bid Meeting**

<b>Procurement Title</b>	<b>RFP for Advertisement and Maintenance Services Management at BRT Direct Route Bus Stops</b> (TPC/BD/RFP/DRBSASM/2021-22/004)		
<b>Date &amp; Time</b>	11:30 AM, February 9, 2022		
<b>Venue</b>	Main Conference Room, TransPeshawar (The Urban Mobility Company)	<b>Chair</b>	Khalil Ahmed Procurement Specialist TransPeshawar

The following are the members of tender evaluation committee:

1. Alamgir Bangash Business Development Specialist, TransPeshawar;
2. Muhammad Usman Shafi AM BRT CC TransPeshawar;
3. Muhammad Sohaib AM BRT CC TransPeshawar;
4. Ikram Ullah Budget and Accounts Officer TransPeshawar.

Attendance is enclosed as **Annex-B**.

**DECISIONS / DISCUSSIONS**

Procurement Specialist formally welcomed the participant. Brief description was given to the bidders about the procurement and contents of RFP especially about provision of required services under the contract, 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 changes required as a result of pre-bid meeting will be affected through issuing corrigendum.

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

Sr. No	Queries/Comments	TransPeshawar Response
1.	<p><b>Quarterly Rental:</b></p> <p>The participants suggested that the quarterly payment may be collected/received at the end of the quarter instead of receiving at start of quarter.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>• It is responded that the Clause is rational and doesn't require any change.</li> </ul> <p>No changes in the RFP are required.</p>
2.	<p><b>Bid Security:</b></p> <p>The participants suggested that bid security may be rationalized with respect to Lots instead of unanimous bid security of PKR.500,000 for all Lots.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>• After due deliberation it is decided that bid security for Lot-1 shall be retained as PKR.500,000 whereas bid security for Lots other than Lot-1 will be reduced to PKR.100,000/- for each Lot. The required amendment will be affected in the RFP.</li> <li>• The clause 4.2.1 (e) of the RFP shall be amended as "Submission of Bid Bond to the amount of PKR.500,000/- for Lot-1 and PKR.100,000/- for each Lot other than Lot-1 in shape of Call Deposit Receipt (CDR) in favor of "Chief Executive Officer TransPeshawar". Separate bid security/bid bond shall be submitted for each Lot. The bid security shall be submitted from the account of the bidder who submits the bid."</li> </ul> <p>Changes in the RFP will be affected through corrigendum.</p>
3.	<p><b>Security of Shelters:</b></p> <p>The participants showed their reservation over security of bus stop shelters and suggested that TransPeshawar may manage the security of bus stops on their own.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>• It is responded that maintenance activities at Bus stops are the major concern of TransPeshawar that shall be provided by the Service Provider and may not be excluded.</li> </ul>

		<ul style="list-style-type: none"> <li>Furthermore for security of these bus stops no additional resources are required to be deputed, rather the staff deputed for cleaning shall simultaneously perform the services of security as well.</li> </ul> <p>No changes in the RFP are required.</p>
4.	<p><b>Monthly Washing:</b></p> <p>The participants also requested to exclude washing activity from the responsibilities of service provider.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It is elaborated that maintenance of clean and tidy environment at bus stops is the core objective under the contract and may not be excluded.</li> </ul> <p>No changes in the RFP are required.</p>
5.	<p><b>Concrete/Asphalt as a Mandatory Work:</b></p> <p>It is suggested by the participants to remove the concrete/asphalt work from the contract.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It is responded that Service Provider shall replace the current asphalt Bus Bay with Concrete Bay. This activity shall be done for two Direct Route Bus Stops in a month for Lot-1 and one (01) bus stop per quarter for Lots other than Lot-1.</li> <li>It is clarified that quantity of concreting against magnitude of Lots is not excessive and can be done at ease. Further, it is highly desired by TransPeshawar for operation of buses at direct route stops. Therefore, Service Provider shall provide these services and may not be excluded from the scope of contract.</li> </ul> <p>No changes in the RFP are required.</p>
6.	<p><b>Liquidated Damages:</b></p> <p>The participants requested for reduction of liquidated damages.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>The liquidated damages imposed to ensure compliance of KPI/contract. If Service Provider complies with the scope of contract, there shall be no liquidated damages will be charged. Therefore, may not be reduced.</li> </ul>

		No changes in the RFP are required.
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**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/DRBSASM/2021-22/004

Procurement Title: Advertisement and Maintenance Services Management at BRT Direct Route Bus Stops

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

Date & Time: February 9, 2022 (11:30 AM PST)

No.	Name of Member/Participant	Designation	Contact No.	Email	Signature
1.	Khalil Ahmed	Procurement Specialist	—	—	
2.	Alangir Baryakh	BDS	—	—	
3.	Iqbal Ullah	Bus Stop Staff	—	—	
4.	M. USMAN SHAFI	AM OPS	—	—	
5.	M. Sohail	AM OPS	—	—	
6.					
7.					



# TransPeshawar (The Urban Mobility Company)

A company set up under section 42 of the Companies Act, 2017

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

Ref. No: TPC/BD/RFP/DRBSASM/2021-22/004

Procurement Title: Advertisement and Maintenance Services Management at BRT Direct Route Bus Stops

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

Date & Time: February 9, 2022 (11:30 AM PST)

No.	Bidder's Name (individual/ Firm/Company)	Representative's Name	Designation	Contact No.	Email	Signature
1.	Babar Malik	Protech Solu	Din	0307-5608084	babarshahid@protech.pk	
2.	Usman	M H U Enterprise	Din	03018884757	usnamkhalib.com	
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