

TransPeshawar (The Urban Mobility Company)

Minutes of Meeting

Agenda/ Projects	Pre-Bid Meeting for: - Production of Social Awareness Videos and Provision of Designed Laminated Sheets for BRT System TransPeshawar		
Date & Time:	16-6-2022 at 11:00 AM		
Venue	Conference Room, TransPeshawar (The Urban Mobility Company) 2 nd Floor KPUMA Building Chamkani	Chair	Khalil Ahmed Procurement Specialist TransPeshawar

The following staff attended the meeting from the TransPeshawar side:

1. Ms. Saddaf Kamil, Communication Specialist, TransPeshawar;

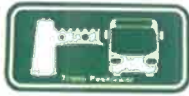
Attendance of participants is attached as **Annex-B**.

DECISIONS / DISCUSSIONS

Four (04) companies participated in the pre-bid meeting. Detailed description of the scope of services was discussed. It is elaborated that videos shall be shot in 4K, with required use of talent, animations, infographics, drone shots, and use of celebrity models where required. Quality of laminated sheets and material to be used was also explained to the participating bidders. The timelines and payment terms for laminated sheets and classified ads were also discussed. Evaluation criteria and procedure for submission of proposals were also elaborated. After briefing, queries of the bidders were responded and attached at **Annex-A**. The meeting ended at 12:30 PM with a vote of thanks from the chair.

Sr. No	Queries/Comments	TransPeshawar Response
1.	<p>Use of celebrity models in video productions: Bidders were concerned about the use of model in videos as the cost may vary from model to model.</p>	<p>Response/Decision: They were told that not opt for a high-end celebrity who charges millions for a single shot. They were advised to propose celebrity models who are in sync with the image of BRT Peshawar while staying within given budget. The previous videos and use of model may also be inspected in this regard.</p>
2.	<p>Reduction in Performance Security: It was requested that the amount of performance security may be reduced.</p>	<p>Response/Decision: It is responded that the amount is fixed and cannot not be changed at this point of time.</p>
3.	<p>Scope of procurement The scope of procurement was asked. Further, it was inquired whether the bidders can apply for one category for videos production or printing & installation of laminated sheets.</p>	<p>Response/Decision: It is responded that the scope of procurement is comprised of production of videos, designing, printing and installation of laminated sheets on multipurpose signboards at different BRT stations and creative and advertising services for classified ads. It is further told that provision of adverting services for classified ads is not part of the bid as the rate of media house / APNS for government/ government- commercial entities is fixed. The successful bidder will also perform advertising services for classified ads. TransPeshawar will pay for the services as per fixed rates of media house / APNS for government/</p>

		<p>government- commercial entities. It is therefore, advised that considering the business opportunity in term of classified ads, the bidders are required to give credit/lowest possible financial rates in financial quote.</p> <p>The bidders are required to quote for complete scope of service provided for in the Bid Solicitation Documents. Bidders applying for partial scope will not be considered.</p>
4.	<p>Responsiveness/Qualification Criteria: It was asked whether there are any set criteria for companies to qualify?</p>	<p>Response/Decision: Responsiveness/qualification criteria is provided for under paragraph 10 of bid solicitation documents. Bidders are required to go through the criteria and provide supporting documents accordingly. Failure to submit any of the document will lead to disqualification. Financial bids of only qualified bidders will be taken into account.</p>



TransPeshawar (The Urban Mobility Company)

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

Annex-B

Attendance Sheet for Pre-Bid Meeting (Bidders)

Ref. No: TPC/Communications/S/OCB/2021-22/003

Procurement Title: Production of Social Awareness Videos and Provision of Designed Laminated Sheets for BRT System TransPeshawar

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

Date & Time: June 16, 2022 at 11:00 AM (PST)

No.	Bidder's Name	Representative's Name	Designation	Contact No.	Email	Signature
1.	Orient mecum	Shahbaz	Account Manager	0333 988333	shahbazshah@hatsmail.com	
2.	Creative Junction	Mr. Junaid	Regional Manager	03479078330	CJ.mjunaid@gmail.com	
3.	Inter Link	Adeel Noor	G.M	0331-9231611	adeel-noor11@gmail.com	
4.	PASSTRACK	SHEHZAD ASIF	Video Mgr	0316-6378578	shsh8@gmail.com	
5.	PASSTRACK	SAJID IMTIAZ	COO	0345-5114270	Sayedimtiq@hotmail.com	
6.						
7.						
8.						
9.						



Attendance Sheet for Pre-Bid Meeting (Members/Participant)

Ref. No: TPC/Communications/S/OCB/2021-22/003

Procurement Title: Production of Social Awareness Videos and Provision of Designed Laminated Sheets for BRT System TransPeshawar

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

Date & Time: June 16, 2022 at 11:00 AM (PST)

No.	Name of Member/Participant	Designation	Contact No.	Email	Signature
1.	Khalid Ahmed	Procurement Specialist	0332887624	khalid.ahmed@Trans	
2.	Saddaf Kamil	Communications Specialist	0344-1666610	saddafabeden@trans	
3.					