

**TransPeshawar (The Urban Mobility Company)**

**Minutes of Pre-bid Meeting**

<b>Procurement Title</b>	<b>Provision of Health Insurance Services for TransPeshawar</b>		
<b>Date &amp; Time</b>	11:30 AM, October 05, 2023		
<b>Venue</b>	Conference Room, TransPeshawar (The Urban Mobility Company)	<b>Chair</b>	Khalil Ahmed Procurement Specialist TransPeshawar

Following members of procurement committee/TransPeshawar staff were in attendance:

1. Abid Mansoor Abid Manager HR& Admin;
2. Alamgir Bangash Business Development Specialist;
3. Shuja ud Din Manager Legal;
4. Junaid Saif, HR Officer;
5. Ikram Ullah Budget and Accounts Officer.

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 the eligibility and technical qualification requirements and submission of responsive bids. After briefing session, bidder was 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 chair.

**Annex-A**

Sr. No	Queries/Comments	TransPeshawar Response
1	<p><b>Clause I sub-clause 3 of Section 05 (Admission to Hospital):</b></p> <p>It was inquired whether OPD based admissions are covered?</p>	<p>It is responded that normal/ routine OPD will be covered by the TPC from OPD facility. However, any kind of OPD leading to hospitalization, on doctor's recommendations, for the purpose of observation, diagnosis or recovery will be covered by the insurance company/service provider.</p>
2	<p><b>Clause I sub-clause 5 of Section 05 (Treatment of Cancer and all kinds of open-heart surgeries)</b></p> <p>Clarity on Cancer treatment was sought by the participating bidders.</p>	<p>It is responded that all types of cancer treatments including injectables, medicines, radiotherapies, surgeries or any other kind of procedures are fully covered. It also includes Pre and Post hospitalization treatments as well.</p>
3	<p><b>Clause I sub-clause 6 of Section 05 (deductions on items such as multivitamins, minerals):</b></p> <p>The bidders asked about the deductions on items such as multivitamins, minerals?</p>	<p>It was told that items such as multivitamins and minerals can only be deducted from the claims during the phases of pre and post hospitalizations.</p>
4	<p><b>Clause I sub-clause 10 of Section 05 (reimbursement claims):</b></p> <p>The bidders asked about the procedure/time frame for reimbursement of claim.</p>	<p>It was responded that any submitted health claim that fulfills minimum required formalities must be settled down within 15 days after the submission/completion of minimum formalities date. Penalty will be imposed for any kind of un-realistic delay in processing claims.</p>
5	<p><b>Clause I sub-clause 13 of Section 05 (Insurance coverage to neonatal babies):</b></p> <p>The question regarding insurance coverage to neonatal babies was asked?</p>	<p>It is responded that new born baby to be directly considered as a newly registered life and full insurance coverage shall be provided to the neonatal baby. Any kind of child's treatment or treatment against new born-complications shall be covered separately from baby's limit.</p>

6	<p><b>Clause I sub-clause 18 of Section 05 (Availing of non panel hospital facilities):</b></p> <p>The question regarding availing non panel hospital facilities.</p>	<p>It is responded that the respective clause is clear in this regard and shall be observed accordingly.</p>
7	<p><b>Clause I sub-clause 20 of Section 05 (Excessive Payments):</b></p> <p>The query regarding excessive payment/above the limit was asked.</p>	<p>It is responded that to facilitate the employee up to the maximum level, TPC may direct in writing the service provider for excessive payment to the hospital. Latter-on, excessive payment made by the service provider shall be adjusted by the TPC upon proper submission of bills and relevant record.</p>
8	<p><b>Clause I sub-clause 27 of Section 05 (fake/fraudulent and inflated claim):</b></p>	<p>It is responded that in case of fake/fraudulent and inflated claim, the service provider shall report the matter through a formal letter or email along with relevant facts/proof with in 15 days after submission of the claim. Furthermore, the following sentence shall stand deleted, "The TPC will also have the right to reject the inflated amount of the claim only and to charge actual verification charges or 10% of the amount fraudulently claimed, from the individual as a penalty. However actual incurred claim shall be liable to be paid by the Service provider. the clause is self-explanatory. Following changes in the RFP are required."</p> <p>Substitute words, "within 15 days" after word "facts/proof" in the first sentence of Clause I sub-clause 27. The changes will be affected through addendum. Deletion of relevant sentence.</p>
9	<p><b>Clause II sub-clause (a.ii) of Section 05: (maternity/birth cases)</b></p> <p>The participant inquired about the maximum age and number of birth case in Term of the contract.</p>	<p>It is responded that relevant clause is self-explanatory regarding the matter. The eligibility for availing maternity benefit will be covered up to age of 50 years during the Term of the contract.</p> <p>The words, "(Max. 03 birth cases)" are deleted under <b>Clause II sub-clause (a.ii)</b>. Changes in the RFP will be affected through Addendum.</p>
10	<p><b>Clause II sub-clause (d) of Section 05: (Hospitalization &amp; Day Care Treatment)</b></p>	<p>The relevant clause is discussed in detail. It is further clarified hospitalization shall also include/cover the implants with devices emergency room treatment both Medical/ Accidental</p>

	<p>The participants asked to elaborate the relevant clause.</p>	<p>leading to hospitalization. Further, under Day Care, circumcision to be covered separately from new born baby's pool. Following changes will be required in the RFP.</p> <p>The words, "Implants with devices" are added under Hospitalization.</p> <p>The word. "Medical/accidental" is substituted before the word, "Emergency room treatments" under Hospitalization.</p> <p>The sentence, "to be covered from new born baby's pool" is added after the word, "Circumcision" under Day Care. The changes will be affected through addendum.</p>
<p>11</p>	<p><b>Clause II sub-clause (f.1) of Section 05: (Categorized hospitalization benefit plan)</b></p> <p>One of the participants asked about status of Parent in the relevant clause.</p>	<p>It is responded that parents are included in the relevant clause. Changes in the RFP will be required.</p> <p>The word, "parent" is added along with Employees, Spouses and Children in relevant clause.</p> <p>The changes will be affected through addendum.</p>



# TransPeshawar (The Urban Mobility Company)

Annex-B

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

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

Ref. No: TPC/HR&Admin/OCB/HIS/2023-24/002

Procurement Title: RFP for Procurement of "Provision of Health Insurance Services for TransPeshawar"

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

Date & Time: October 05, 2023 at 11:30 AM (PST)

No.	Bidder's Name	Representative's Name	Designation	Contact No.	Email	Signature
1.	As/Karim Insurance	FARMAN ULLAH	B.M	03009395300	farman@agico.com.pk	
2.	<del>Yasir Bukhari</del> Salaam Takaf	Yasir Bukhari	B. O	0335-9592387	Yasir.bukhari@salaamtakaf.com	
3.	State Life Insurance Manzoor Bilal	Manzoor Bilal	M. officer	0345-9075460	Manzoorbilal.slic@gmail.com	
4.	State Life Ab. Subhan	Ab. Subhan	Admin. Officer	0310594944	subhanabdu175@gmail.com	
5.	Pak Qatar Takaf	M. Amir saeed	Regional Head	0301-8595960	amir.saeed@pakqatar.com.pk	
6.						
7.						
8.						
9.						
10.						

5/10/23  
Yasir Bukhari  
Manzoor Bilal  
Ab. Subhan  
M. Amir saeed