

# **Addendum/Corrigendum**

**to**

**Request for Proposal Document**

**for**

**Provision of Group Life Insurance Services to  
the Employees of TransPeshawar**

**Issued on.: April 17, 2024**

**Request for Proposal No.: TPC/HR&Admin/OCB/LIS/2023-24/004**

**Procuring Entity.: TransPeshawar (The Urban Mobility Company)**

## Section 2 - Data Sheet

### A. General

ITSP 1.1	The number of the Invitation for Request for Proposal (RFP) is: <b>TPC/HR &amp; Admin/OCB/LIS/2023-24/004</b>
ITSP 1.1	The Procuring Entity is: <b>TransPeshawar (The Urban Mobility Company)</b>
ITSP 1.1	The name of the bidding process is "Single Stage One Envelope" The identification number of the Request for Proposal Document is: <b>TPC/HR &amp; Admin/OCB/LIS/2023-24/004</b>
ITSP 3.1	A Service Provider must be a company incorporated in/registered with Security and Exchange Commission of Pakistan (SECP). (Joint Venture are not allowed.)
ITSP 3.5	The Service Provider must be: <ul style="list-style-type: none"> <li>i. Single Entity registered with Security and Exchange Commission of Pakistan (SECP);</li> <li>ii. Registered with FBR for income tax and reflected on active taxpayers list;</li> <li>iii. Registered with KPRA for sales tax on services;</li> <li>iv. Minimum seven (07) number of years in business (presence) for providing life insurance services in Pakistan;</li> <li>v. Providing Life insurance service to at least 03 entities in corporate industry/public bodies <b>in last five years</b>;</li> <li>vi. Minimum average annual turnover (AAT) of PKR Three (3) Billion or more and having minimum Average Net Worth of PKR Ten (10) Billion or more for last three (03) years (2020, 2021, 2022).</li> <li>vii. Minimum of A+ financial rating on PACRA/ JCR-VIS for Life insurance for the year 2022-23;</li> <li>viii. Neither blacklisted nor suspended by any National or Provincial public entity in Pakistan.</li> </ul>

# Proposal Submission Letter

*The service provider must accomplish this Letter on its letterhead clearly showing the service provider's complete name and address.*

Date: .....

Request for Proposal Document No.: .....

To:

Chief Executive Officer (CEO), TransPeshawar,  
First Floor, KPUMA Building,  
Main BRT Depot, Near NHA Complex,  
Chamkani, Peshawar.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request for Proposal Documents, including Addenda issued in accordance with Instructions to Service Providers (ITSP) 7.
- (b) We offer to execute in conformity with the Request for Proposal Documents for the following Services:

**“Provision of Group Insurance Services for Employees of TransPeshawar”**

- (c) The total price of our Proposal is:

SR.#	DESCRIPTIONS	Number of Employees Insured	<del>Total Yearly</del> Total Premium /Proposal Price in PKR (inclusive of all applicable taxes)
1.	Gross Premium	49	[amount in PKR in words], [amount in PKR in figures]

*The total premium from the breakup of quoted premium should be entered by the service provider in the above table. Absence of the total premium in Proposal Submission Letter may result in the rejection of the Proposal. The premium calculation shall contain all cost and there shall not be any hidden or additional cost to the premium. Gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. TransPeshawar shall make payments after deduction of all applicable taxes*

- (d) Our Proposal shall be valid for a period of ninety (90) days from the date fixed for the proposal submission deadline in accordance with the Request for Proposal Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

## Financial Soundness

Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Minimum A+ financial rating on PACRA/JCR-VIS for Life insurance services for the year 2022-23.	must meet requirement	not allowed	not allowed	not allowed	<b>FORM FIN-1</b> in attachment with PACRA/ JCR-VIS certificate/copy of document showing minimum A+ financial rating for the year 2022-23

### 1.6 Financial Soundness (Net worth)

Minimum average net worth to the amount of ten (10) billion in last three (03) years.	must meet requirement	not allowed	not allowed	not allowed	<b>FORM FIN-1</b> in attachment with Audited Financial Statements of relevant years.
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### 1.6 Financial Soundness (Average Annual Turnover)

Minimum average annual turnover of three (03) billion calculated within last three years.	must meet requirement	not allowed	not allowed	not allowed	<b>FORM FIN-1</b> in attachment with Audited Financial Statements of relevant years
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### 1.7 Contractual Experience

<p>i. Minimum seven (07) number of years in business (presence) for providing <b>health Life</b> insurance services to public/private entities in Pakistan.</p> <p>ii. Providing Life insurance service to at least 03 companies in corporate industry/public bodies in last five years.</p> <p><b>Note:</b> Presence must be verifiable from incorporation of company and experience for providing health insurance service to public/private entities.</p>	must meet requirement	not allowed	not allowed	not allowed	<b>FORM EXP-1</b> in attachments with Certificate of Registration with SECP and Letter of Award/Acceptance or contract agreement or any other credible evidence showing experience.
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