

**TransPeshawar (The Urban Mobility Company)**

**Minutes of Pre-bid Meeting**

<b>Procurement Title</b>	<b>Provision of Group Life Insurance Services to the Employees of TransPeshawar</b>		
<b>Date &amp; Time</b>	02:30 PM, April 15, 2024		
<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. 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 responsiveness requirements and submission of responsive bids. After briefing session, bidder was asked for queries that's need clarification. The queries of the bidder 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	The participating bidder asked about the Term of the contract.	It is responded that initial Term of the contract is three (03) years and extendable for another Term of three (03) years with mutual agreement.
2	It was discussed by the bidder that at present the life insurance services are exempted from sales tax on services then how the premium will be quoted.	<p>It was responded that the "Total Premium" provided in "Proposal Submission Letter" shall be inclusive of all applicable taxes including sales tax on services. If the life insurance services are exempted from sales tax on services, then the amount of sales tax on services shall be inserted "Nil" in "Breakup of Proposal Prices" under sales tax and same will be carried forwarded to "Proposal Submission Letter". However, due diligence regarding exemption of life insurance services shall be responsibility of service provider. The amount of sales tax shall be subject to adjustment during currency of the contract. It was also noted that there is typo of "Total Yearly Premium" under clause C of "Proposal Submission Letter" which shall be "Total Premium" i.e. proposal price for Term of the contract. The correction will be made by issuing corrigendum.</p> <p><b>"Total Yearly Premium" under clause C of "Proposal Submission Letter" Section-4 is corrected as "Total Premium"</b></p>
3	The participating bidder asked whether the yearly remain fix or adjustable during term of the contract.	It was responded that Total Premium shall remain firm and fix during initial Term (3 years) of this Agreement. The changes in rate of Sales Tax on Services during currency of this Agreement, if any, will, however, be adjusted accordingly. In case of extension thereof Total Premium (exclusive sales tax on services) may be subject to change, with mutual consent, in accordance with procedure provided in the contract.
4	Two typo were identified in RFP which may be rectified accordingly.	In Section-2 "Data Sheet" under ITSP Clause 3.5 (v) the words "in last five (05) years" are missing. Similarly, in Section-3 "" Eligibility and Responsiveness Criteria" under Clause 1.7 (i) the word "Health" instead of "Life" is provided and word "public/private entities" before the

		<p>word “in Pakistan” are additional. Both typo will be corrected by issuing corrigendum as follows.</p> <p>Section-2 “Data Sheet” under ITSP Clause 3.5 (v) will be corrected as under: “Providing Life insurance service to at least 03 companies in corporate industry/public bodies in last five years.”</p> <p>Section-3 “Eligibility and Responsiveness Criteria” under Clause 1.7 (i) will be corrected as under: “Minimum seven (07) number of years in business (presence) for providing Life insurance services in Pakistan.”</p>
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# 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/HR&Admin/OCB/LIS/2023-24/004

Procurement Title: RFP for Procurement of "Provision of Group Life Insurance Services to the Employees of TransPeshawar"

Place: Conference Room TransPeshawar (The Urban Mobility Company) Office, 1<sup>st</sup> floor KPUMA Building, Chamkani

Date & Time: April 15, 2024 at 02:30 PM (PST)

No.	Bidder's Name	Representative's Name	Designation	Contact No.	Email	Signature
1.	Jubilee Life Ins.	Syed. Jaffar Ali	Director	0336-9133457	jaffar.ali@jubileelife.com	Jy
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