

TransPeshawar (The Urban Mobility Company)

Minutes of Pre-bid Meeting

Procurement Title	Provision of Group Life Insurance Services to the Employees of TransPeshawar		
Date & Time	11:30 AM, May 08, 2024		
Venue	Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Khalil Ahmed Procurement Specialist TransPeshawar

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

1. Alamgir Bangash Business Development Specialist;

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

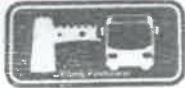
DECISIONS / DISCUSSIONS

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**. Two perspective companies were in presence.

The meeting ended with a vote of thanks from chair.

Annex-A

Sr. No	Queries/Comments	TransPeshawar Response
1	The participating companies asked about the amount of bid security.	It is responded that as mentioned under 16.1 of Data Sheet, the amount of Bid security is 2% of proposal price (i.e. 2% of 3 years premium) in shape of Call Deposit Receipt in the name of Chief Executive Officer (CEO) TransPeshawar.
2	The query for submission of Power of Attorney was asked.	It is responded that Power of Attorney, on letterhead of Company, shall be submitted in standard format provided as "Schedule 5" under in Section 4 "Standard Forms" of the Request for Proposal Document. It is further told that Power of Attorney shall be issued by competent Authority i.e. board of the company or any person authorized by the board for doing the same.
3	It was discussed that in Breakup of Total Premium "Schedule-6" provided under Section 4, age wise breakup is not required.	It was decided that the Breakup of Total Premium "Schedule-6" will be revised by omitting the age wise breakup and effected through issuing addendum. Addendum is required.
4	The question regarding Total Free Cover Limit was asked by the participating companies.	It was responded that the Total Free Cover Limit (FCL) shall be 7 million as implicit in the RFP. For clarity the same will be inserted in Request for Proposal under Clause II (b), Section 5 of RPP through addendum. Addendum is required.



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/RB

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, 1st floor KPUMA Building, Chamkani

Date & Time: May 08, 2024 at 11:30 AM (PST)

No.	Bidder's Name	Representative's Name	Designation	Contact No.	Email	Signature
1.	Salam Takaful	Mudasir Negin	Manager	0301-8581066	Salam Takaful.com mudasir.negin@	
2.	State Life Babu Khan	Babu Khan	Sales Head	0333 9411345	beababu@msn.com	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



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/HR&Admin/OCB/LIS/2023-24/004/RB

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, 1st floor KPUMA Building, Chamkani

Date & Time: May 08, 2024 at 11:30 AM (PST)

No.	Name of Member/Participant	Designation	Signature
1.	ALAMGIR BANGASH	Business Development Specialist	
2.	Khalil Ahmed	Procurement Specialist	
3.			
4.			
5.			