

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title	Zu Business Centre Facility Management at Chamkani (TPC/BD/OCB/ZBCFM/2024-25/010)		
Date & Time	11:30 AM, May 15, 2025		
Venue	Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Khalil Ahmed, Procurement Specialist
<p>Following members of procurement committee were in participation:</p> <ol style="list-style-type: none"><li>1. Alamgir Bangash, Business Development Specialist, TransPeshawar;</li><li>2. Muhammad Shuja Ud Din, Manager Legal, TransPeshawar;</li></ol> <p>Attendance bidders and members from TransPeshawar is enclosed as <b>Annex-B</b>.</p>			
<b>DECISIONS / DISCUSSIONS</b>			
<p>Procurement Specialist, TransPeshawar formally welcomed the participants and briefly outlined the scope of procurement. Procurement Specialist, TransPeshawar then highlighted key aspects of the Bid Solicitation Documents. It was informed that bids are to be submitted under the single-stage, Two-envelope bidding procedure. Participating bidders will first be assessed against the eligibility criteria before undergoing a detailed technical evaluation. Bidders who meet the eligibility criteria will be evaluated based on the technical evaluation criteria. Those fulfilling the technical requirement in the technical evaluation will qualify for the opening of their financial bids. Among the technically qualified bidders, the one offering the lowest financial bid will be declared as successful bidder. The session also included a detailed discussion on eligibility requirements, evaluation criteria, key clauses of the contract agreement, and the schedule of supply. After the briefing, bidders were invited to raise any queries requiring clarification. The questions raised and the corresponding responses are provided in <b>Annex-A</b>.</p> <p>The meeting ended with a vote of thanks.</p>			

Sr. No	Queries/Comments	TransPeshawar Response
1	<p><b>Fueling &amp; Maintenance of Generator:</b></p> <p>It was asked whether the successful bidder is responsible for providing fuel for the electricity-generating generator. Additionally, is the successful bidder responsible for operations &amp; maintenance of the generator, including consumables and spare parts?</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It is clarified that service provider shall be responsible for fueling of the Gen Set and will produce the actual invoice for reimbursement of fuel cost on monthly basis. Changes will be affected by issuing addendum/corrigendum.</li> <li>It was also clarified that the Bid Solicitation Document clearly specifies that the successful bidder is responsible for operations and maintenance and will bear all relevant cost including consumables and replacement spare parts as and when required.</li> </ul> <p>Changes are required in Bid Solicitation Documents and accordingly made in updated document.</p>
2	<p><b>Qualification and Successful bidder:</b></p> <p>It was asked whether securing more marks in the technical bid/evaluation would affect the awarding of the contract.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that there are no marks in the technical evaluation. Only the financial bids of substantially responsive bidders will be opened and the contract will be awarded to the bidder with the lowest price.</li> </ul> <p>No changes in the Bid Solicitation Documents are required.</p>
3	<p><b>Security Services Nomination:</b></p> <p>It was asked whether the bidder is required to form a joint venture (JV) or nominate a subcontractor for security services in the bidding process. Additionally, the bidder asked if they can nominate more than one security service provider, as relying on just one might be difficult in case of future issues with the nominated subcontractor for security services.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that a bidder may submit a bid either as a single entity or as part of a joint venture (JV).</li> <li>Similarly, under Clause 50 of the Service Agreement Service Provider shall not cede, assign, delegate or transfer any of its rights or obligations under the Agreement, or any part of it, or any benefit or interest therein, to any third party or Entity without the prior written consent of TPC. Therefore, in accordance with above referred clause, the service provider may be allowed to delegate a part of the services (not more than two sub-services) provided that the sub-service provider meets all the legal and qualification requirements stipulated in the RFP/Service Agreement. Moreover, the main Service</li> </ul>

		<p>Provider has to submit a copy of contract agreement signed between the main service provider and the sub-service provider in such case. Changes in Clause 50.1 of the Service Agreement are required which may be affected by issuing addendum/corrigendum.</p> <p>Changes are required in Bid Solicitation Documents and accordingly made in updated document.</p>
4	<p><b>Minimum wage:</b></p> <p>It was asked whether the minimum wage for the personnel assigned by the service provider will increase over time, and if so, how will the successful bidder will calculate charges/monthly invoices.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that it is clearly mentioned in bid solicitation document that Charges/Monthly Invoice shall be increased with an increase in the minimum wage rate from the date of increase as notified by the government of Khyber Pakhtunkhwa. In case of an increase in the minimum wage rate the formulae is already provided in bid solicitation document under the section of "PAYMENT CALCULATION SCHEDULE"</li> </ul> <p>No changes in the Bid Solicitation Documents are required.</p>
5	<p><b>Fixed Budget Proposal:</b></p> <p>Clarification was requested regarding the fixed budget proposal and the upper limit of PKR 24 per square foot for the performance of services, as mentioned in the bid solicitation document.</p>	<p><b>Fixed Budget Proposal:</b></p> <ul style="list-style-type: none"> <li>It was clarified that the Facility Management for Zu Business Centre at Chamkani is subject to a fixed budget, with bidders restricted from quoting more than <b>PKR 24 per square foot</b> and bidders who exceed this amount will be disqualified. The floor wise total area provided under Schedule 8A, 8B, 8C, 8E and 8F, Section-4, is replaced floor wise sealable area and total sealable area is calculated as <b>127,876</b> square feet. The bidder shall quote the bid based on total sealable area of <b>127,876</b> square feet. The change in document will be effective by issuing corrigendum.</li> </ul> <p>Changes are required in Bid Solicitation Documents and accordingly made in updated document.</p>

6	<b>Payment Terms:</b>  Clarification was requested regarding the statement in the bid solicitation document that payment will be made based on the actual allotment.	<b>Response/Decision:</b> <ul style="list-style-type: none"><li>• It was clarified that payment for the services by the service provider will be based on the actual floor allotment. The area will be assigned floor wise, as needed, by TPC.</li></ul> No changes in the Bid Solicitation Documents are required.
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