

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title	Bus Wrap Advertising Services for Peshawar BRT Buses (TPC/BD/OCB/BW/2024-25/011)		
Date & Time	First Pre-bid meeting: 11:30 AM, May 26, 2025 Second Pre-bid meeting: 3:00 PM, May 27, 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. 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, one-envelope bidding procedure. Brief description was given to the Bidders about the procurement and contents of Bid Solicitation Documents especially about the Assets to be disposed of, qualification requirements and submission of responsive bids. The participants were apprised on different sections of the bidding documents including Discription of Assets, GGC, PCC, Eligibility and Evaluation Criteria, Schedule of Requirements, and Bidding Forms. After briefing session, bidder was asked for queries that's need clarification. The queries of the bidders and responses are attached as <b>Annex-A</b>.</p> <p>The meeting ended with a vote of thanks.</p>			

Sr. No	Queries/Comments	TransPeshawar Response
1	<p><b>Sharing of Model &amp; Liabilities:</b></p> <p>It was asked whether TransPeshawar share only profit or also bear liabilities, damages, costs, or losses with the successful bidder in context of sharing model.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that successful bidder shall share profit with TransPeshawar based on the quoted percentage per bus, per month, per campaign not less than reserve share (50%) against advertising rights granted by TransPeshawar. All liabilities, damages, and costs relating to performance of contract shall be borne by the bidder.</li> </ul> <p>No changes in the Bid Solicitation Documents are required.</p>
2	<p><b>Bid Submission:</b></p> <p>It was asked whether bidders participating as JV have to submit a joint proposal or individual one.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that bidders interested in submitting a proposal through JV shall submit proposal jointly. It was further told that as per bidding documents if a bidder participates in, or submits more than one bid, either individually or as a member or partner in a Firm, Company, or JVCA, for any Lot/Package/Bidding Unit, in the same bidding process, will be declared disqualified.</li> </ul> <p>No changes in the Bid Solicitation Documents are required.</p>
3	<p><b>Performance Security:</b></p> <p>It was suggested that as the contract is awarded on sharing model therefore, performance security may not be requested. Moreover, they requested that liquidated damages may not be deducted from the amount of performance security.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that performance security is to be submitted on behalf of bidder, to fulfill contractual obligations by the contractor during performance of the contract and to avoid default by the bidder lead to imposition of liquidated damages to be deducted from performance security. Therefore, it may not be eliminated. Moreover, a typo has been observed in liquidated damage GCC Clause 29.1 (SCC Sr. No. 19(6)) which may be rectified by issuing corrigendum.</li> </ul> <p>Changes in the Bid Solicitation Documents are required.</p>

4	<p><b>Proposal submission Deficiencies:</b></p> <p>It was how TransPeshawar treats a bid which is deficient.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that minor deficiencies in proposal submission are acceptable; however, deficiencies of significant nature in a submitted proposal will lead to the disqualification of the respective proposal.</li> </ul> <p>No changes in the Bid Solicitation Documents are required.</p>
5	<p><b>Damage During Operations:</b></p> <p>It was asked who would be responsible for damage to glass (Advertising Location) due to stone throwing or by any other reason not attributable to the bidder. Moreover, in such case who would pay for restoration of wrapping material.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that damage to bus during operation for reason not attributable to the service provider will not be responsibility of the service provider. The service provider will however, be responsible for all damages caused to buses/glasses during wrapping activity. TransPeshawar shall not be liable for any loss or damage caused to the Advertising Product at any time during currency of the Agreement.</li> </ul> <p>No Changes in the Bid Solicitation Documents are required.</p>
6	<p><b>Taxation:</b></p> <p>It was requested that taxes, either fully or partially, be paid by TransPeshawar, or that TransPeshawar ask the relevant authorities for tax exemption for the service provider under the contract.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that payment of relevant taxes will be the responsibility of the successful bidder. TransPeshawar does not have the authority to grant tax exemptions in any tax matters.</li> </ul> <p>No changes in the Bid Solicitation Documents are required.</p>
7	<p><b>Advertisement Wrapping:</b></p> <p>It was requested that the successful bidder be allowed to wrap/paste advertisement material over the entire bus and advertisement location shall not be limited to glass area only.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that service provider will be granted advertising rights to specific areas/locations as indicated in bid solicitation document. Wrapping/pasting advertisements outside the specified areas/locations of the bus will be considered as violation of the contract which lead to imposition of liquidated damages apart from other remedies provided for under the contract.</li> </ul> <p>No changes in the Bid Solicitation Documents are required.</p>

8.	<p><b>Payment of agreed share:</b></p> <p>The participant asked to elaborate payment mechanism to TransPeshawar.</p>	<p><b>Response/Decision:</b></p> <p>It was responded that payment mechanism is detailed in Schedule of requirement. The service provider will Submit the share agreed in the contract on monthly basis in favor of Chief Executive Officer, TransPeshawar in designated account supported with Prescribed form, invoice/challan and Bank statement of transactions of the Counter-Part, by the 10th of each month.</p>
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