

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title	Provision of Advertising Services and Documentary Video Production for the Peshawar BRT System (TPC/COM/OCB/Advertising/2024-25/001)		
Date & Time	Pre-bid meeting: 11:30 AM, June 26, 2025		
Venue	Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Khalil Ahmed, Procurement Specialist
Following members of procurement committee were in participation: 1. Khalil Ahmed, Procurement Specialist, TransPeshawar; 2. Abid Mansoor Abid Manager HR and Admin Attendance bidders and members from TransPeshawar is enclosed as Annex-B .			
DECISIONS / DISCUSSIONS			
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 Scope of work, qualification requirements and submission of responsive bids. The participants were apprised on different sections of the bidding documents including Scope of work and 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 Annex-A . The deadline for submission of bids has been extended to July 14, 2025, 02:30 PM (PST). The meeting ended with a vote of thanks.			

Sr. No.	Queries/Comments	TransPeshawar Response/Decision
1	<p>Personnel/Resources Deployment:</p> <p>It was asked that the TOR mentions Graphic Designer and Videographer/Photographer to be assigned to the project for a period of three years. Please clarify.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> The successful bidder/service provider will deploy a Graphic Designer and Videographer/Photographer along with the required equipment (as mentioned in the bid solicitation document) at the TransPeshawar office for a period of three (3) years as full-time staff. The service provider will pay each deployed resource two times the minimum wage. The bidder shall incorporate the cost of resources in the bid/quote price. <p>No changes in the Bid Solicitation Documents are required.</p>
2	<p>Documentaries and Videos:</p> <p>It was asked whether the nine (9) videos are part of the three (3) documentaries. Please clarify.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> The successful bidder/service provider will produce three (3) documentary videos each year, totalling nine (9) videos over a period of three (3) years. <p>No changes in the Bid Solicitation Documents are required.</p>
3	<p>Celebrity Engagement:</p> <p>It was asked what type of celebrity is expected to be engaged.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> The requirement of engaging celebrity is eliminated from scope of services and respective changes will be made in Bid Solicitation Document through corrigendum. <p>Changes in the Bid Solicitation Documents are required.</p>
4	<p>Classified Ads Reimbursement:</p> <p>It was asked whether the cost of classified ads will be reimbursed separately by TransPeshawar or incorporated in the bid price.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> The cost of classified ads will be paid by TransPeshawar separately, based on actual advertisements and in accordance with standard APNS rates for Government entities. Bidders are not required to include the cost of classified ads in the bid/quote price.

		<p>Same is reflected in the Form of Quotation.</p> <p>No changes in the Bid Solicitation Documents are required.</p>
5	<p>Deputed Staff Equipment:</p> <p>It was asked whether the equipment for deployed staff will need to be upgraded with advancing technology.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> • The equipment for deputed staff shall meet the specifications provided in the bid solicitation document throughout the three (3) year period. • The service provider may upgrade equipment at their discretion, but minimum specifications must be maintained as per BSD. <p>No changes in the Bid Solicitation Documents are required.</p>
6	<p>Drone Permission:</p> <p>It was asked whether drone and sensitive area shooting permissions will be provided by TransPeshawar.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> • TransPeshawar will provide access such shooting for drone and sensitive area under its jurisdiction subject to permissions of TransPeshawar. <p>No changes in the Bid Solicitation Documents are required.</p>
7	<p>Video Language:</p> <p>It was asked whether each video should include Urdu, Pashto, and English voiceovers/subtitles, or if separate versions are required.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> • As clearly mentioned in Section 2.2 of “Required Services” (Appendix-I) of the bid solicitation document: “Language: Urdu, Pashto, and English versions, with subtitles in all three languages. Voiceovers in different languages will be considered as a single video.” <p>No changes in the Bid Solicitation Documents are required.</p>