

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title & Tender No.	Hiring of External Auditor for TransPeshawar (TPC/FD/OCB/CS/EA/2024-25/005)		
Date & Time	July 3, 2025 at 11:30 AM (PST)		
Venue	Main Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Chief Financial Officer (CFO), TransPeshawar
<p>The following members of Procurement Committee attended the meeting:</p> <ol style="list-style-type: none"><li>Khalil Ahmed, Procurement Specialist;</li><li>Shaur Abbas Kazmi, Chief Financial Officer;</li><li>Muhammad Saddam, Budget &amp; Account Officer;</li></ol> <p>Attendance is enclosed as <b>Annex-B</b>.</p>			
<p><b>DECISIONS / DISCUSSIONS</b></p> <p>Procurement Specialist formally welcomed the participants. Brief description was given to the Bidders about the procurement and contents of Request for Proposal Document. It was informed that proposals are to be submitted under the single-stage, two-envelope bidding procedure. Consultants/firms who meet the eligibility criteria will be considered for detailed technical assessment as per criteria given in RFP. The consultants securing 70 marks in technical proposal will qualify for the opening of financial proposals. The selection of consultant will be made under Quality and Cost Based Selection (QCBS) method of selection with 80:20 weightage for technical and financial proposals respectively. The session also included a detailed discussion on eligibility requirements and evaluation criteria. After briefing, consultants/firms were invited to raise any queries requiring 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>Last Year Experience:</b></p> <p>It was told that technical evaluation criteria require experience of firm in last one year, however it needs to be clarified that whether it would be based on calendar year or fiscal year as relevant in audit assignments.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was clarified that audit assignments completed by the bidder during last fiscal year July 2024 to June 2025 will be considered for technical evaluation. Relevant changes will be incorporated in technical evaluation criteria.</li> </ul> <p>Changes in the RFP document are required.</p>
2	<p><b>Multiple Audit Assignments under Single Contract:</b></p> <p>A clarification was requested on how audit experience will be evaluated. If a bidder has performed multiple audits under one contract or audits for multiple years in the last year, will these be counted as separate assignments or as one assignment?</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was clarified that each audit assignment under single contract will be counted separate audit assignment. Similarly, audit of multiple years in last fiscal year (July 2024 to June 2025) will be considered as multiple assignments.</li> </ul> <p>No changes in the RFP document are required.</p>
3	<p><b>Authorization/Power of Attorney:</b></p> <p>It was requested to clarify whether it is mandatory for the authorization or power of attorney to be signed by all partners of the firm in order to authorize a representative to submit the bid. Since some firms have many partners, it was suggested to reduce the requirement to two partners.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was told that RFP requires authorization by all constituting partners however, considering the concern of participating firms, the number partners' authorization is reduced to two instead of all. It was further told that such partners must be reflected in partnership deed and firm's official seal must be affixed on the authorization affidavit. The required change will be affected through corrigendum.</li> </ul> <p>Changes in the RFP document are required.</p>
4	<p><b>Financial Proposal;</b></p> <p>It was requested to clarify whether the bidder should quote the price per year or for the entire five-year period of services.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that the bidder should quote for one year service price and will be paid according. Yearly prices will be adjusted in accordance with the formula provider in contract agreement. Letter of Financial Proposal will be updated accordingly. Moreover, the consultant will submit bid security based on total yearly quoted service price (Remuneration plus out of pocket expenses) and inclusive of taxes.</li> </ul> <p>Changes in the RFP document are required.</p>

5	<p><b>Company Status:</b></p> <p>It was requested to clarify whether legal status of TransPeshawar falls under public sector rules or state-owned entities act.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that the TransPeshawar is provincially owned entity of KP regulated under section 42 of Companies Act 2017 and governed by public sector rules</li> </ul> <p>No changes in the RFP document are required.</p>
6	<p><b>Out of Pocket Expense:</b></p> <p>It was requested to clarify whether TransPeshawar will provide accommodation or other allowances to the successful bidder's team during the provision of services/audit.</p>	<p><b>Response/Decision:</b></p> <ul style="list-style-type: none"> <li>It was responded that the bidder must include all expenses (such as accommodation or other allowances) in their proposal under the 'Out-of-Pocket Expenses' section of the Financial Proposal. No extra cost will be provided under the contract for such expenses and it will be the responsibility of the firm/consultant during the provision of services/audit.</li> </ul> <p>No changes in the RFP document are required.</p>