

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title & Tender No.	Hiring of Consultant for Detailed Design Review /Approval and Supervision of Establishment of Solar Park in Chamkani Depot, Peshawar BRT. (TPC/OPS/NCB/CS/DRCS/2025-26/001)		
Date & Time	September 10, 2025 at 11:30 AM (PST)		
Venue	Main Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Procurement Specialist, TransPeshawar
<p>The following members of Procurement Committee attended the meeting:</p> <ol style="list-style-type: none"> 1. Khalil Ahmed, Procurement Specialist; 2. Muhammad Wasim Khan, AM Mechanical; <p>Attendance is enclosed as Annex-B.</p>			
<p>DECISIONS / DISCUSSIONS</p> <p>The Procurement Specialist formally welcomed the participants. A brief overview was provided to the bidders regarding the procurement process and the contents of the Request for Proposal (RFP) document. It was informed that proposals are to be submitted under the single-stage, two-envelope bidding procedure. The system for selection of consultant is quality and cost-based selection with weightage of 80:20 ratio.</p> <p>An orientation was also given on the E-Pak Acquisition and Disposal System (EPADS), with specific focus on the procurement process, scope of services, qualification requirements, and submission of responsive bids through EPADS.</p> <p>The participants were indicated on important sections especially Scope of Services, Qualification Criteria submission requirements and bidding forms.</p> <p>After the briefing, bidders were invited to raise queries requiring clarification. The queries of the bidders along with the responses are attached as Annex-A.</p> <p>The meeting ended with a vote of thanks.</p>			

Sr.	Queries	TransPeshawar Response/Decision
1.	<p>Submission of Audit Report:</p> <p>The RFP requires submission of audited reports for the last three (03) years 2022, 2023 and 2024. The participant suggested that audited financial statement of 2024-25 may be included as the financial year had ended.</p>	<p>Response/Decision:</p> <p>It was clarified that audit years vary from company to company, and in some cases the audit year coincides with the calendar year. The RFP requires submission of audited financial statements for the years 2022, 2023, and 2024, which have been completed.</p>
2.	<p>Megawatt Capacity:</p> <p>What is the required capacity per megawatt, and whether it is explicitly mentioned in the RFP?</p>	<p>Response/Decision:</p> <p>The actual annual energy generation (kWh) from a 1 MWp solar PV plant is not explicitly mentioned in either RFPs, as it depends on the design, on site-specific factors such as solar irradiation, panel orientation, temperature, and system efficiency. The system installed capacity shall be 1 MW.</p>
3.	<p>E-Stamp Paper:</p> <p>The participants inquired about the applicability and submission of E-Stamp?</p>	<p>Response/Decision:</p> <p>It was responded that Govt. of Khyber Pakhtunkhwa has notified implementation of E-Stamp paper since September 01, 2025 therefore, submission of E-stamp papers will be required.</p>
4.	<p>Bid Security:</p> <p>The participants inquired whether consultants are required to submit a bid security. In case a bid security is mandatory, they requested clarification regarding its prescribed form and the manner of submission.</p>	<p>Response/Decision:</p> <p>It was clarified that bid security is required to safeguard the Client against the risk of a bidder withdrawing its proposal during the bid validity period, or a successful bidder failing to submit the performance security or sign the contract. The bid security shall be returned promptly upon completion of the procurement process.</p> <p>Therefore, consultants are required to submit Bid Security to the amount of PKR.64,000 in the shape of a Call Deposit Receipt/Demand Draft/Pay Order, issued by a bank scheduled in Pakistan, in favor of "Chief Executive Officer</p>

		<p>TransPeshawar", in Pak Rupees (PKR), sealed in envelope, in original, in hard form, on or before the closing date to the Procuring Entity on the given address. The bidders shall also place a copy (in soft form) of bid security in PDF within technical proposal submitted through EPADS.</p>
5.	<p>Eligibility Criteria:</p> <p>While discussing the eligibility requirements and evaluation criteria, the participants inquired about the number of projects required to obtain the maximum marks under "company profile" "number and value of similar assignments" criterion. They further sought clarification on the interpretation of the term 'similarity of project' to be applied during the evaluation.</p>	<p>Response/Decision:</p> <p>As per Clause 7 of the Letter of Invitation, consultants are required to submit three (03) most relevant assignments. Any assignments submitted beyond this limit will not be considered.</p> <p>Furthermore, as stated in RFP Section 7: Technical Evaluation Criteria and Sub-clause 1, the maximum score for technical evaluation is 100. In the first stage, technical proposals will be opened, and only consultants scoring 65 or more will be considered technically successful. Bidders failing to achieve a score of 65 in the technical evaluation will be disqualified. Additionally, to qualify, bidders must secure at least 50 marks in each of the three criteria, namely: Company Profile, Project Team, and Approach & Methodology. Furthermore, it is further clarified that the technical evaluation will be based on the total number of projects submitted by the consultant for evaluation.</p> <p>The similarity of assignments shall be assessed based on their alignment with the scope of services defined in the RFP.</p>
6.	<p>Terms of Reference:</p> <p>The participants inquired whether the Terms of Reference require the solar system to consistently generate 1 MW under all conditions, or whether the requirement refers to an installed system capacity of 1 MW, with actual electricity generation varying based on prevailing conditions.</p>	<p>Response/Decision:</p> <p>The actual annual energy generation (kWh) from a 1 MWp solar PV plant is not explicitly mentioned in either RFP, as it depends on site-specific factors such as solar irradiation, panel orientation, temperature, and system efficiency. The system installed capacity shall be 1 MW.</p>

7.	Single Location: The participants inquired whether the 1 MW solar system is to be installed at a single site or distributed across multiple locations.	Response/Decision: It was clarified that the solar system will be installed at a single location, i.e., Chamkani Depot.
8.	Additional Services: It was told that KPPRA standard bidding documents contains all the eventualities in case additional services are required during implementation of contract.	Response/Decision: It was responded that bid solicitation documents adequately encompass the eventualities for acquiring additional services.
9.	Key Staff: The RFP specifies "key staff" but does not mention "non-key staff." Should this be included?	Response/Decision: As specified in RFP Section 6: Terms of Reference, under the sub-clause 3 " <i>Proposed Core Team</i> ," the consultant is required, in addition to the proposed core team, to proposed in Form Tech-4 a detailed structure and composition of their team. This should include key disciplines relevant to the assignment/project, identification of responsible key experts, and details of the proposed technical and support staff.
10.	Lab Test: Will be Lab tests regarding material be the responsibility of the consultant?	Response/Decision: The consultant will not be required to do any lab tests, however they will be required to verify such tests conduct by contractor during supervision phase of assignment.
11.	Staff Hiring and Person Months: Is the staff required to be hired only for a duration of eight months?	Response/Decision: The consultancy services shall be required for a period of 12 months from the date of commencement and intimation by TPC, covering the entire implementation period of the Chamkani Depot Solar contract. The staff deployed by the consultant shall be for given period.

12.	Design Review: Will the consultant's role be limited to reviewing the design, or will the consultant also be responsible if the contractor makes changes to the design?	Response/Decision: Under this RFP, the consultant responsibilities include contract management, design review/approval, supervision, and payment verification of the Solar Park project. The consultant shall review the design submitted by the contractor, provide technical advice to TPC, and also review any subsequent design changes for system improvements made by the contractor to ensure that the intended purpose and performance of the system are not compromised.
13.	Providing Suggestions: Will the consultant's involvement be end at providing suggestions, or will there be extended responsibilities?	Response/Decision: In the RFP "Hiring of Consultant for Detailed Design Review / Approval and Supervision of Establishment of Solar Park in Chamkani Depot, Peshawar BRT" Section 6: Terms of Reference, Clause 2 – Scope of Services for Contract Management, Supervision, and Payment Verification – clearly outlines the roles and responsibilities of the consultant.
14.	Materials Work: If any material or work quoted by the contractor does not match the specifications, what will be the responsibility of the consultant?	Response/Decision: The consultant's responsibilities are clearly defined in the relevant Terms of Reference. The consultant shall be accountable for the performance of services and implementation of the contract in line with the approved design. Furthermore, the consultant shall ensure both quality and quantity assurance throughout the implementation of the contract.
15.	Net Metering: Who will be responsible for the net metering process, the contractor or the consultant?	Response/Decision: The Solar Park project installation contractor will be responsible for the net metering process, including obtaining licenses, approvals, and bearing any associated costs.

		The consultant role will remain limited to contract management, design review/approval, supervision, and payment verification of the Solar Park project.
16.	Error Identify: In the event an error is identified in the contractor's work, what will be the consultant's responsibility?	Response/Decision: The consultant role, as defined in the RFP, is the contract management, design review/approval, supervision, and payment verification. In the event an error is identified in the contractor work, the consultant shall notify TPC and contractor in writing, recommend corrective actions to contractor, and ensure compliance by the contractor as per approved design and Terms of Reference.
17.	Insurance Requirements: Should the RFP also include the value of insurance requirements?	Response/Decision: The Consultant are liable for the consequence of errors and omissions on their part or on the part of their employees in so far as the design of the Project is concerned to the extent and with the limitations as mentioned herein below. The liability of the Consultant expires after three (3) years from the date of final completion of the design. The Consultant may, to protect themselves, insure itself against the liabilities under this contract. If it wishes to do so, the Consultant shall procure the necessary cover before commencing the Services and the cost of procuring such cover shall be borne by the Consultant. Furthermore, the value insurance shall be in accordance with KPPRA rules.
18.	Issue Arises: The RFP mentions that in case of supervision failure resulting in faulty/defective construction approved for payment by the Consultants, a penalty of PKR.100,000 be imposed per instance. Can this penalty clause be reconsidered as it appears to be unfair?	Response/Decision: The main purpose of the RFP "Hiring of Consultant for Detailed Design Review / Approval and Supervision of Establishment of Solar Park in Chamkani Depot, Peshawar BRT" is to make sure the consultant carefully reviews and approves the detailed design and technical specifications, and oversees their implementation during installation. If any problem or defect is found later in the approved design, or in any part of the Solar Park due to the consultant's approval of faulty design or poor-quality work, the consultant will be held responsible. Therefore, the related contract

		conditions, including the penalty clause, will be applied accordingly.
19.	Project Completion: If the project is not completed within 8 months, who will bear the responsibility for subsequent expenses?	Response/Decision: The solar installation project timeline is 8 months, while the consultancy services are required for 12 months from the date of commencement. Consultant payments are linked with the solar park contractor's invoice payments under this project. TPC will not bear any additional expenses, and no extra payment will be made to the consultant if the project extends beyond the specified period. Clause 2.5 of the agreement is clear regarding the matter in question.
20.	Removal of Liquidated Damages: The participant requested removal of penalty clauses as being unjustified for consultants.	Response/Decision: It was clarified that penalty clauses shall be invoked in the event of performance deficiencies on the part of the consultant. The primary purpose of the performance security is to safeguard the Client in case of default by the consultant. Specific instances of default and their corresponding deductions from the performance security have been outlined to ensure that no unjustified deductions are made.
21.	Detail Specifications: RFP does not mention detailed specifications. Could these be included for clarity?	Response/Decision: All the information related to scope of services have been provided in the RFP. The RFP "ESTABLISHMENT OF SOLAR PARK (1 MW) AT BRT CHAMKANI DEPOT" contains complete contract documents as available on the TransPeshawar website for review. These documents include the preliminary design, load requirements, solar system specifications, and deliverables in detail. Furthermore, the project with the contractor is turnkey project and the contractor will submit detailed design and specifications. The consultant will review detailed design and specification in light of RFP/contract and proposal submitted by the contractor and make its recommendations for improvement.