

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title & Tender No.	Provision of Helpline Services for Peshawar Sustainable Bus Rapid Transit System (TPC/OPS/OCB/Helpline/2025-26/013/RB)		
Date & Time	August 28, 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. Zeeshan Aman, ITS Specialist; 3. Muhammad Usman Shafi, Transport Planning and Operations Specialist; 4. Muhammad Saddam, Budget & Account Officer; <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, one-envelope bidding procedure. 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. It was specially highlighted that original bid security of requisite shape, form and amount and all original affidavits on stamp papers, sealed in envelope, shall be submitted in original in hard form on or before the closing date to the Procuring Entity. The bidders shall also place a copy of bid security and affidavit in PDF with the proposal submitted through EPADS</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>Quotation of bid prices:</p> <p>The participant inquired about the concept of abnormally low bid in context of minimum wage rate and quotation of bid prices.</p>	<p>Response/Decision:</p> <p>It was responded that as per Clause 5.8.5 of the RFP, an abnormally low bid/Proposal is one where the proposal price appears to be lower than the aggregate price of prevailing minimum wage calculated for proposed personnel, ESSI, and EOBI contribution for the proposed personnel, and applicable taxes. In present tender the minimum wage is fixed as PKR.40,000 and bid price calculation may be made accordingly.</p> <p>No changes in the RFP are required.</p>
2	<p>Submission of Bid Security:</p> <p>Whether bid security has to be submitted on the same day of bid submission?</p>	<p>Response/Decision:</p> <p>It was clarified that bid security and affidavit in original (hard form) shall be submitted by hand or through surface mail, on or before deadline for submission of bids otherwise the proposal will be declared as non-responsive/disqualified. The bid security is 2% of two year quoted price.</p> <p>No changes in the RFP are required.</p>
3	<p>Bonus on Special Occasions:</p> <p>It was asked by the participant whether the call agents be provided with bonus on special occasions.</p>	<p>Response/Decision:</p> <p>It was clarified that TransPeshawar will pay only the monthly price as quoted by the winning bidders. No entitlement for bonuses is provided in the bidding documents.</p>

		No changes in the RFP are required.
4	Software & System: It was asked whether software and related systems be provided by TransPeshawar or the winning bidder has to establish such facility.	Response/Decision: It was responded that TransPeshawar will provide all required software and related systems/infrastructure. The successful bidder will only be responsible for providing skilled human resources as per requirement of the contract. No changes in the RFP are required.
5	Joint Venture: It was inquired whether bidders would be allowed to bid in Joint Venture.	Response/Decision: It was clarified that under ITC clause 5.7.1 of RFP, bidders are not allowed to bid in Joint Ventures. No changes in the RFP are required.
7	Requirement of UDIN: The clarification regarding requirement of UDIN for submission of audited financial statement was inquired by the potential bidders.	Response/Decision: It was responded that audited financial statements will be considered acceptable only if the auditor's report is duly verified with a UDIN. As per Directive 4.27 issued by the Institute of Chartered Accountants of Pakistan (ICAP), UDIN is mandatory for all entities other than public sector entities with effect from 1st July 2022. However, if a company has an authorized capital of less than PKR 3 million and has appointed a Certified Management Accountant or any other auditor, other than a Chartered

		<p>Accountant, then the requirement of UDIN will not be applicable.</p> <p>No changes in the RFP are required.</p>
8	<p>Eligibility Criteria:</p> <p>As mentioned in Request for Proposal document, SECP registered companies are eligible to bid. It was requested that to maximize the competition, the Association of Persons (AoP)/firms may also be allowed to participate in bidding process.</p>	<p>Response/Decision:</p> <p>It was clarified that TransPeshawar requires a company registered with the Securities and Exchange Commission of Pakistan (SECP) latest by 2020 for eligibility as bidder.</p> <p>No changes in the RFP are required.</p>