

TransPeshawar (The Urban Mobility Company)

Minutes of Pre-bid Meeting

Procurement Title & Tender No.	Tax Exemption Advisory Services for TransPeshawar. (TPC/FD/OCB/CS/TEAS/2025-26/001)		
Date & Time	September 11, 2025 at 11:30 AM (PST)		
Venue	Small Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Procurement Specialist, TransPeshawar

The following members of Procurement Committee attended the meeting:

1. Khalil Ahmed, Procurement Specialist;
2. Muhammad Saddam, Budget & Account Officer;

Attendance is enclosed as **Annex-B**.


DECISIONS / DISCUSSIONS

The Procurement Specialist formally welcomed the participants. A brief overview was provided to the consultants 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 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 technical proposal submitted through EPADS.

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**.

The meeting ended with a vote of thanks. ✓

Sr.	Queries	TransPeshawar Response/Decision
1	<p>The participants inquired whether the requirement of engaging a QCR-rated firm is mandatory, as tax consultants are generally not required to hold QCR rating for rendering their services. They further observed that removal of this condition would encourage wider participation of bidders.</p>	<p>Response/Decision:</p> <p>It was noted that the requirement of a satisfactory QCR rating had been included in the eligibility criteria. Upon deliberation, it was observed that QCR assessment is not a statutory requirement in respect of tax advisory services. In order to facilitate broader competition and enhance bidder participation, it was decided to exclude the requirement of a satisfactory QCR rating from the eligibility criteria. Accordingly, an amendment shall be made in the bidding documents under ITSP 3.5, Section 3 (2.5), and Schedule 1 (Attachments) through issuance of a corrigendum.</p> <p>Change in Request for Proposal documents is required.</p>
2	<p>Referring to the Terms of Reference, the participants observed that Deliverable (iii) is broadly worded and requested further elaboration on the specific sections under which exemptions are required, noting that such clarification would enable them to prepare more accurate bid prices.</p>	<p>Response/Decision:</p> <p>To facilitate bidders in preparing more responsive proposals and quoting accurate bid prices, the scope of services under Deliverables has been refined and amended as follows:</p> <p>"To obtain approval from the Commissioner under Section 2(36) of the Income Tax Ordinance for TransPeshawar within four (04) months from the date of signing of the contract, with the firm being required to obtain two consecutive exemption certificates. In addition, the firm shall obtain and submit the tax exemption status under Section 159 of the Income Tax Ordinance for BRT incomes, which primarily include advertisement income, rental income, interest income, income tax on token taxes, and any other certificates that may be required." The change will be affected through corrigendum.</p> <p>Change in Request for Proposal documents is required. </p>