

**TransPeshawar (The Urban Mobility Company)**

**Minutes of Pre-bid Meeting**

<b>Procurement Title &amp; Tender No.</b>	<b>Operation and Maintenance Services of Generators and Allied Services in Peshawar BRT System. (TPC/OPS/OCB/Gen-AS/2025-26/005)</b>		
<b>Date &amp; Time</b>	January 05, 2026 at 11:30 AM (PST)		
<b>Venue</b>	Main Conference Room, TransPeshawar (The Urban Mobility Company)	<b>Chair</b>	GM Operations & CC

The following staff of TransPeshawar attended the meeting:

1. Muhammad Imran Khan, GM Operations & CC;
2. Khalil Ahmed, Manager Procurement;
3. Ashfaq Rauf, Manager Operations & CC;
4. Muhammad Waseem Khan, AM Mechanical;

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

**DECISIONS / DISCUSSIONS**

The GM Operations 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.

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**.

The participants were indicated on important sections especially Scope of Services, Qualification Criteria submission requirements and bidding forms. It was specially highlighted that the original bid security of requisite shape, form and amount and all original affidavits on e-stamp papers, sealed in separate 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 in financial proposal and affidavit of the same in technical proposal 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	The bidder asked about the maximum amount of Performance Deduction Percentage that can be imposed in a month.	<p>It was clarified during the meeting that in accordance with Clause 1.26 (vi) (Key Performance Indicators), the maximum Liquidated Damages imposed on the Service Provider in any given month shall be capped at 10% of the monthly price. However, the maximum amount of Performance Deduction Percentage is 100%.</p> <p>The required changes in Particular Conditions of the Contract (Appendix – I) will be made through corrigendum.</p>
2	Clause 1.18.1 of SOR. The potential bidder asked about the clarification of the word "approximately" related to paint quantity in Clause 1.18.1 of SOR.	<p>Bidders were informed that in RFP Clause 1.18.1, the word "approximately" has been removed.</p> <p>The required changes will be made in Clause 1.18.1 of SOR through corrigendum.</p>
3	The bidder asked that the Payment Calculation Schedule accommodate the adjustment for maintenance and increase in minimum wage.	<p>It is clarified that the annual price adjustment has been divided into two components as 55% for operation and maintenance costs and 45% for salaries and shall be as per RFP Appendix-I to Particular Condition of the Contract (PAYMENT CALCULATION SCHEDULE). The CPI applied for annual adjustment for the Operation and Maintenance Cost will be adjusted Annually (year-on-year) on the basis of General Consumer Price Index (CPI) variation mentioned in Price Statistics published by Pakistan Bureau of Statistics, Government of Pakistan which is calculated after considering all relevant economic factors and salaries will be adjusted from the date as and when change is notified by Government of Khyber Pakhtunkhwa in Minimum</p>



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4	The bidder informed that RFP requires audited financial statements for the years 2022, 2023, and 2024 with UDIN. Furthermore, the bidder asked that if UDIN is also required for AoP /Firms?	It has been clarified that UDIN requirement will be assessed as per relevant law from the date of implementation. Furthermore, financial statements are required for 2022, 2023 and 2024.
5	The bidder asked that what is the procedure of formation of new company and at what stage. Furthermore, the bidder asked that the new company or the bidder will submit the Performance Guarantee	The new company will be established after letter of award. Furthermore, the Performance Guarantee shall be submitted by the parent company.
6	The bidder inquired, In the case of a Joint Venture (JV), which partner will be responsible for submitting the performance security or bank guarantee?	It is clarified that in the case of a Joint Venture (JV) the Lead Partner duly authorized by the JV shall be responsible for submitting the Performance Security /Bank Guarantee on behalf of the JV in accordance with the provisions of the RFP.
7	The bidder inquired about the scope of services required for the firefighting system specifically whether it includes routine maintenance only or also the supply and replacement of spare parts.	The RFP Clauses 1.3, 1.4, 1.7, 1.13 and 1.15, clearly specify that the service provider will responsible for all operation and maintenance of the required system including spare parts.
8	The bidder asked for clarification regarding the ownership of the dewatering trucks and dewatering pumps at the end of the contract period.  The potential bidder also inquired about the number of dewatering trucks and mobile dewatering pumps required.	The RFP Clause 1.9.8 clearly specify that the ownership of Dewatering Trucks shall be on the name of TransPeshawar. The ownership of mobile dewatering pumps as mentioned in Clause 1.9.10 shall also be on the name of TransPeshawar.  Clause 1.1 (b) of the SOR mention two (2) dewatering trucks. The number is also have been inserted in Clause 1.9.8. While 1.9.10 clearly mentioned two (2) mobile dewatering pumps.

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		The required changes will be made in Clause 1.9.10 and 1.9.8. of SOR through corrigendum.
9	TransPeshawar during the pre-bid meeting highlighted that the certain works are missed and will be made part of the Tender through addendum.	<p>The following two additional works /services has been added to the Scope of Work under Section 1.18 of the SOR.</p> <p><b><u>Clause 1.18.4:</u></b> For maintenance of six (6) floor standing Air Conditioning units (2 tons each) installed in control center, and service of in-door / out-door units at least every six months along with drainage /leakage control, refrigerant etc.</p> <p><b><u>Clause 1.18.5:</u></b> For operation and maintenance of one (1) sump pump along with associated cabling and piping installed in pedestrian underpass of the Tehkal Payyan BRT station have capacity of 2 gpm. The work also includes inspection and cleaning of sump pit.</p>
10	The bidder suggested that the dewatering pumps and dewatering trucks should be included as separate items in the financial proposal rather than as a lump-sum payment.	There will be no change in current format of bidding.
11	The potential bidder inquired about who will be responsible for generator overhauling, spare parts, consumables, and maintenance costs. As some generators completed or near to the overhauling and maybe required. As in RFP there is no detail on overhauling.	<p>The RFP Clauses 1.3, 1.4, 1.7 and 1.8, clearly specify that the service provider will responsible for all operation and maintenance of the required system including spare parts.</p> <p style="text-align: right;"><i>Ab.</i></p>

12	<p>As per Data Sheet ITSP 4.5 (iii), the RFP requires a PEC Category C-4 or above. However, the contract duration is five (05) years and cumulative value may exceed PEC, C-4 limits.</p> <p>The bidder suggested to have PEC category requirements in which the following project financial contract can fall accordingly that may be at least C1.</p>	<p>The C-4 PEC Category is the minimum requirement and anyone above C-4 Category can participate in the bidding process.</p>
13	<p>The potential bidder suggested that the RFP requires EE-11 or ME-06 or ME-07 or ME-03 specialization. Kindly note that all relevant specializations should be mandatory including IT related PEC codes.</p> <p>The bidder asked for clarification regarding the project experience requirement, specifically whether experience in both electrical and mechanical works is mandatory, or if experience in either electrical or mechanical is sufficient</p>	<p>The Scope of Work as mentioned in SOR can meet the required specialization.</p> <p>In accordance with the RFP Section 3 (Eligibility and Qualification Criteria) Clause 3.3, the service provider needs to have an experience in executed /ongoing one similar contract (Operations and /or maintenance contract of Electrical and /or Mechanical Systems.) to the worth of PKR 200 million or more in last five years in JV or through separate contract.</p>
14	<p>The bidder asked why the qualification criteria do not include specific experience requirements particularly generator experience of similar capacity and in a similar sector.</p>	<p>The scope of work as mentioned in SOR is related to general maintenance work and the required experience is appropriate.</p>
15	<p>The RFP allows PEC registration to be applicable to only one JV member and suggested to have mandatory for all members in case of Joint Venture.</p>	<p>The requirement of PEC registration required for lead partner of JV only.</p> <p><i>[Signature]</i></p>

16	<p>The scope includes operation and maintenance of electrical systems. Kindly include a valid KP Electrical Contractor License (Category E or appropriate) is mandatory as per government of Pakhtunkhwa any company working in electrical work must have valid KP Electrical Contractor License (Category E in this case).</p>	<p>Clause 11 of the Agreement clearly mentions that the service provider shall maintain the validity of all operating licenses required for the business if required under the applicable law.</p>
17	<p>The bidder asked whether the bid security should be calculated as a percentage of the monthly financial offer or of the total financial offer for the five-year contract period.</p>	<p>The Clause ITSP 17.1 clearly mentions that the bid security shall be 2% of the Total Proposal Price.</p>
18	<p>The bidder asked for clarification on the "Authorization Letter" mentioned in the RFP, specifically what it means and its purpose?</p>	<p>Clause ITSP 18.2 clearly spell out that the representative shall be authorized to sign the bid proposal on behalf of the service provider.</p>
19	<p>The bidder inquired who will replace equipment if it becomes unusable due to fire or any other reason.</p>	<p>The RFP Clauses 1.3, 1.4, and 1.7 clearly specify that the service provider will responsible for replacement of equipment or parts thereof.</p>
20	<p>The bidder suggested to include ISO 14001 or equivalent certification requirement for firms participating in bidding.</p>	<p>The criteria already mentioned in the RFP is sufficient.</p>
21	<p>The bidder inquired about the equipment insurance and requested clarification from which insurance company the policy should be obtained.</p>	<p>Clause 33 of the Agreement clearly mentioned the detailed requirement of the insurance required under the contract. The contract requires comprehensive equipment insurance and passenger /public liability insurance.</p>
22	<p>The bidder requested that EOBI and ESSI compliance for their past experience and projects be included as part of the evaluation criteria, and suggested that evidence of this compliance should be submitted during the qualification</p>	<p>The criteria already mentioned in the RFP is sufficient.</p> <p style="text-align: right;"><i>[Signature]</i></p>

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23	The bidder inquired whether ESSI insurance is mandatory for all employees or only for those receiving minimum wages	The ESSI is required in accordance with the applicable law.
24	The bidder pointed out that the " <b>Breakup of Proposal Prices</b> " as attached in Section 4: Bidding Forms is not correct and requires correction.	The required bidding forms have been corrected and replaced through corrigendum. 