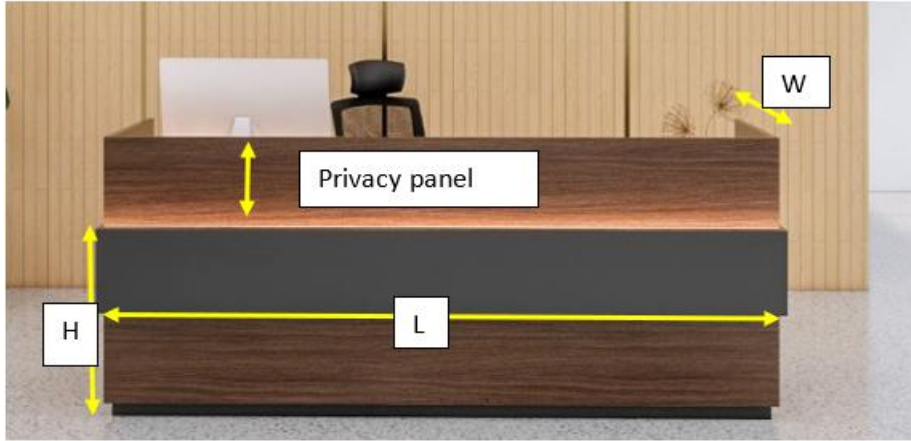


TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title & Tender No.	Zu Business Centre Facility Management at Dabgari. (TPC/BD/OCB/NCS/ZBCFM/2025-26/007)		
Date & Time	January 07, 2026 at 11:30 AM (PST)		
Venue	Main Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Manager Procurement, TransPeshawar
<p>The following members of Procurement Committee attended the meeting:</p> <ol style="list-style-type: none"> 1. Khalil Ahmed, Manager Procurement; 2. Alamgir Bangash, Manager BD & Marketing; 3. Aftab Alam, Manager Infrastructure; 4. Shuja ud Din, Manager Legal; 5. Muhammad Saddam, Budget & Account Officer; <p>Attendance is enclosed as Annex-B.</p>			
DECISIONS / DISCUSSIONS			
<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.</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. 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	Provision of Cleaning Materials: Will the provision of cleaning materials, consumables, and janitorial supplies be the responsibility of the service provider, or will these be provided by the Client?	Response/Decision: The Service Provider shall supply, manage, and bear the cost of all materials, consumables, and janitorial supplies required for the services.
2	CCTV Inventory and Integration: Please confirm the total number of cameras installed at the Business Centre, including their brand and type. Additionally, will the integration of the CCTV system with the control centre be included in the service provider's scope?	Response/Decision: A total of 151 Dahua analog cameras are installed. Integration of these cameras shall be the responsibility of the Service Provider, including all material and labor costs. The service provider upon completion of the contract shall return all the equipment in satisfactory working conditions.
3	Monitoring Room Equipment: Will the monitoring room equipment (e.g., servers, monitors, recording systems, etc.) already be available on-site, or will it be the responsibility of the service provider to supply and install such equipment?	Response/Decision: All equipment is available on site. The Service Provider shall be responsible for the operation and maintenance of the system. The service provider upon completion of the contract shall return all the equipment in satisfactory working conditions.
4	Reception Counter Specifications: Please provide details regarding the size and specifications of the reception counter.	Response/Decision: The reception counter shall have dimensions of 8 feet (L) × 2.5 feet (W) × 2.5 feet (H), as shown in the picture. The height of the front and side raised privacy panels shall be proportionate and consistent with the configuration illustrated. The MDF best quality along with glass should be used for the construction of the table.

		 <p>Corrigendum required in RFP Document.</p>
5	<p>Car Parking Area:</p> <p>Is the car parking area included within the scope of services under this tender?</p>	<p>Response/Decision:</p> <p>It was responded that car parking area, including the Parking Management System (PMS), is included in the scope of services. ZBC comprises two parking basements, namely Basement-1 and Basement-2. One basement shall be allocated for tenants' parking, while the other shall be utilized for commercial revenue generation by TPC through open competition. The responsibilities regarding PMS are added under Section 4.4.3 of the Schedule of Requirements. Scope. Changes will be incorporated through corrigendum.</p> <p>Corrigendum required in RFP Document.</p>
6	<p>Approval of Subcontracting:</p> <p>Will prior approval from the Client be required before engaging any subcontractors for the provision of services?</p>	<p>Response/Decision:</p> <p>All such activities shall be subject to prior approval from TPC.</p>

7	<p>Telephone and Internet Facilities</p> <p>Does the Business Centre currently have an operational telephone and internet system in place, or is the service provider required to arrange these services?</p>	<p>Response/Decision: The facility currently has no internet or telephone services.</p> <p>Where required for performance of the Contract, the Service Provider shall be responsible for arranging and maintaining such services.</p>
8	<p>Withholding Tax (WHT) on Human Resources:</p> <p>Kindly clarify and review the Withholding Tax (WHT) provisions applicable to the Human Resource component as mentioned in the tender document.</p>	<p>Response/Decision:</p> <p>The entire Contract Amount shall be subject to applicable tax laws, including income tax and provincial sales tax. Withholding taxes shall be made in accordance with the applicable laws and regulations.</p>
9	<p>Extend the Bid Submission and Opening Date and Time:</p> <p>The bidder suggested, to extend deadline for submission of bid, keeping in view the scope and preparation of bid. The bidder also suggested to arrange a site inspection/assessment visit for having more clarity on scope of services.</p>	<p>Response/Decision:</p> <p>After due deliberation, the bid submission date and time have been extended, and the revised bid submission deadline is 11:30 AM on 29 January 2026. The revised bid opening will take place at 12:00 PM on 29 January 2026. TransPeshawar accepted the request for site visit.</p> <p>Corrigendum required in RFP Document.</p>