

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title & Tender No.	Operations and Maintenance Services of Elevators and Escalators in Peshawar BRT System. (TPC/OPS/OCB/Elv-Esc/2025-26/004)		
Date & Time	January 01, 2026 at 11:30 AM (PST)		
Venue	Main Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	GM Operations & CC
<p>The following staff of TransPeshawar attended the meeting:</p> <ol style="list-style-type: none"> 1. Muhammad Imran Khan, GM Operations & CC; 2. Khalil Ahmed, Manager Procurement; 3. Ashfaq Rauf, Manager Operations & CC; 4. Muhammad Shuja ud Din, Manager Legal; 5. Muhammad Waseem Khan, AM Mechanical; 6. Muhammad Saddam, Budget & Account Officer; <p>Attendance is enclosed as Annex-B.</p>			
<p>DECISIONS / DISCUSSIONS</p> <p>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.</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 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.</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	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 1.16 (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 1.9.1 of SOR. The potential bidder asked about the clarification of the word “approximately” related to paint quantity in Clause 1.9.1 of SOR.	<p>Bidders were informed that in RFP Clause 1.9.1, the word “approximately” has been removed.</p> <p>The required changes will be made in Clause 1.9.1 of SOR through corrigendum.</p>
3	The bidder suggested that CR marking be replaced with thermoplastic material (TP), as it may be more durable for pedestrian crossing as mentioned in Clause 1.9.2. of the SOR.	<p>In accordance with Clause 1.9.2 of the SOR, the Service Provider shall be responsible for the maintenance of road markings during the currency of the Contract. In view of the durability requirements for pedestrian crossings, CR marking shall be replaced with thermoplastic (TP) material. The SOR stands revised accordingly, and the bidder's suggestion is accepted.</p> <p>The required changes will be made in Clause 1.9.2 of the SOR through corrigendum.</p>

4	The bidder asked about specifications of wastebins in stations and details about Annex - 8.	<p>The detailed technical specifications of the waste bins were elaborated, including dimensions. Certain correction/additions will however, be required.</p> <p>The relevant changes will be effected through corrigendum by updating Annexure – 7.</p>
5	The Clause 1.9.5. of SOR does not specify the required quantity of 2×2 steel cover.	It was clarified that this activity is required once in every six months making a total of ten (10) manhole cover installations during the contract period.
6	The Clause 1.9.3. of SOR does not specify the required quantity of 6×6 feet dimension RCC slab.	It was clarified that this activity is required once in a year making a total of five (5) RCC slabs installation during the contract period.
7	The bidder asked that there is no explicit mention in the RFP regarding quoting separate rates for works /service in Clause 1.9. Please clarify whether separate pricing for civil works is required.	It is clarified that the works /service in Clause 1.9 involved under this RFP are very small and limited quantity when compared to the overall scope of work defined in the SOR /RFP. Therefore, bidders are not required to quote separate rates for works /services and the cost of such mandatory works shall be deemed to be included in the overall quoted price.
8	The bidder asked if the financial proposal be quoted on a monthly basis, or should it cover the estimated total cost for the entire five (05) years of services?	It is clarified that the Financial Proposal /Price Schedule includes columns for both the monthly quoted price and the total quoted price for sixty (60) months (five years). Accordingly, bidders are required to quote both the monthly rate and the cumulative price for the entire five (05) years of services in the prescribed in Section 4 (Bidding forms) Breakup for Proposal Prices.
9	The bidder asked that the Payment Calculation Schedule accommodate the adjustment for maintenance and increase in minimum wage and suggested to accommodate adjustment in taxes in Payment Calculation Schedule.	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 Wage. Therefore, no separate percentage or adjustment for taxes is required.
10	If any escalators are non-functional and deductions are to be applied; will such deductions be calculated on the total contract amount or on a specific portion thereof?	In accordance with Section 4 (Bidding forms) breakup of proposal prices, the RFP mentioned the quoted price separately for the total number of escalators and elevators. In case any escalator /elevator is non-functional the deduction will be made in accordance with RFP /SOR Clause 1.14 Variation of Quantities / Additional Services.
11	The bidder informed that RFP requires audited financial statements for the years 2022, 2023, and 2024 with UDIN and asked that UDIN requirement was notified in 2022 and may not be legally required. Furthermore, suggested that to meet the UDIN requirement the audited financial statement of 2025 may be submitted instead of 2022.	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.
12	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.
13	The bidder asked about the amount of Performance Guarantee.	In accordance with the Section 6 PCC Clause 3.1 and 3.2, the Performance Guarantee amount is Rs. 30,000,000.00 (Thirty Million Pakistan Rupees).

		Furthermore, the Agreement (General and Particular conditions) part was not uploaded as part of the RFP which will be uploaded.
14	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.
15	The bidder asked if twenty-eight (28) days for submission of performance security can be extended?	It was clarified that the duration of 28 days for submission of performance guarantee is sufficient.
16	The bidder inquired about the Reserve Funds provision and its deduction percentage in monthly invoice.	In accordance with Clause 21 of the GCC and Clause 21.2 of the PCC, it was clarified that the Reserve Funds amount is PKR 15 million, which will be deducted from the monthly invoices at the rate of 3% of each monthly invoice. the Agreement (General and Particular conditions) part was not uploaded as part of the RFP which will be uploaded through corrigendum.