

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title & Tender No.	Zu Business Centre Facility Management at Chamkani. (TPC/BD/OCB/NCS/ZBCFM/2025-26/004/RB)		
Date & Time	January 02, 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>			
<p>DECISIONS / DISCUSSIONS</p> <p>The Manager Procurement formally welcomed the participants. A brief overview was provided to the bidders regarding the procurement process and the contents of the Request for Proposal. It was informed that Bids 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 original bid security of requisite shape, form and amount and affidavits 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 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>Closing Remarks:</p> <p>All bidders were reminded to submit their bids through EPADS before the deadline as mentioned in the BSD and to ensure full compliance with the stated requirements. The meeting was ended with a vote of thanks from the chair.</p>			

Sr.	Queries	TransPeshawar Response/Decision
1	<p>Gardener Tools and Equipment: For the gardener deployed at the Business Centre Chamkani, will the required tools and equipment be provided by the service provider or by the Client?</p>	<p>Response/Decision: All tools and equipment shall be provided by the service provider.</p>
2	<p>Total Area of the Business Centre: Please confirm the total sellable area of the Business Centre Chamkani in square feet for quotation of rates for bid purpose.</p>	<p>Response/Decision: The total sellable area is 127,876 square feet. Services are required for the common areas and the external areas surrounding the building within the boundary fences. Schedule for breakup of proposal prices will be updated accordingly through corrigendum. Corrigendum will be required.</p>
3	<p>Water Supply Arrangement: Will the water supply system for the Business Centre Chamkani be sourced from the KPUMA building, and if so, will the operation and monitoring of the system be the responsibility of the service provider?</p>	<p>Response/Decision: Yes, it shall be the responsibility of the service provider from the source, i.e., the tube well, up to the washrooms.</p>
4	<p>Bid Security: Is only the bid security required to be submitted in physical form?</p>	<p>Response/Decision: Under clause ITSP 17.1 of the RFP the Service Provider shall upload a copy of Bid Security on EPADS Portal along with Financial Proposal to the amount of two (2) % of Total Proposal Price (3-year total price) in the shape of Call Deposit Receipt (CDR) in favour of "Chief Executive Officer TransPeshawar". The Bid Security, in original form (in hard form), shall be submitted in separate envelop to the procuring entity on the given address, on or before the deadline for submission of proposal. The bid security shall be submitted from the account of the bidder who</p>

		submits the proposal. The Service Provider shall in addition, place an affidavit on E-Stamp paper of PKR150 or above, and duly notarized, in the Technical Proposal stating that a bid security amounting to 2 percent of the total proposal price, without indicating the figure in the letter, has been placed in the Financial Proposal. Otherwise, the Technical Proposal will be considered non-responsive and Financial Proposal will be returned unopened to the Service Provider.
5	Water Requirement for Deep Cleaning: As deep cleaning activities require significant water usage, will a separate water tank be provided or required for such activities?	Response/Decision: It shall be at the discretion of the service provider to manage the arrangement. The overhead water tank may be utilized for providing such services.
6	Receptionist Duty Shifts: Will the receptionist deployed at the Business Centre Chamkani be required to work in shifts? If yes, please specify the shift structure.	Response/Decision: The Service Provider shall provide reception services at ZU Business Centre Chamkani by deploying (02) receptionists as mentioned in clause 4.11 from 8:30am to 5:30pm. The security staff shall perform reception services for the rest of time including weekends and/or holidays.
7	Integration of CCTV with KPUMA Control Centre: In the event that CCTV cameras installed at the Business Centre Chamkani are required to be connected to the control center located in the KPUMA building in the future, will the required communication medium (e.g., cabling or other infrastructure) be provided by the service provider or by the Client?	Response/Decision: Establishing the system shall be the responsibility of the service provider.
8	Software and Technical Resource Requirements: Please provide details regarding any software systems and	Response/Decision:

	technical talent requirements to be included under the scope of facility management services.	Any software updates or rectification of software malfunctions in equipment, such as smart meters, elevators, CCTV camera DVRs, generators, and similar systems, shall be the responsibility of the service provider.
9	Replacement of Faulty Equipment: In case any installed equipment becomes faulty, will the procurement of replacement equipment be the responsibility of the service provider, and what will be the applicable payment or reimbursement mechanism from the Client's side?	Response/Decision: The repair and/or replacement of any faulty equipment shall be the responsibility of the service provider. No additional payment shall be made by the client in this regard.
10	Separate Invoicing for Procurement: While operational services may be calculated on a square-foot basis, will procurement items be invoiced separately?	Response/Decision: Procurement items shall be paid as a one-time payment upon successful supply, installation, testing and commissioning.
11	Waste Storage Space: For janitorial services, will a dedicated space be allocated within the Business Centre for temporary storage of waste material?	Response/Decision: The waste shall be disposed of at city designated areas for disposal of waste.
12	Joint Venture Financial Eligibility: In the case of a Joint Venture (JV), if only one partner meets the required average annual business turnover of PKR 75 million, will the JV still be considered eligible?	Response/Decision: As per clause 2.2 of Qualification Criteria Section 3 all partners collectively or a single partner individually meet the condition in a joint venture.
13	PEC Licensing for Elevator and Escalator Services: As elevator and escalator services are included in the facility management scope and require a specific PEC license code, is it mandatory for the service provider to possess this specific license, or can any facility management company apply?	Response/Decision: Under Section 3 of the RFP the service provider is required to have a valid registration with PEC for Civil, and/or Electrical and/or Mechanical work.
14	Security Services Approval: For provision of security services, including armed personnel, is it	Response/Decision:

	mandatory for the service provider to be approved by the Ministry of Interior?	Under clause 4.3.7 of the SoR the Service Provider or its Sub-Service Provider as approved by the TPC, as the case may be has proper License/permission, authorization, approval, and consent including registrations, all applicable permits including all statutory and regulatory approvals from the concerned authorities, wherever applicable, to perform Security Services.
15	Presence of Client Representative: Is it mandatory for a TPC representative to be present during execution of each maintenance or operational activity?	Response/Decision: The TPC-nominated representative shall be informed prior to the execution of any maintenance activity.