

TransPeshawar (The Urban Mobility Company)			
Minutes of Pre-bid Meeting			
Procurement Title & Tender No.	ERP Requirements Analysis, Developing Scope of Work, and Implementation Support (TPC/HR & Admin/OCB/Services/ERP/2025-26/004)		
Date & Time	March 12, 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. Abid Mansoor, DGM HR & Admin; 3. Muhammad Shuja-Ud-Din, Manager Legal; 4. Zeeshan Aman, Manager ITS; 5. Muhammad Saddam, Budget & Account Officer; 			
DECISIONS / DISCUSSIONS			
<p>The Manager Procurement 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 Quality and Cost Based Selection (QCBS) through Single Stage – Two Envelope Bidding Procedure.</p> <p>The participants were briefed on the important sections of the RFP, particularly the Scope of Services, Qualification Criteria, submission requirements, and prescribed bidding forms. It was emphasized that bidders must carefully review the RFP document and ensure that their proposals are prepared in accordance with the instructions provided therein. The bidders were also informed that proposals shall be submitted through EPADS, along with all required supporting documents as specified in the RFP.</p> <p>After the briefing, the bidders were invited to raise queries requiring clarification. The queries raised by the bidders, along with the responses, are attached herewith.</p> <p>The meeting ended with a vote of thanks.</p>			

Annex-A

Sr.	Queries	TransPeshawar Response/Decision
1	Budget Limitation: The bidder asked whether all required services under this assignment must be delivered within the allocated budget of PKR 5 million, or whether there is any flexibility depending on the scope of work.	Response/Decision: It was responded that budget reflected in the RPF is maximum and may not be increased. No change in the bidding documents is required.
2	Financial Proposal Forms: The bidder pointed out that some forms mentioned in the financial section of the RFP appear not to be applicable to this assignment. Clarification was requested on whether it is mandatory to complete and submit those forms.	Response/Decision: It was told that consultants have to submit Full Technical Proposal (FTP) with lump sum form of contract therefore, the consultants shall submit all relevant documents in, as reflected in the RFP, in accordance with form of proposal and contract agreement. No change in the bidding documents is required.
3	Similar Project Requirement: The bidder requested clarification whether the ERP implementation with same functionalities, but with different names will be considered.	Response/Decision: It was responded that RFP requires successfully completed ERP designing and developing assignments with HR, Administration, Finance, Procurement, and Operations as major modules. No change in the bidding documents is required.
4	Requirement of Government Projects: The bidder asked whether the similar projects required under the experience criteria must be government-sector projects only, and whether any separate weightage or preference will be given to projects completed in the public sector.	Response/Decision: All the projects with public or private sector organizations are acceptable and possess equal weightage.

		NO Changes in the bidding documents is required.
5	<p>Joint Venture (JV) Participation:</p> <p>The bidder requested clarification on whether Joint Venture (JV) participation is allowed under this tender. In case of a JV, the bidder also asked whether each JV partner must possess a valid NTN.</p>	<p>Response/Decision:</p> <p>As per Clause 2(1)(b) of the RFP the Consultant” may be a legally- established professional consulting firm or company or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture that provide the Services to the Procuring Entity under the Contract. All partners to the joint venture shall meet basic requirements relevant to tax registration and no blacklisting.</p> <p>NO Changes in the bidding documents is required.</p>
6	<p>International Project Experience:</p> <p>The bidder asked whether experience gained from international-level projects will be considered valid for meeting the experience requirements.</p>	<p>Response/Decision:</p> <p>It was responded that such experience will be considered as valid provided that credible evidence/ supporting documents to be submitted to substantiate the experience.</p> <p>No change in the bidding documents is required.</p>
7	<p>Participation in Implementation Phase:</p> <p>The bidder requested clarification on whether a consultant successfully selected for the ERP consultancy assignment will be eligible to participate in the subsequent ERP system implementation tender, or whether this will create a conflict of interest.</p>	<p>Response/Decision:</p> <p>It was responded that such selection falls under the conflict of interest and consultant provided services for this assignment will not be eligible to participate in the resultant ERP development assignment.</p> <p>No change in the bidding documents is required.</p>
8	<p>Supporting Documents for CVs:</p> <p>It was asked whether submission of CVs alone will suffice, or if</p>	<p>Response/Decision:</p>

	<p>they must be supported by qualification documents and firm experience certificates.</p>	<p>It was responded that CVs are not supposed to be submitted with supporting documents. The consultants shall however submit supporting document/credible evidence for experience of firm/ or company.</p> <p>No change in the bidding documents is required.</p>
9	<p>Eligibility Based on Technical Score: The bidder asked whether a bidder having only one ERP-related project but scoring 70 or more marks in the technical evaluation will still be considered an eligible bidder.</p>	<p>Response/Decision: It was responded that consultant shall meet the projects requirement stipulated in the eligibility criteria. Once the consultant determined as eligible, then in detail evaluation, the marks will be allocated on basis of number of projects executed. The consultant securing 70 marks in technical evaluation will be declared as technically qualified and will be considered for opening of financial proposal.</p> <p>No change in the bidding documents is required.</p>