

TransPeshawar (The Urban Mobility Company)

Minutes of Pre-bid Meeting

Procurement Title & Tender No.	Conduction of Performance Audit of TransPeshawar (TPC/Audit/OCB/Services/PA/2025-26/001)		
Date & Time	February 26, 2026 at 11:30 AM (PST)		
Venue	Small Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Manager Procurement, TransPeshawar

The following members of Procurement Committee attended the meeting:

1. Khalil Ahmed, Manager Procurement;
2. Tauseef Ur Rehman, Chief Internal Auditor;
3. Muhammad Shuja-Ud-Din, Manager Legal;
4. Muhammad Saddam, Budget & Account Officer;

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

DECISIONS / DISCUSSIONS

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 **single-stage, two-envelope bidding procedure**.

The participants, including those attending both in person and online, were briefed on the important sections of the RFP, particularly the Scope of Services, Qualification Criteria, submission requirements, and prescribed bidding forms. It was specifically highlighted that the originals bid security in the required shape, form, and amount, along with all original affidavits on stamp papers duly sealed in an envelope, must be submitted in hard copy to the Procuring Entity on or before the closing date. Bidders were further instructed to upload a scanned copy (PDF) of the bid security and affidavits with the technical proposal submitted through EPADS.

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.

The meeting ended with a vote of thanks.

Sr.	Queries	TransPeshawar Response/Decision
1	<p>Exemption of Bid Security: The Bidder asked that under KPPRA Rules, the requirement of Bid Security is exempted for consultancy services. Therefore, the requirement of bid security may <u>be</u> waived off.</p>	<p>Response/Decision: The bid security is required to ensure seriousness of participating consultant. However, in accordance with KPPRA regulation the requirement of the Bid Security is hereby exempted, however after thorough deliberation and accordance with KPPRA regulation the bid security is hereby waived off. The required changes in RFP will be affected by issuing corrigendum. Corrigendum will be required.</p>
2	<p>Mandatory Audit Requirement and Joint Venture (JV): The bidder requested clarification that since the mandatory audit requirement appears to be limited to Chartered Accountant (CA) firms, and the required experts are not readily available within CA firms, whether bidders may hire experts from the market or form a Joint Venture (JV). The bidder specifically asked whether a JV arrangement is permissible under the tender conditions.</p>	<p>Response/Decision: The consultants may engage experts from the market or form the JV arrangement is permissible under the tender conditions. No changes in RFP required.</p>
3	<p>Availability and Cost of Experts: The bidder requested relaxation of the expert requirements, stating that the required experts are scarce in the market and may significantly increase the cost of the assignment.</p>	<p>Response/Decision: All the experts are needed for the execution of the performance audit, the requirement cannot be relaxed. No changes in RFP required.</p>
4	<p>Conflict of Interest Concern: The bidder asked for clarification regarding potential conflict of interest issues, considering the specialized nature of the project</p>	<p>Response/Decision: The clause related to conflict of interest is quite clear in the RFP and may be considered accordingly.</p>

	and the limited availability of experts with relevant experience.	No changes in RFP required.
5	<p>Requirement of Infrastructure Specialist:</p> <p>The bidder asked for clarification regarding the requirement of an Infrastructure Specialist, as this position is not clearly mentioned in the TORs. The bidder further questioned the necessity of this role when Key Performance Indicators (KPIs) are already defined.</p>	<p>Response/Decision:</p> <p>As the expert will be needed for the execution of the performance audit, the requirement cannot be relaxed. Furthermore, at the stage of inception report, further requirements may be added by the audit committee, it is there for required to keep all the mentioned experts on board.</p> <p>No changes in RFP required.</p>
6	<p>Audit and Performance Audit Experience Requirement:</p> <p>The bidder was suggested that the requirement of audit/performance audit experience be reviewed, and tenure may be increased from five (05) to ten (10) years to increase competition.</p>	<p>Response/Decision:</p> <p>The period is rational therefore may not be amended.</p> <p>No changes in RFP required.</p>
7	<p>Extension of Deadline:</p> <p>It was told that the assignment requires engagement of diversified experts in the market which requires sufficient time therefore the deadline for the submission of the proposal may be extended for reasonable time to meet the requirements.</p>	<p>Response/Decision:</p> <p>Considering the scope of assignment and after due deliberation the deadline of the submission of proposal extended up to March 18,2026. The required changes in RFP will be affected by issuing corrigendum.</p> <p>Corrigendum will be required.</p>
8	<p>Supporting Documents for CVs:</p> <p>It was asked whether submission of CVs alone will suffice, or if they must be supported by qualification documents and experience certificates.</p>	<p>Response/Decision:</p> <p>As per request for proposal submission of CV on given format will suffice the requirement.</p>

		No changes in RFP required.
9	Certification and Signature on CVs: It was requested that obtaining signatures and certifications on experts' CVs may present practical difficulties. Clarification was requested regarding the certification requirement.	Response/Decision: It is mandatory to obtain signature / certification on the CVs, moreover, digitally signed CVs will be accepted. Furthermore, the authorized person shall also counter sign the CVs of all relevant experts. No changes in RFP required.