

TransPeshawar (The Urban Mobility Company)

Minutes of Pre-bid Meeting

Procurement Title & Tender No.	New Routes Assessment, Route Prioritization, Ridership Analysis, Customer Satisfaction, and Cycle Track Alignment Consultant for BRT System Peshawar (TPC/PNI/DS/NRA/2025-26/011)
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Date & Time	March 25, 2026 at 11:30 AM (PST)
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Venue	Main Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Manager Procurement, TransPeshawar
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The following members of Procurement Committee attended the meeting:

1. Salman Tahir, Manager Contract Management;
2. Usman Shafi, Manager Transport Planning & Operations;
3. Muhammad Faizan, Transport Planning & Data Analyst;

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 **Quality and Cost Based Selection (QCBS) through 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 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.

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. No.	Queries	TransPeshawar Response/Decision
1	<p>The Terms of Reference indicate that TransPeshawar has initially identified 13 potential new routes for assessment. Kindly clarify whether the Consultant is permitted or expected to identify and recommend additional routes beyond those pre-identified by TransPeshawar. If additional routes are to be included at the Consultant's discretion, this effectively transforms the assignment into a city-wide assessment rather than a study limited to a defined set of fixed corridors. The scope, survey, and associated cost implications would be substantially different and should be reflected accordingly</p>	<p>TransPeshawar has initially identified potential routes that are expected to cover the major populated areas of the city. However, to ensure improved service delivery and enhanced public facilitation, the consultant will further analyze and propose the most suitable routes, including alternative alignments where necessary.</p> <p>The consultant may revise the survey points by adjusting or replacing locations to ensure comprehensive citywide coverage. Such modifications shall be undertaken without additional cost implications, and any associated adjustments shall be managed within the consultant's allocated budget.</p>
2	<p>The ToRs indicate that women's ridership patterns can be analysed using the user perception survey. However, as this survey will be conducted along already established lines/corridors, it may not adequately capture off-corridor routes. Could you please confirm whether any additional survey materials (such as an O-D matrix or previously conducted household surveys) are available to support demand modelling, planning, and analysis of women's</p>	<p>The women ridership may be estimated through ridership survey on corridor, feeder routes, user perception survey and available studies for Peshawar. TransPeshawar will share the available studies with the successful consultant.</p>

	ridership?	
3	<p>TransPeshawar already collects real time passenger ridership data through its Intelligent Transport System (ITS), through check in/check out records and automated passenger counts across all BRT stations and corridor services. Conducting manual on site ridership surveys in parallel with an existing ITS data stream constitutes a duplication of effort and an inefficient use of resources. It is respectfully requested that the Procuring Entity to consider ITS data extraction, validation, and analysis as the primary methodology for ridership assessment, with manual surveys limited to gaps in ITS coverage (e.g., feeder routes without automated counting) or for ground truthing purposes only.</p>	<p>Manual data collection on both corridor and off-corridor routes shall be undertaken to validate the ITS system data. The consultant shall also cross-check the manually collected data with the ITS data for the corresponding survey days. No change in the scope of work, as defined in the TORs, is envisaged, and the consultant shall be responsible for conducting all required manual surveys.</p>
4	<p>The deliverable timelines of 10 weeks is not enough given the extent and nature of the work. The project consists of multi route traffic and occupancy surveys across 13+ corridors, system wide ridership assessment/surveys at BRT stations and feeder routes, and stakeholder engagement activities. Such assignments, which involve primary data collection and physical field work, are time intensive. It is therefore requested that the Procuring Entity review the</p>	<p>It is pertinent to note that multiple activities are planned to run in parallel within the stipulated timeframe, and the assignment is expected to be completed within the defined schedule. However, in accordance with Clause 2.5.2 of the GCC (“Extension of Time”) and Clause 2.3B of the SCC, an extension of time may be granted subject to the specified conditions.</p>

project deliverable timelines and consider an extension to a minimum of 4 Months to allow for data collection, analysis, and quality assured deliverable preparation. Following is a proposed timeline for the break-up of project deliverables:

S. No.	Deliverable	Timeline
1.	Inception Report	1 Month
2.	Survey Results & Analysis	2.5 Months
3.	Draft Report	3.5 Months
4.	Final Report	4 Months

5

The Performance Security requirement of 10% of the contract price is considerably higher relative to the consultancy nature and scale of this assignment. Standard practice for consulting services under KPPRA procurement rules typically prescribes performance security in the range of 5 - 10% of contract value. It is respectfully requested that the Procuring Entity consider a reduction of the Performance Security to 5% of the contract price. Additionally, should the current rate be maintained, the Consultant requests that the acceptable instruments be confirmed to include Bank Guarantees from scheduled commercial banks and insurance bonds from SECP licensed insurance companies.

The Performance Security is reduced to 5% and the bidding documents have been revised accordingly.

6	<p>The Liquidated Damages (LD) clause prescribes a penalty of PKR 25,000 per day for delayed submission of deliverables. The Consultant submits that the application of Liquidated damages is inappropriate and inequitable in the context of current consultancy engagement. Unlike construction or supply contracts where LD provisions are standard and performance timelines are within the exclusive control of the contractor; consultancy assignments are inherently collaborative and iterative. Deliverable timelines also depend upon many uncontrollable factors including but not limited to the Procuring Entity's timely provision of data, and review approvals on draft submissions. It is therefore respectfully requested that the Liquidated Damages clause be waived in its entirety and removed from the contract.</p>	<p>The Liquidated Damages (LD) clause has been changed & the bidding documents have been updated accordingly.</p>
7	<p>The contract period is stated as 12 weeks (per Section 8 of the TOR), which represents only 2 weeks beyond the project delivery period of 10 weeks (per Section 6 of the TOR). This is inconsistent with standard practice for consulting contracts, where the contract term typically extends sufficiently beyond the project completion date to accommodate: post-submission review and approval by the client, address of review comments and finalization of</p>	<p>The Contract duration has been extended to 26 weeks, and the bidding documents have been revised accordingly.</p>

	deliverables. It therefore requested that the contract term be extended																
8	<p>It is requested to revise the payment schedule to the following:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Deliverable</th> <th>Payment Percentage</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Inception Report</td> <td>20%</td> </tr> <tr> <td>2.</td> <td>Survey Results & Analysis</td> <td>40%</td> </tr> <tr> <td>3.</td> <td>Draft Report</td> <td>25%</td> </tr> <tr> <td>4.</td> <td>Final Report</td> <td>15%</td> </tr> </tbody> </table>	S. No.	Deliverable	Payment Percentage	1.	Inception Report	20%	2.	Survey Results & Analysis	40%	3.	Draft Report	25%	4.	Final Report	15%	The payment schedule is considered fair and shall remain unchanged.
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9	We would like to request a one-week extension in the bid submission deadline, considering the Eid holidays and the reduced working hours during the month of Ramazan. This will allow us to ensure a more comprehensive and competitive submission.	The bid submission deadline has been extended to 14th April, 2026, and the bidding documents have been updated accordingly.															