

**Subject: Minutes of Pre-Bid Meeting – Request for Bids for Punjab Rural Municipal Services Company (PRMSC), under Annual Development Plan (ADP) 2025-26 Model Villages (Misali Gao) Program. Opening Date 10 November, 2025**

Punjab Rural Municipal Services Company (PRMSC) (hereinafter referred to as the “client”), under Annual Development Plan (ADP) 2025-26 Model Villages (Misali Gao) Program for 29 Nos Packages by publishing Tender Notices (TN’s) - Request for Bids, in combined edition of leading national dailies both English and Urdu and also uploaded on PRMSC official website and e-PADS & PPRA for E-Procurement on “e-Pak Acquisition and Disposal system (e-PADS)”. As scheduled in TN, a Meeting was held on 30 October, 2025 at 12:00 PM. The meeting was attended by the officials/technical resource persons of PRMSC & representatives of potential bidders who chose to attend.

**Proceedings of Meeting:**

2. PRMSC Procurement team provided a comprehensive overview of the assignment’s scope and introduced the Punjab Rural Municipal Services Company (PRMSC) and the Model Villages (Misali Gao) Program being implemented under the Annual Development Plan (ADP) 2025–26. He elaborated on the bidding process, explaining in detail the technical evaluation criteria, bid submission requirements, and procedures for completing the bidding documents.

3. Furthermore, he briefed all interested bidders regarding the project site locations and associated requirements, which were already disclosed in the Procurement Documents made publicly available for free download on the PRMSC website and e-PADS & PPRA for E-Procurement on “e-Pak Acquisition and Disposal system (e-PADS). The Senior Manager (Procurement) also delivered a detailed presentation on the electronic procurement process through the “e-Pak Acquisition and Disposal System (e-PADS),” guiding participants on the step-by-step procedure for electronic bid submission.

4. The representatives of the contractors/firms sought clarifications which were addressed by PRMSC Team accordingly and are juxtaposed hereunder: -

Sr #	Queries	Replies
1	It is requested that the Engineer’s Estimate for each package be provided to enable bidders to accurately fill in the Bill of Quantities (BOQ), as other departments also share engineer’s estimates with prospective bidders.	As per PPRA Rule, the procuring agency may disclose only the approved cost for budgetary reference, not the detailed engineer’s estimate. To ensure transparency and fair competition, only BOQ quantities are provided in the bidding documents for uniform rate quoting by all bidders.
2	Please confirm the specific completion period for each scheme under the tender.	The completion period for each scheme is clearly stated in the Bid Data Sheet (BDS) and summarized in the BOQ and project summary. Bidders shall refer to the BDS for scheme-specific completion timelines.

3	Is a Bid Security in the form of an Insurance Bond acceptable under the bidding conditions?	As per ITB 19.1 and PPRA Rule 27(2)(a), the Bid Security shall be submitted in the form of a Bank Guarantee, or CDR issued by a scheduled bank in Pakistan. Insurance Bonds are not acceptable.
4	In certain departments, payment delays occur when consultants revert Interim Payment Certificates (IPCs) at the last stage. Kindly confirm PRMSC's mechanism to avoid such delays.	Payments are governed by GCC, which requires the Employer to make payment within the specified time after certification by the Engineer. PRMSC strictly follows these provisions to ensure timely payment processing.
5	The bidding documents require submission of completion certificates for similar projects. Kindly allow "Substantial Completion Certificates" for projects that are 90-95% completed and operationally functional.	As per Evaluation Criteria, PRMSC shall consider only completed projects supported by certificates from the Employer/Engineer.
6	Please clarify how variations or new items introduced by PRMSC during execution will be managed and paid.	Variations will be handled under GCC Clause (Variations and Adjustments). Payment for new items will be made as per mutually agreed rates following the procedure defined in PPRA Rule.
7	Will conditional bids be accepted if the bidder mentions in the BOQ that newly introduced items shall not be executed by the contractor?	Conditional or qualified bids are not acceptable as per ITB 30.1. The bid must fully comply with all terms, conditions, and technical requirements of the bidding documents without any reservations.
8	Please clarify the amount of Performance Security and whether it includes the Bid Security (Earnest Money).	As per ITB and GCC, the Performance Security shall be 05% of the Contract Price. It is independent of the Bid Security (Earnest Money) and must be submitted separately upon award of the contract.
9	Is an Insurance Guarantee acceptable in lieu of a Performance Security from a bank?	Only a Bank Guarantee from a scheduled bank in Pakistan is acceptable. Insurance guarantees are not permissible.
10	Can the same Technical Proposal be used for multiple packages if the firm's financial and technical capacity meets the cumulative requirements?	Bidders may submit identical technical proposals for multiple packages, provided that their financial and technical capacities meet or exceed the aggregate qualification criteria for all packages.
11	The bidding documents do not mention price adjustment. Please confirm whether price adjustment/escalation will apply.	Price adjustment shall apply only as per Finance Department rules.
12	For Packages MUL-03 (PKR 322,567,121) and MUL-04 (PKR 383,575,807), it is requested to allow Category C4 instead of C3, as per PEC licensing criteria.	As per Pakistan Engineering Council (PEC) Contractor Licensing Criteria 2024, projects above PKR 200 million require at least C3 category. Therefore, the requirement remains C3 in compliance with PEC and PPRA guidelines.
13	Please include a "Delayed Payment Clause" in the bidding documents to protect contractors from payment delays.	GCC already covers "Delayed Payment," stipulating that if payment is not made within the period specified in GCC, the Contractor shall be entitled to financing charges on the delayed amount.
14	Please clarify whether Punjab Revenue	PRA separately added in BOQ.

	Authority (PRA) tax is included in PRMSC's cost estimates or shall be borne by the contractor.	
15	Will PRMSC facilitate site visits and provide focal person contact details prior to bid submission?	Bidders may visit the site at their own cost. PRMSC shall facilitate coordination by providing focal person details upon written request before the bid submission date.
16	Kindly provide site drawings, layout plans, and coordinates to facilitate pre-bid site visits.	Site drawings and coordinates are available in the bidding documents. Additional information or clarifications can be obtained from PRMSC before the bid submission deadline.
17	It is requested that the Bid Security be reduced to 2% of the estimated cost to encourage wider participation and competition among bidders.	As per PPRA Rules Bid Security shall not exceed 5% of the estimated price. PRMSC, to promote healthy competition, maintains Bid Security between 2%–5% depending on project size and management approval.
18	Please confirm whether escalation or price adjustment provisions are available in the contract.	As per the bidding documents.

5. The meeting ended with a vote of thanks from the chair.