



**Subject: Minutes of the Virtual Meeting - Request for Bids - Framework Agreement (Non-Consulting Services) for Data Collection for Project Impact Evaluation**

As scheduled in the Specific Procurement (Request for Bids) Notice published in the combined edition of national dailies on 20 May 2025, a Virtual Information Session was held on 26<sup>th</sup> May 2025 through virtual platform namely “Zoom”. The Weblink, Meeting ID and Passcode were provided in Specific Procurement (Request for Bids) Notice as well the Procurement Document that had been uploaded at the Company’s websites for free downloading. The meeting was attended by the officials/technical resource persons of Punjab Rural Municipal Services Company (PRMSC) & representatives of potential bidders (Service Providers) who chose to attend. The list of participants, is attached at **Annex - I**.

**Proceedings of Meeting:**

2. The Chief Operating Officer and technical resource persons, briefly explained the scope of the assignment which had been duly made public in the Procurement Document by uploading it on the website. The uploading of the Procurement Document had been duly referenced in the Specific Procurement Notice. The “Terms & Conditions” of the Procurement method/approach/process i.e., Open Competitive Bidding (OCB) – National, and bidding procedure namely, “Single Stage Two envelope [1S2E], adopted by the Company, were also apprised, concisely besides underscoring the importance of the assignment.

3. The representatives of the bidders/service providers sought clarifications which were addressed by PRMSC Team accordingly and are juxtaposed hereunder: -

S. No	Query	Remarks / Reply
(i)	What is this Framework approach in respect of the scope of the assignment?	<p>A reference is made to Annex XV viz. Framework Agreements, of the World Bank’s “Procurement Regulations for IPF Borrowers” [July 2016 (Revised November 2017 &amp; August 2018) (“Procurement Regulations”) wherein the Framework Agreement procurement approach is defined.</p> <p>A Framework Agreement procurement approach is a procedure that is conducted in two stages. In the first stage, a supplier (or suppliers) or a contractor (or contractors) are selected to be a party (or parties) to a</p>



# PUNJAB RURAL MUNICIPAL SERVICES COMPANY

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		<p>framework agreement with a procuring entity. A generalized contract is concluded which establishes the terms governing the contracts that may be awarded during the framework arrangement's lifecycle.</p> <p>Whereas in the second stage, to award a procurement contract under the framework agreement to a supplier or contractor that is party to the framework agreement, bids/quotations are invited amongst the group of suppliers or contractors with whom the procuring entity is having the framework agreement.</p> <p>A Framework Agreement approach allows a procuring entity to establish a long-term relationship with the suppliers/contractors/consultants/service providers, for multiple years (often for 3-4 years).</p> <p>A Framework Agreement outlines key terms such as pricing, delivery, quality standards, and dispute resolution, which apply to all second stage contracting which is called as call-off contract.</p> <p>A procuring entity prefers this kind of procurement approach when it intends to reduce the need for repeated procurement processes. Framework agreements can save time and resources by avoiding multiple procurement processes for similar kind of procurement.</p> <p>A framework agreement offers no guarantee of work to any supplier/contractor/consultant/service provider awarded a contract, as it is an agreement put in place by a procuring entity about the terms and conditions that would apply to any order placed during the duration of the framework agreement contract.</p>
(ii)	Can it be explained how framework agreement approach will be applied under this specific procurement?	Punjab Rural Municipal Services Company (PRMSC) is implementing World Bank supported "Punjab Rural Sustainable Water



# PUNJAB RURAL MUNICIPAL SERVICES COMPANY

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		<p>Supply and Sanitation Project”. In this regard, it requires to establish the data foundation for the Project’s Results’ Monitoring, the Project’s Impact Evaluation (IE), and the PRMSC MIS to monitor service delivery performance.</p> <p>At first instance, the Company requires to institute baseline data and after implementation of defined interventions, it would be requiring to gauge the impacts of the project’s inputs/interventions over a certain period of time.</p> <p>Moreover, currently, the Company is implementing project interventions in selected districts (16) of the Punjab Province. The districts are spread all across the province and the project operations in the selected districts are not in equal pace. Therefore, the timelines for collection of baseline as well as execution of impact evaluation likely to vary in the selected districts.</p> <p>Therefore, to avoid multiple procurement processes and attempting to select/contract service providers for districts which would consume considerable time, it has been considered prudent to select certain number of service providers under Framework Agreement Approach.</p> <p>In this regard, in Primary Procurement Process, the company has invited technical &amp; financial parts of the bid in separate sealed envelopes from the eligible bidders/service providers. Under the said process, the bidders/service providers shall be presenting their methodology considering implementation of scope of services, desired in the Section VII viz. Activity Schedule, being mindful of all the requirements and technical &amp; human resources., desired therein, in the first envelope i.e., Technical Part of the Bid. In addition, the bidders/service providers</p>
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		shall also be establishing the responsiveness of
		<p>their bid and their eligibility as per the conditions &amp; requirements prescribed at ITB 11.2, 30.9 of Section II viz. Bid Data Sheet (BDS) and Section III viz. Evaluation and Qualification Criteria.</p> <p>The second envelope i.e., Financial Part of the Bid, will be containing costs as per the format defined at Section IV viz. Bid Forms titled as "Priced Activity Schedule Quantities based on call-off indicative quantities of service items for One (01) Tehsil".</p> <p>The second envelop i.e., Financial Part of the Bid of only technically qualified bidders/service providers, will be opened and the procuring entity will enter into framework agreement by signing contracts for initial term of three (03) years, with minimum two and maximum five bidders/service providers. The Company may consider to further extend the term of Framework Agreement.</p> <p>In Secondary Procurement Process, the Company, for the selection of a Service Provider for the award of a Call-off Contract under the Framework Agreement, will invite competitive quotations amongst the service providers which would have been awarded the Framework Agreements, following mini competition, amongst them. The Company will prepare a Request for Quotation (RFQ), using the format provided in the SCHEDULE 4: Secondary Procurement of the Framework Agreement appended in the procurement document, and invite all eligible service providers holding a Framework Agreement that includes the Services to be procured under the Call-off contract, to submit competitive quotations.</p> <p>The Service Providers shall be submitting</p>



# PUNJAB RURAL MUNICIPAL SERVICES COMPANY

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		their quotations using the template titled; RFQ ANNEX 2: Service Provider Quotation Form, of the Framework Agreement appended in the procurement document.
(iii)	Whether the bidders/service providers are required to propose their methodology at Primary Procurement stage or they may be allowed it at Secondary Procurement Stage?	<p>The bidders/service providers shall be proposing an efficient and effective implementation methodology as per the scope/activity schedule, in the Primary Procurement Stage. The methodology will be evaluated at the said stage.</p> <p>Whereas, at Secondary Procurement Stage, the service providers who shall be having the Framework Agreement, shall also be invited to propose their methodology as per the requirements/scope that would be provided with Request for Quotations. There would not be major changes, nonetheless, the company may be adjusting its requirements based on its overall implementation of the project and the original or adjustment scope may be issued therein the Request for Quotation.</p> <p>It may be noted that the Company may wish to conclude call-off contract for one or more districts. Since every district has unique geographical location as well as habitat and population/household numbers, therefore, the scope under request for quotations for call-off contracts based on one or more districts, would be varying.</p>
(iv)	How the costs/prices would work in Framework Agreement Approach? How can the bidders/service providers commit costs/prices for three years being cautious of the risks of inflation?	<p>Under the Framework Agreement Approach, the Company shall lock the unit rates for the Service Items vis-à-vis Description of Services as per the indicative quantities mentioned in the "Priced Activity Schedule" Form. The details of the households/district for entire selected sixteen (16) districts are duly provided therein the afore-referred Form.</p> <p>The bidders/service providers should workout their cost based on the assumption that they would be executing the required services in entire selected districts as per the scope/activity schedule</p>



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		<p>and should drive the unit costs for the Service Items vis-à-vis Description of Services according to the indicative quantities mentioned in the “Priced Activity Schedule” Form.</p>
		<p>The bidders/service providers should remain mindful that according to Clause 8 viz. Adjustments for changes in Cost, of the Framework Agreement (FA), the unit price/s stipulated in the FA, shall not be subject to adjustments for Call-off contracts awarded within eighteen (18) months from the date of conclusion of FA. For any Call-off contracts awarded after this specified period, the unit price/s shall be subject to an adjustment, as per the conditions/provisions defined therein the Clause 8.</p> <p>Wherever, the Company will invite the quotation from the service providers who shall be under Framework Agreement, the service providers shall be obligated to quote their prices during the first eighteen (18) months, based on unit rates that shall not be higher than the corresponding rates that shall be established in the Framework Agreement.</p>
(v)	<p>Shall a service provider be required to maintain its eligibility during the currency of the Framework Agreement or the eligibility shall be established once during the Primary Procurement stage?</p>	<p>According to the Clause 5 viz. Continued Qualifications and Eligibility of the Framework Agreement, the service providers under the Framework Agreement shall have to maintain their continued qualification and eligibility to the criteria &amp; requirements that are defined for the primary procurement process.</p> <p>The Company may require, during the Term of the Framework Agreement, evidence of the Service Provider’s continued qualification and eligibility, and the Services continued eligibility. Failure to provide such evidence, as requested, may result in the Service Provider being disqualified from participating in a Secondary Procurement process, and/or being awarded a Call-off Contract, and/or the termination of the Framework Agreement.</p>



**General Discussions:**

4. In addition to above, the following principles of the selection process, were underpinned: -
- i) The bidders should read and understand the procurement document including evaluation/qualification/selection criteria and activity schedule with all clarity including. Besides they must have complete comprehension of the selection process employed,
  - ii) Interested bidders/service providers must provide the required information using the formats given in the procurement document in addition to the documentary evidences that have been mandated therein,
  - iii) The bidders/service providers should ensure that all submitted information is correct. A bid submitted, may be dropped at anytime up to award of Framework Agreement if significant omissions/errors are found in the information submitted by the bidder/service provider,
  - iv) The person who would be submitting the bid, should be properly authorized to do so and the power of attorney/authorizations in this regard, be provided with the technical bid,
  - v) All the documents of the bids should be in properly binded form,
  - vi) All pages of the bid should be numbered and stamped, ideally signed/initialed.
5. The meeting ended with a vote of thanks from the Chief Operating Officer.



# PUNJAB RURAL MUNICIPAL SERVICES COMPANY

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## Annex-I

### **LIST OF PARTICIPANTS**

<b>S.#</b>			<b>Organization/ Bidder</b>
1.	Mr. Ali Raza Rao	Chief Operating Officer	PRMSC
2.	Muhammad Ahsan Khan	Manager Procurement	PRMSC
3.	Mr. Awais Saleem	Procurement & Contact Management Expert (Consultant)	PRMSC
4.	Muhammad Umar Awais	Procurement Officer	PRMSC
5.	Muhammad Adi Shaikh	Business Development Manager	M/s Associates in Development
6.	Mr. Naved Rasool	Programme Coordinator	M/s RCons
7.	Mr. Waqas Waheed	Business Development Manager	M/s Synercon Pvt Ltd
8.	Mr. Muhammad Ahsan -	Business Development Manager	M/s Plotree Info Design