

Subject: Minutes of the Pre-Bid Meeting – Request for Bids for Procurement of Civil Works of Priority Villages against Request for Bids opening date of 3rd and 4th October, 2023

Punjab Rural Municipal Services Company (PRMSC) has invited bids for Procurement of Civil Works of Priority Villages for 16 Nos Packages by publishing Specific Procurement Notices (SPN's) - Request for Bids, in combined edition of leading national dailies both English and Urdu and also uploaded on PRMSC and Local Govt official websites. As scheduled in SPN, a Meeting was held on 19th Sept, 2023 participants also joined through virtual platform namely "**Zoom**". The Weblink, Meeting ID and Passcode were provided in the Notice. The meeting was attended by the officials/technical resource persons of PRMSC & representatives of potential Service Providers who chose to attend. The list of participants, is attached at **Annex – I**.

Proceedings of Meeting:

2. The Chief Infrastructure Development, Procurement Manager, briefly explained the scope of the assignment which were duly made public in the Procurement Document that was uploaded on the website of the Company for free downloading. The uploading of Procurement Document was duly referenced in the Specific Procurement Notice. The "Terms & Conditions" related to bids' submission and selection of the contractors, thereof, were also apprised, concisely besides underscoring the importance of the assignment.

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

Sr #	Section / Para	Queries	Replies
1		BOQ bill number 2.8 "electrical works" item number 21 the unit of measurement is wrong which may be corrected	PRMSC will address the query
2	Section V,	The rates of materials are increasing on rapid pace. Is there any provision of escalation on items	Please refer to RFB document Section V, "schedule of adjustment data"
3		How much time will it take to make payment against running bill/invoice	On approval of PRMSC tehsil team and resident supervision team
2	ITB 19.1	Is Bid security in shape of insurance bond is acceptable	Please refer to ITB 19.1 "A Bid Security shall be required, in the shape of unconditional Bank Guarantee or Call Deposit Receipt (CDR) duly supported by undertaking provided in the Bidding Document".

Sr #	Section / Para	Queries	Replies
3	Section-IX, particular conditions of contract GCC 50.1	What is the %age of performance guarantee/security and insurance bond is acceptable against performance security.	<p>Please refer to GCC 50.1</p> <p>“The Performance Security shall be in the form of an unconditional and irrevocable Bank Guarantee issued by a Scheduled Bank in Pakistan in the amount of five percent (05%) of the Accepted Contract Amount and in the same currency of the Accepted Contract Amount”.</p>
4	Section-IX, particular conditions of contract GCC 49.1	What is the percentage of mobilization advance/ advance payment	<p>Please refer to GCC 49.1</p> <p>The Advance Payment shall be 15% of the Accepted Contract Amount and shall be paid to the Contractor within 28 days after:</p> <ul style="list-style-type: none"> a) receipt of an acceptable Performance Security by the Employer in accordance with Sub-Clause COC50.1; b) signing of Contract Agreement by the Parties; c) receipt of an acceptable bank guarantee by the Employer for the same amount and currency of the advance payment from a Scheduled Bank in Pakistan, in the prescribed form; and <p>receipt of Contractor’s invoice for advance payment by the Employer.</p>
5		Who will bear the cost of safety items and environment plans required for the execution of the subject work	The contractor will do needful measures
6		Can a bidder only apply for a specific village in a package	The bidder need to apply for whole package partial bidding in any package is not allowed
7		Do the funds available for the subject project	Yes
8	Section V,	What is the escalation rate and items allowed for escalation	The escalation allowed items are mentioned in bid document in section V, although the bidders are allowed to add/subtract the items as per their requirement
9	GCC 1.1 (v)	What is the completion time of contract	Please refer to GCC 1.1 (v)

Sr #	Section / Para	Queries	Replies
			The Intended Completion Date for the whole of the Works shall be 300 days
10		Is there any other stakeholder other than resident supervision firm to verify the works/invoices	The invoice shall be verified by the PRMSC tehsil team and resident supervision team
11		How much time do PRMSC take to complete the evaluation and release the CDRs/bid securities of unsuccessful bidders	On approval of PRMSC Board committee for civil works

General Discussions:

4. In addition to above, the following principles of the selection process, were underpinned: -

- i) The contractors/firms should read and understand the Scope of Requirement besides Evaluation & Qualification Criteria, with all clarity. They must also have complete comprehension of the selection process employed,
- ii) Interested Firm(s)/ Joint Venture(s) must provide information indicating that they are qualified to perform above services (e.g. descriptions of similar assignments, value of previous assignments, experience under similar conditions, availability of appropriate professionals etc.),
- iii) A Contractors/Firms should ensure that all submitted information is correct. A Bid submitted may be dropped at any time up to award of work if significant omissions/errors are found in the information submitted by the 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 profile,
- v) All the documents of Bid should be in properly in binded form,
- vi) All the Pages of the Bid must also be properly numbered, signed and stamped,
- vii) Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the Service Provider(s)/ Joint Venture(s) members either completed or in progress, with the following details.
 - a) Name of the Project
 - b) Cost of the Project
 - c) Name and address of the Company
 - d) If case of association of Service Provider(s), the type of association i.e. either JV or sub-contractor/consultant be mentioned clearly along with names and address of all the partners.

- e) Detail of work with the Start & Completion Date.
 - f) A Firm, which was a partner in a previous joint venture(s), should furnish a statement providing details of work, component of works performed individually and its over-all share (percentage) in the works performed by the joint venture,
- viii) BOQs must be written or typed in indelible ink. (excel/word format of BOQs should be provided with bid failure to which will lead to the rejection of the bid)
- ix) The Firm may request for further clarifications, if required, however, such clarifications should be received by the Company no later than seven (07) days before Bid Submission's due date i.e., 03rd and 4th Oct, 2023. The Company shall respond to the clarifications and shall post them without referring to/disclosing the identify of the Service Provider, at its website.
5. The meeting ended with a vote of thanks from the chair.

LIST OF PARTICIPANTS

S.#	Names of Representatives	Designation/ Contact	Organization/ Service Provider
1.	Mr. Jamil Ahmed	Chief Infrastructure Development (In chair)	PRMSC
2.	Mr. Ali Raza Rao	Chief Operating Officer	PRMSC
4.	Mr. Muhammad Ahsan Khan	Manager Procurement	PRMSC
5.	Mr. Umar Awais	Procurement Officer	PRMSC
6.	Mr. Muhammad Afzal	Manager Contracts	M/s Saif Construction Pvt Ltd
7.	Mr. Abdur Rehman Saeed	Senior QS	M/s Tanveer Construction Pvt Ltd
8.	Malik Shafqat Awan	CEO	M/s Royal Harbow Pvt Ltd
9.	Mr. Shahzad	CEO	M/s Hins Enterprises
10.	Rana Akhtar	CEO	M/s Akhtar Hussian
11.	Mr. Shahzad Umar	CEO	M/s AB Constructions
12.	Mr. Muhammad Waseem	Representative	M/s Abdul Latif