

**Subject: Minutes of the Virtual Pre Bid Meeting – Request for Expressions of Interest for Tariff Appraisal Study**

As scheduled in the Request for Expressions of Interest (REOI) Notice, a Virtual Meeting was held on 21<sup>st</sup> February 2023 through virtual platform namely “Zoom”. The Weblink, Meeting ID and Passcode were provided in REOI Notice. The meeting was attended by the officials/technical resource persons of Punjab Rural Municipal Services Company (PRMSC) & representatives of potential Consultants who chose to attend. The list of participants, is attached at **Annex – I**.

**Proceedings of Meeting:**

2. The Chief Executive Officer with the assistance of Chief Operating Officer and technical resource persons, briefly explained the scope of the assignment which were duly made public by uploading the “Terms of Reference (ToR)” on the website of the Company. The uploading of ToR was duly referenced in the REOI Notice which appeared in leading **national dailies on February 15<sup>th</sup>, 2023**. The “Terms & Conditions” of Consultant’s Selection Process, adopted by the Company, was also apprised, concisely besides underscoring the importance of the assignment.

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

<b>S. No</b>	<b>Query</b>	<b>Remarks / Reply</b>
(i)	What is the mechanism for a bidder to get himself registered with the Company for participating in the bidding process?	The bidding opportunity is open for all eligible bidders and there is no particular registration mechanism.
(ii)	Is participation in the form of consortium of the Consultants allowed?	The participation in the form of consortium of firms/consultants is allowed, however, the consortium should have been properly registered with concerned registration authority(ies) under its given name and must be fulfilling the requirements.
(iii)	Can consultants participate in the form of association?	Yes. It is absolutely dependent on the wish and will of the consultants as to how they would participate in the selection process. There are generally three types of association as explained below, and the consultants could opt for anyone while fully mindful of the evaluation process:

AA

**Joint Venture:** In joint venture formation, two or more consultants can make an association by either signing either an intended or fully executed & registered Joint Venture Agreement, mentioning therein the roles and responsibilities of each partner, in detail. In such formation, the consultants are obligated to submit all the required information as per the evaluation parameters in respect of each partner, which are assessed independently regardless of capacity/experience of the other partner, being jointly & severely liable for the delivery of services, if contract is awarded.

**Sub-consultancy:** In sub-consultant association, two or more consultants can participate, and, in their profile, it has to be clearly mentioned as to who is the Lead Partner and who are sub-consultant partners. An explicit letter of association duly indicating the Lead Partnership, has to be submitted with the profile by each sub-consultant partner. In sub-consultant association, only the experience and capacity of lead firm/ consultant, is assessed.

**Consortium:** In this association, two or more consultants can make a consortium and participate. However, in such formation, a consortium is given a particular name, and all the partners participate in a process under that name, therefore, it is mandatory that the consortium is legally registered with concerned registration authority(ies) under its given name and under that name, must be fulfilling the evaluation/selection requirements/parameters.

Any of above association arrangement should be clearly mentioned in Expressions of Interest Response and all the related documentation should be furnished with the responses.

GFA

(iv)	In advertisement of Punjab rural sustainable water supply and sanitation project client mentioned for firms who shall be in an arrangement of sub consultant association, only the experience and capacity of lead firm, shall be assessed. Kindly clarify the qualification/ eligibility criteria of JV/Consortium/Association.	All the related requirements have been expressly made public in the Request for Expressions of Interest Notice.
(v)	Should each partner of the Joint Venture meet all requirements?	Yes.  All the related requirements have been expressly made public in the Request for Expressions of Interest Notice.  Each partner of JV should demonstrate having the expertise and capacity mentioned in the REOI.
(vi)	What is the benefit for us to apply as a JV if you are not considering experience of the JV/Association partner?	All the related requirements have been expressly made public in the Request for Expressions of Interest Notice.
(vii)	Is there any necessary condition with regards to the shares of partners in a JV?	There is no particular condition in terms of % share of partners in the joint venture agreement. However, the firms intending to participate in a Joint Venture formation must provide either intended or confirm (registered) Joint Venture Agreement clearly mentioning the name of the " <b>Lead Partner</b> " therein.
(viii)	Would Consultant Quality Based Selection Criteria lead to technical and financial proposal as per World bank policy?	The selection shall be made following World Bank's "Consultant's Qualification-based Selection (CQS)" method whose reference is duly provided in the Request for Expressions of Interest (REOI) Notice. Firms/consultants are encouraged to read and understand the selection process from World Bank's Regulations. In this process, only the most experienced firm/consultant shall be issued Request for Proposal for inviting combined technical & financial proposal in one envelope. For evaluating the EOI responses of the firms, no quantitative assessment will

		<p>be made therefore no score or ranking parameters are defined in REOI Notice. The evaluation shall be qualitative in nature.</p> <p>The Consultants are strongly encouraged to access the link, read out and understand the relevant selection process set out in the World Bank's Procurement Regulations.</p>
(ix)	The credit points or quantitative criterion is generally used under World Bank and ADB procurement guidelines for shortlisting of consulting firms. The weightage/credits points of each parameter are not mentioned in the REOI.	As above.
(x)	Is there any requirement to submit the CV of staff in detail?	<p>No. It is an absolute prerogative of the consulting firm to present/submit their profiles/responses in an efficient way of presentation which they would consider feasible for best and effective evaluation by the Client. They firms may opt to share CVs of their permanent staff and the experts which are on their panel. Nonetheless, the consulting firm shall have to submit the list having names, qualification and experience of their adequately qualified and skilled staff, permanent/intermittent staff, pool of panel of experts as per the scope of work.</p> <p>It may be noted that specific CVs and nominations considering the requirement given in Terms of Reference, are not required at this stage. Also, the ToR have been provided for understanding of the consulting firms about the requirements of the client.</p>
(xi)	There are few comments on the Terms of Reference and requirements given therein.	At this stage of the selection process, the Company has uploaded/made public the ToR only for the understanding of the consultant as to what kind of assignment is intended to be executed. The Company has not invited comments and therefore, cannot entertain the comments. If Company does so, the consultants would start giving comments which would best suit to them and that

		would be akin to an attempt to influence the selection process.
	Despite the reply apropos commenting on ToR, we would like to submit that the timelines given in ToR for the completion of assignment, are too short.	The Company has desired to complete the assignment within the time given in ToR being cognizant of its international as well as official/operational commitments. The Consultant who would be issued the Request for Proposal (RFP) Document, may pitch their team by adding strength to the number of professionals, conscious of the short timelines.
(xii)	There is a detailed list of Key and Non-Key Experts given, but no division of marks are provided for them or Company Experience?	At this stage, TORs are provided only for guidance/understanding purpose, of the potential applicants for having an idea about the nature of services. Such clarifications shall be provided to the firm whom the RFP document shall be issued.
(xiii)	How much financial capacity and managerial capability is required for the execution of works?	The consulting firm should be financially strong enough and should have the managerial capability to undertake the assignment as per ToR.
(xiv)	What are the criteria to evaluate similar projects?	A similar assignment will be assessed and evaluated on the basis of comparable scale and complexity as per ToR.
(xv)	No Marking criteria is mentioned in REOI Notice. What will be the basis of evaluation of each firm?	The point has already been addressed under query number (viii).
(xvi)	Should the consulting firms submit only three contracts of similar projects?	The consultants are encouraged to submit experience (either completed or ongoing) to maximum projects which they consider appropriate/relevant/comparable to the scale and complexity of assignment of PRMSC.
(xvii)	Should the consulting firms submit the completion certificate/performance certificate duly issued by the client?	It is encouraged; however, it is not mandatory. Submission of incorrect/false information will be subject to penalization as per World Bank's Regulations.
(xviii)	Is there any requirement of minimum experience in terms of the number of years for a consulting firm?	No.

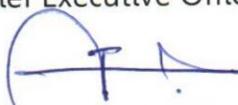
		It is open opportunity for all, however, it is understood that the consulting firm having maximum number of comparable/similar projects at his credit, would be having relative advantage.
(xix)	Is there any restriction to have experience of the consulting firm in rural area development only as mentioned in REOI.	No. The consulting firms may or may not have experience in rural area development. Nevertheless, a firm having related experience would be having a relative advantage.
(xx)	Can a consultant engage/propose an international professional/staff?	Neither there is any compulsion nor restriction for partnering/proposing any international professional. Whereas, in respect of proposing an international professional/staff, it may be noted that at this stage, the Company has not asked for proposing expertise who are not at panel of the consultant. The CVs of professionals, as per the requirements given in ToR, shall be made by the consultant to whom the Request for Proposal Document will be issued.
(xxi)	Is there any restriction to submit an audit report?	The Company has not specifically asked for submission of audit reports. However, if a consultants intends to strength their profile, they may submit their completed annual audited reports for last three years.

#### **General Discussions:**

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

- i) The Consultants should read and understand the ToR with all clarity including evaluation. Besides they must be complete comprehension of the selection process employed,
- ii) Interested consulting 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) The consultant should ensure that all submitted information is correct. A proposal submitted may be dropped at anytime up to award of work if significant omissions/errors are found in the information submitted by the consultant,
  - iv) The person who would be submitting the response against the REOI, 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 profiles should be in properly binded form,
  - vi) If the EOI Response consists of more than one volume, the applicant must clearly number the volumes constituting the EOI and provide an indexed table of contents for each volume,
  - vii) Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the firm(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 Client
    - d) If case of association of consultant(s), the type of association i.e. either JV or sub-consultants be mentioned clearly along with names and address of all the partners.
    - e) Consultancy services rendered along 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) All pages of EOI Response should be numbered and stamped, ideally signed/initialed.
5. The meeting ended with a vote of thanks from the Chief Executive Officer.

  
**Chief Operating Officer**  
**PRMSC**

## LIST OF PARTICIPANTS

S.#	Names of Representatives	Designation	Organization/ Bidder
1.	Mr. Asadullah	Chief Executive Officer	PRMSC
2.	Mr. Ali Rao	Chief Operating Officer	PRMSC
3.	Mr. Awais Saleem	Procurement & Project Management Consultant for PRMSC	World Bank
4.	Mr. Hussain Kamran	Environment Specialist	PRMSC
5.	Mr. Umair Khan	Company Secretary	PRMSC
6.	Mr. Muhammad Rizwan Bashir		M/s Center for Disaster Management and Sustainable Development
07.	Ms. Mehvish Kiran		M/s Water Aid Pakistan
08.	Mr. Ali Bodla		M/s Centre for Economic Research in Pakistan (CERP)
09.	Mr. Sinan Celebci		M/s Alter (Pvt) Ltd.
10.	Mr. Tayyab Tariq		M/s PITCO (Pvt) Ltd.
11.	Mr. Imran Malik		M/s PITCO (Pvt) Ltd.
12.	Mr. Farhan Ahmed		M/s KPMG (Pvt) Ltd.
13.	Group Members		M/s ACE-RON