



**URBAN POLICY & PLANNING UNIT
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**

No: UPU/WATSAN/UP/2019

Date: 8-04-2019

SUBJECT: MINUTES OF THE PRE-BID CONFERENCE ON PREPERATION OF WATSAN MASTER PLAN FOR TWO CITIES MINGORA AND D.I KHAN

The subject meeting was held in the Conference room of the M & E, Directorate on 8-04-2019 at 11.00am. The meeting started with recitation from the Holy Quran. After introduction of the participants, on behalf of the Urban Policy Unit, P & DD, Mr Shaida Khan, CEO, WSSCM Mingora, welcomed the participants. The Manager, Procurement, UPU deliberate on the procurement process and salient features of the ToRs of the assignment. Thereafter the forum was opened for discussion; the participants raised several queries on the procurement process and on RFPs/TORs issued to them. The list of participants is attached at Annex-A. The points discussed and responses given by UPU are listed below;

S. No	Comments/observations on RFPs/ TORs	UPU Response
1.	What are the geographical limits of the study area (scope of work interims geographical spread)?	UPU will provide a sketch map of the boundaries of existing urban limits of both Mingora and DI Khan
2.	It is mention in the RFPs Data sheet Point 13.1, need clarification between (i) Experience of the Firms Relevant to the Assignment (KP/Merged Areas) and (ii) Experience of the Firm working in Local Condition, familiarity with Local Culture?	(i) Means specific relevant experience; development of a Water Supply, sanitation and solid waste Master Plan in KP (ii) General experience in spatial planning in KP/Merged areas & familiarity of the firm with local conditions.
3	There are two key teams indicated in the RFP, one key team is mentioned in the Data Sheet with total 10 no. of key staff and the other is given in TORs indicating 16 key professionals. Which one is to be considered correct?	The main key staff mentioned in the RFPs is mandatory and UPU will evaluate the Technical Proposal on the basis of key experts, however, the supporting staff mentioned in the TORs will be enhance the consultant profile and will help in calculating cost of the project.
4	The query regarding section 3. Land Ownership (d) In the cases where the drinking water and sanitation infrastructure needs to be extended and additional land is required, the consultant will determine the status of discussions between the land owners and the Local Government and Rural Development Department?	The consultant will provide cost of the scheme excluding cost of land.
5	There are some mistake in section 3.1, Activities against Time Line 2.6, Master plan must include Short Term Infrastructure Investment Programs (SIPs),Medium Term infrastructure investment Programs (MIPs) and Long-Term Investment Programs	Please refer to section 5.0 that is proposed time line for the study activities.

	(LIPs) , However the Master Plan will be presented/completed before the Activity done i.e 3.	
6	Reference: Page 21, Clause 14.1 It is mentioned to provide the cost for Purchase of Satellite Imagery Whereas, Reference: Section-05-TOR, Para 3.1, part 4 It is mentioned that UPU will provide Satellite Imagery The above mentioned two clauses are contradictory, please clarify whether UPU will provide the Satellite Image, or if Cost of Satellite Image is required, please specify the total area for acquisition of image. Please clarify?	The Urban Policy Unit will not provide satellite imageries, it will be covered under provisional sum and the amount will not be reflected in the bid amount (Under Data Sheet section 14.1)
7	Reference: Section 05-TOR, Para 5.0, Deliverables It is mentioned “Orientation and Capacity Building/Training/Workshops” Please specify the number of staff to be included for Capacity Buildings/Training as it relates to direct cost of the component. Please clarify?	It will be covered under provisional sum and the amount will not be reflected in the bid amount.
8	Reference: Section 05-TOR, Para 7.0, Release of payments. The project timelines mentioned under the para is 18 months whereas the deliverables are up to 12 months period. Please clarify the total time period?	The duration of the assignment is 15 months and the Final Completion Report of the assignment will be submitted within 15 months after the signing of contract.
9	As per Section-5: TOR ^s – “Article 2.0; Project Key Information”, the Project Duration is <u>15 Months</u> . (Jun 2019 to Aug. 2020), while in Article 7.0 (repeated) “Release of Payment”, it says <u>18 months</u> after signing of contract. So, which one is correct?	Discussed above
10	Vide following clauses of RFP, the successful consultant is required to submit a Performance Security equal to 10% of Contract Price: Section 2. Information to Consultant (Cl. 24.2) Section 3. Technical Proposal (Cl. 24.2) Special Conditions of Contract (Cl. 6.1) The demand of Performance Security from the successful consultant is against the guidelines of Pakistan Engineering Council (PEC). PEC vide their letter No. PEC/REG/2010 dated 13 th October 2010, addressed to Government Functionaries, termed the requirement of Performance Security etc. as “ Irrelevant Demand from the Engineering Consultants ”, scan copy of said letter is attached for your ready reference.	Only the successful consultant will deposit the 10% performance security at the time of contract signing

	<p>As per clause 8.2 Special Conditions of Contract " Disputes shall be settled with the following provisions"-----. The "Provisions" have not been mentioned.</p>	<p>Disputes shall be settle as per KPPRA Act 2012 and Rules 2014.</p>
--	--	---

Procurement Manager
Urban Policy Unit