



**KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT
PROJECT (KP – HCIP), HEALTH DEPARTMENT PESHAWAR**

(All communications should be addressed to the Project Director and not to any official by name.)

Contact: 091-9211605,

Address: House #, 240 Street # 13 Defense Colony Shami road Peshawar



SUBJECT: MINUTES OF MEETING OF PRE-BID CONFERENCE FOR THE HIRING OF TRAINING FIRM FOR ORGANIZING AND DELIVERING TRAININGS TO HEALTHCARE PROVIDERS UNDER KP-HCIP (DISTRICTS: PESHAWAR, SWABI, HARIPUR AND NOWSHERA) RFP REFERENCE NO.: PK-HPMU-520574-CS-QCBS.

Participants:

Attendance Sheet Attached

Date: 30-07-2026

Venue: Conference Room KP-HCIP Office.

Time: 02:00 pm

The meeting started with the recitation of the Holy Quran. The Procurement section briefed the forum regarding the agenda of the meeting and points of discussion.

AGENDA:

1. PRE-BID CONFERENCE FOR THE HIRING OF TRAINING FIRM FOR ORGANIZING AND DELIVERING TRAININGS TO HEALTHCARE PROVIDERS UNDER KP-HCIP (DISTRICTS: PESHAWAR, SWABI, HARIPUR AND NOWSHERA) RFP REFERENCE NO.: PK-HPMU-520574-CS-QCBS.

Sr.	Consultant Query	Clarifications	Changes required in Which section of RFP for clarification



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1	The EOI suggested a 6-month timeline (Mar-Jun 2026), but the RFP's Special Conditions state "two (2) months" while also requiring all work by December 31, 2026. Can you confirm the actual project duration and expected start date?	The assignment shall be completed within two (2) months from the signing Date of the contract as per GCC clause 11.1. The expected implementation period is from early November 2026, following contract signing and consultant mobilization, with all contractual deliverables to be completed on or before 31 December 2026, in accordance with the Contract and the project closing schedule. The timeline indicated in the earlier REOI was tentative and has been superseded by the RFP. Consultants shall demonstrate in their proposed work plan and methodology their capacity to complete the assignment within the contractual period of two (2) months. Proposals shall be evaluated in accordance with the applicable technical evaluation criteria and responsiveness requirements of the RFP	Not Applicable
2	Should we assume training can be delivered concurrently across all four districts, or should we plan for a sequential rollout?	Yes. The Consultant shall plan for parallel implementation across all four target districts. The implementation schedule has been developed on the basis of concurrent deployment of district-based training teams to ensure completion of all training activities within the contractual period. Consultants shall demonstrate an adequate staffing and deployment strategy capable of supporting parallel implementation across the four target districts. The proposed approach shall be assessed under the applicable technical evaluation criteria.	Not Applicable
3	The RFP mentions "participant transport reimbursement and daily allowances as per agreed rates" but does not specify the rates. What are the applicable GoKP/World Bank per diem and transport rates for the four districts?	The wording quoted ("as per agreed rates") does not appear in the RFP. For the avoidance of doubt: 1. This is a Lump-Sum Contract under QCBS. Per ITC 24.1.2 and Section 7, para 14, all costs — including travel, transport, accommodation and subsistence — are borne by the Firm within the Lump-Sum Contract Price. No item is reimbursed by the Client against notified rates. 2. No TA/DA, transport allowance, per diem or accommodation is payable to training participants. All trainings are conducted in the participants' own district of posting; participants are district-based and attend from their duty stations. The Firm shall price these items at NIL.	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.



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		3. No GoKP or World Bank per diem rate is applicable to this Contract. Trainer/facilitator travel and subsistence is an internal cost of the Firm, priced at the Firm's own rates within the Lump-Sum price. The ceiling reference in Item 8.2 of the FIN-4 Schedule is withdrawn by this clarification. A clarification giving effect to the above is issued herewith and forms part of the RFP.	
4	The RFP states accommodation is only required when confirmed by KP-HCIP. Should we price this as a contingency item, or will accommodation be required for all participants?	Accommodation is not required for any training participant and shall not be priced, whether as a firm item or as a contingency. All seventeen (17) trainings are delivered within each of the four target districts for staff nominated from that district. Participants attend from their duty station within the same district. Firms shall price participant accommodation at NIL. Any accommodation amount quoted for participants will be treated as a deviation from the prescribed pricing basis under Clause 1 of the FIN-4 Schedule. Accommodation for the Firm's own trainers, facilitators and mentors remains an internal cost of the Firm, to be priced within the Lump-Sum Contract Price at the Firm's own rates.	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.
5	The RFP states payments are made "inclusive of all applicable taxes" but also mentions withholding tax deductions. Can you clarify how the final contract price should be structured regarding federal and provincial taxes?	Consultants shall submit their Financial Proposals inclusive of all applicable federal and provincial taxes and duties in accordance with the RFP. For proposal evaluation purposes, local identifiable indirect taxes will be treated in accordance with ITC 25.1 of the Data Sheet. If a contract is awarded, the applicable taxes will be finalized during contract negotiations and reflected separately in the Contract Price Breakdown, as provided in RFP. Any withholding tax required under the applicable laws of Pakistan shall be deducted at source by the Client from payments due to the Consultant and remitted to the relevant tax authorities	Not Applicable
6	Is there an indicative budget ceiling for this assignment?	The estimated budget for this assignment is not being disclosed. Consultants are advised to prepare their Financial Proposals independently in accordance with the requirements of the	Not Applicable



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	RFP, the Terms of Reference, and their own assessment of the resources required to successfully deliver the assignment.	
7	The RFP specifies "minimum 3-star" venues. Should we prioritize government-owned training halls where available, or are commercial hotels preferred? Is there a list of pre-approved venues?	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.



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		• Every proposed venue remains subject to KP-HCIP's prior no-objection under Section 2, Item 9.	
8	The RFP states batches are district-specific with a maximum of 25 participants. Can we consolidate participants from multiple districts for a single training if numbers are low?	No. The training programme has been designed and planned on a district-specific basis . Participants from different districts shall not be consolidated into a single training batch unless otherwise approved in writing by KP-HCIP under exceptional circumstances. Consultants shall prepare their Technical and Financial Proposals based on the district-wise training plan, participant numbers, and batch structure provided in the RFP. Any modification to the approved training schedule or batch composition during contract implementation shall be subject to the prior written approval of KP-HCIP.	Not Applicable
9	Who provides training equipment like mannequins, clinical simulation models, and laptops for DHIS-2 hands-on sessions?	Unless otherwise specifically stated in the RFP or subsequently made available by KP-HCIP in writing, the Consultant shall be responsible for providing all training equipment, teaching aids, simulation materials, laptops, and other resources necessary for the effective delivery of the training programmes in accordance with the Terms of Reference. Consultants shall include the associated costs in their Financial Proposals. Where KP-HCIP or the Department of Health makes any training facilities or equipment available during implementation, the Consultant shall utilize such resources as directed by the Client without entitlement to any additional payment.	Not Applicable
10	The RFP mentions training in English, Urdu, and Pashto. Are materials required in all three languages, or only instruction?	The Consultant shall ensure that the training is delivered in a language that is appropriate and readily understandable to the participants, which may include English, Urdu and/or Pashto , depending on the target audience and the nature of the training. Training presentations, handouts, manuals and other learning materials shall be prepared in English , unless otherwise specified or approved by KP-HCIP. Where necessary to facilitate effective learning, the Consultant may use Urdu and/or Pashto during instruction and provide translated supporting materials or job aids, as required for the successful delivery of the training programme.	Not Applicable
11	The RFP mentions nominations should be requested "at least three weeks before each training batch." Can we	Yes. KP-HCIP shall coordinate with the concerned Directorates, District Health Offices, and participating health facilities to facilitate the timely nomination of participants. As a general principle, participant nominations will be communicated to the Consultant at least three (3)	Not Applicable



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	formalize this in the contract to ensure timely submission?	weeks prior to the scheduled commencement of each training batch, subject to operational requirements. The Consultant shall submit the detailed training schedule sufficiently in advance to enable timely coordination. Any changes to the nomination schedule, if required due to operational exigencies, shall be communicated by KP-HCIP in a timely manner.	
12	The RFP requires 10 ToT participants per district per training. Are these ToT participants included in the total participant numbers, or are they additional?	The Training of Trainers (ToT) participants are additional to the participant numbers specified in the Consolidated Training Implementation Plan. In accordance with the Terms of Reference, the Consultant shall deliver a dedicated ToT component for each of the seventeen (17) trainings comprising ten (10) ToT participants per district per training (i.e., forty (40) ToT participants per training across the four target districts), nominated by the respective District Health Offices (DHOs) or KP-HCIP Health. Consultants shall prepare their Technical and Financial Proposals on this basis.	Not Applicable
13	If a nominated participant fails to attend, can we replace them with another participant from the same facility or district?	Yes. In the event that a nominated participant is unable to attend, a replacement participant from the same health facility or, where this is not feasible, from the same district , may be nominated, subject to the prior approval of the respective District Health Office (DHO) and/or KP-HCIP. The Consultant shall promptly notify KP-HCIP of any non-attendance to facilitate timely replacement. Any replacement participant shall meet the eligibility criteria for the relevant training programme.	Not Applicable
14	Inconsistency in the marking and its summary, which one will prevail?	The Client acknowledges that there is an inadvertent clerical error in the summary table of the Technical Evaluation Criteria. The detailed Technical Evaluation Criteria contained in the RFP correctly reflect the intended evaluation methodology and mark allocation and shall prevail for the purpose of proposal evaluation. The discrepancy in the summary table is purely clerical in nature and does not affect the evaluation methodology or the relative weighting of the evaluation criteria. Consultants are requested to prepare their Technical Proposals in accordance with the detailed Technical Evaluation Criteria provided in the RFP.	Not Applicable



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15	Please confirm the correct person-month inputs for the eight Key Experts. The TOR indicates two months for each Key Expert, while Appendix B specifies three person-months for the Team Leader, M&E Officer and Logistics Coordinator; 1.5 person-months for the DHIS-2 and Quality Assurance Specialists; and two person-months for the remaining experts. Which figures must be used in TECH-6 and FIN-3?	• The Terms of Reference figures govern. Each of the eight Key Experts shall be shown at two (2.0) person-months, giving a total of sixteen (16.0) person-months for the Key Expert team. These figures shall be used in Form TECH-6 and, where applicable, Form FIN-3. • Basis. Under the Form of Contract, in the event of inconsistency the order of precedence places Appendix A (Terms of Reference) above Appendix B (Key Experts). The person-month figures pre-filled in the draft Appendix B are inconsistent with the Terms of Reference and with the two-month assignment duration fixed at TOR Clause 6 and are explained by clarification. • Period of engagement. The period of engagement for each Key Expert is two (2) months, being the full duration of the assignment. Two person-months over a two-month period represents full-time input; no Key Expert may be shown at an input exceeding the period of engagement. • Basis of payment. This is a Lump-Sum Contract. Person-month inputs are stated for evaluation of team composition under Form TECH-6 and are not a basis of payment. Payment is made against the deliverables and the weighted training-completion milestones set out in the Contract. Form FIN-3 is submitted for information and negotiation reference only and does not constitute a rate schedule for reimbursement. • Appendix B at contract stage. The draft Appendix B annexed to the RFP is a template. On award it will be completed with the names and accepted inputs of the successful Firm's proposed Key Experts, consistent with paragraph 1 above.	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.
16	Please confirm the actual contractual period. The assignment is stated as two months, while post-training assessment and mentorship are required four to six weeks after each cohort and the Final Report is due after completion of the training programme. Will the contract include a separate follow-up and reporting period beyond the two-month delivery period?	The contractual period for the assignment shall remain two (2) months from the Effective Date of the Contract. There will be no separate contractual period beyond the two-month implementation period for post-training assessment, mentorship, or reporting. The Consultant shall accordingly plan and sequence the training activities, mentorship visits, post-training assessments and reporting requirements within the contractual period. The post-training assessment and mentorship activities shall be undertaken on a rolling basis for cohorts for which the required follow-up period falls within the contractual period, with the consolidated Post-Training Assessment & Mentorship Report (D5) submitted with the Final Report (D6), as specified in the ToR. Consultants shall reflect these requirements in their proposed work plan, staffing and methodology and shall demonstrate a realistic and feasible approach for completing the assignment within the contractual period. A proposal shall not be automatically	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.



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		rejected solely because of a stated scheduling inconsistency; however, a proposal that materially fails to demonstrate the capacity to complete the assignment within the contractual period shall be evaluated in accordance with the applicable responsiveness and technical evaluation provisions of the RFP.	
17	Please confirm whether the two-month duration starts from contract signature, the Effective Date or the formal notice to commence. Please also state the intended date for completion of field trainings and the final contractual completion date for all reports, assessments and mentorship obligations.	Refer to Para-16 above.	Not Applicable
18	D2, covering final materials for all 17 trainings, is due within 30 days of the Effective Date. May modules be submitted and approved on a rolling basis so that delivery can begin earlier, or must the complete D2 package be approved before the first training starts?	The training modules have been developed by KP-HCIP Health and are issued/provided to the Consultant. The seventeen (17) training modules, comprising the curricula and content framework for each training, have been prepared and approved by KP-HCIP Health. D2 is a finalization and production deliverable, not a curriculum-development deliverable. The Firm is not required to develop new curricula. The Firm's obligation under D2 is to finalize and produce, in conformity with the modules issued by KP-HCIP Health, participant manuals, facilitator guides, slide decks, pre/post-tests, hands-on exercises, ToT modules/materials and Urdu/Pashto handouts where appropriate, together with necessary contextual refinement, formatting, quality assurance and co-branding as required under the assignment. The Firm shall not substitute, re-scope or redesign any approved module without prior written approval of the Project Director, KP-HCIP Health. Rolling submission and approval is permitted. The Firm may submit the finalized materials package for each training individually or in tranches. Approval of the complete D2 package is not a precondition to commencement of delivery. Training on any given module may commence upon KP-HCIP Health's written approval of the materials package for that module. No training shall be delivered using materials that have not been approved in writing by KP-HCIP Health. The consolidated D2 package for all seventeen trainings remains due within thirty (30) days of the Effective Date. For avoidance of doubt, the	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.



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19	Please provide the district-wise breakdown of participants and batches for each of the 17 trainings, including cadre and anticipated gender composition. The consolidated totals do not provide sufficient detail for trainer deployment, venue planning, translation, materials and district logistics.	contractual review period specified under Section 7, Clause 4 of the RFP is ten (10) working days. The reference to seven (7) working days is an indicative/target review period only and does not amend the contractual ten (10) working-day review period. The RFP provides the overall participant numbers, eligible cadres and indicative number of batches for each of the seventeen (17) trainings. Each training is to be delivered in the four target districts—Peshawar, Swabi, Haripur and Nowshera—for participants nominated from the respective district, with a maximum batch size of twenty-five (25) participants. The RFP does not prescribe a fixed district-wise allocation of participants or a predetermined male/female composition. The actual participant nominations will be made by DGHS, the respective DHOs and relevant Medical Superintendents, in coordination with KP-HCIP Health, in accordance with the eligible cadres specified for each training. Accordingly, Consultants shall prepare their Technical and Financial Proposals based on the participant and batch quantities specified in the Consolidated Training Implementation Plan. The detailed district-wise batching and deployment plan shall be finalized during preparation of the Inception Report (D1) in consultation with KP-HCIP, DGHS and the four DHOs. D1 expressly requires a detailed batching plan for each of the seventeen (17) trainings and a district-wise training calendar. The gender composition is not fixed at the RFP stage and shall be determined through the participant nomination process. The Consultant shall, however, maintain and report gender-disaggregated participation as required under the ToR and shall ensure a gender-responsive and inclusive training environment throughout implementation.	Not Applicable
20	Please confirm whether participants from DGHS, MIS Cell, PHSA, Rescue 1122 and other central institutions are included within the stated total of	The consolidated figure of 5,302 participants and 213 batches represents the participant and batch quantities specified in the Consolidated Training Implementation Plan for the district-level trainings. Where the relevant training/cadre requirements specifically identify central-level participants, including DGHS, central MIS Cell, Rescue 1122 or other designated central institutions, such	Not Applicable



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	5,302 participants and 213 batches or will be additional to those totals.	participants shall be additional to the 5,302 participants and 213 batches, as nominated by KP-HCIP Health. Consultants shall therefore base their Technical and Financial Proposals on the 5,302 participants and 213 batches specified in the Consolidated Training Implementation Plan, while making appropriate provision for the specifically identified additional central-level participants. The final nominations and deployment arrangements for such participants will be coordinated by KP-HCIP with the concerned institutions. The Training of Trainers (ToT) participants are separately additional to the above participant figures, as expressly provided in the ToR.	
22	The RFP requires ten ToT participants per district for each of 17 trainings, equivalent to 40 per training and 680 participant places overall. Please confirm whether these ToT participants are included in the 5,302 participants and 213 batches or are additional.	Refer to Para-12 above.	Not Applicable
23	Please specify the duration, daily hours, batch size and number of batches for the ToT component. Will ToT participants attend the regular training plus a separate facilitation-skills component, or will ToT be integrated within the ordinary batches? Should separate venues, meals,	The ToT component shall be delivered as a dedicated ToT module in connection with each of the seventeen (17) trainings. The ToT participants shall be separate from the regular trainee batches and shall comprise ten (10) ToT participants per district per training, i.e. 40 ToT participants per training across the four target districts. The ToT shall not simply constitute attendance of the regular training by the nominated ToT participants. It shall include the additional ToT elements specified in the ToR, including facilitation skills, master-trainer briefing on the relevant training content, supervised micro-teaching, and handover of the complete digital training package.	Not Applicable



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	materials, assessments and certificates be priced?	The ToT participants shall therefore be managed as a separate ToT group/session, with appropriate arrangements for venue, refreshments/meals, training materials, assessments and certificates. The Consultant shall include the associated costs in its Financial Proposal. The duration and daily schedule of each ToT module shall be proposed by the Consultant in its Technical Proposal, taking into account the subject matter and duration of the corresponding training, the ToT objectives, and the requirements specified in the ToR. The proposed approach shall be subject to review and approval by KP-HCIP through the Inception Report and Training Implementation Plan. The Consultant shall maintain separate ToT attendance, assessment and certification records. Certified ToT participants shall be reflected in the ToT Closure Package (D7), as specified in the ToR.				
24	Training 2 is itself a Training of Trainers on Healthcare Waste Management, while a ToT component is required for every training. Please confirm whether Training 2 requires an additional ToT layer beyond its main HCWM ToT design.	Training 2 – <i>Healthcare Waste Management (HCWM)</i> is itself designed as a dedicated Training of Trainers (ToT) and shall therefore constitute the ToT component for Training 2. Accordingly, no additional or second ToT layer is required for Training 2 beyond the dedicated HCWM ToT specified for this training. The ToT requirement applicable to the other trainings shall be implemented as specified in the ToR, including the relevant facilitation skills, content briefing, supervised micro-teaching and handover of training materials. Consultants shall therefore treat Training 2 as the dedicated HCWM ToT for purposes of their Technical and Financial Proposals and shall not price a separate additional ToT component for Training 2.	Not Applicable			
25	Please confirm the exact number of D3 Training Completion Reports. One interpretation requires a report for each batch or event, potentially 213 reports, while another requires one	Reporting under D3 is restructured into two distinct components and both are required as set out below. Firms shall price their Financial Proposals on this basis: <table><tr><td></td><td>Batch Record Pack</td><td>Consolidated D3</td></tr></table>		Batch Record Pack	Consolidated D3	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon
	Batch Record Pack	Consolidated D3				



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	consolidated D3 report per training across the four districts, equivalent to 17 reports. Please also confirm the required number of signed hard copies.	Quantity	213 (one per batch)	17 (one per training)	obtaining the requisite approvals which will take precedence over the given clarifications.
		Status	Supporting record	Formal deliverable	
		PMU action	Acknowledgement of receipt; review at PMU's discretion	Formal acceptance	
		Timing	Within five (5) working days of each batch	Within 7 days of the last batch of that training across all four districts	
		Format	Soft copy only, in the template prescribed by the PMU	Soft copy + one (1) signed hard copy	
		Payment	No payment trigger	Triggers the per-training payment under SCC 40.1	
27	Please specify the minimum number of health facilities and trainees to be covered, number of visits per district, visit duration, team composition, sampling method and expected evidence. These quantities are necessary for the operational plan and FIN-4 costing.	The mentorship and follow-up component at Clause 3.4 of the Terms of Reference is quantified. Firms shall price Form FIN-4 and prepare their operational plans on this basis. 1. Number of visits: Forty (40) mentorship visits in total — ten (10) visits per district across Peshawar, Nowshera, Swabi and Haripur. 2. Facilities covered: One health facility per visit; minimum forty (40) health facilities in total, facilities at which staff trained under this assignment are posted. No facility shall be visited more than once unless otherwise agreed with KP-HCIP Health. The associated costs shall be included in the Consultant's Financial Proposal.			As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.
28	The payment schedule appears to allocate 100 percent of the contract price across the 17 training-related	The payment schedule provides for seventeen (17) lump-sum payments totaling 100% of the Contract Price, each linked to completion of the respective training across the four target districts and KP-HCIP's acceptance of the corresponding D3 report. There is no separate			Not Applicable



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	payments triggered by D3 reports. Please clarify how D1, D2 and D4-D8 will be linked to payment and whether any percentage will be retained until the final assessment, mentorship and Final Report are accepted.	percentage or retention amount allocated to D1, D2 or D4-D8 under the current payment schedule. D1, D2 and D4-D8 remain mandatory contractual deliverables and are subject to review and acceptance by KP-HCIP. Their acceptance is not a separate payment milestone under Clause 40.1. The Consultant's obligations in relation to these deliverables therefore continue notwithstanding payment of the relevant training milestones. In particular, D5, D6, D7 and D8 must be completed and accepted as required under the ToR. The final report remains subject to the final payment provisions of the applicable General Conditions of Contract. Accordingly, no separate retention will be deducted from the seventeen training payments for D1, D2 or D4-D8. However, acceptance of a training-related D3 and payment of the corresponding instalment does not constitute acceptance of the Services as a whole or relieve the Consultant of its remaining contractual obligations.	
29	Please confirm whether the listed percentage allocation for each training is mandatory. The percentages appear primarily linked to the number of batches, rather than training duration or participant-days, and may not	The percentages specified for the seventeen (17) trainings in the Payment Schedule are mandatory and shall be used for payment purposes. They represent the respective payment milestones under the Lump-Sum Contract and, collectively, constitute 100% of the Contract Price. Each payment is linked to completion of all batches of the relevant training across the four target districts and acceptance of the corresponding D3 report. The percentages are not intended to prescribe or limit the Consultant's actual cost allocation for each training. Consultants shall develop their Financial Proposals based on their own	Not Applicable



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	reflect the actual cost of one-day versus multi-day modules.	assessment of the resources and costs required to deliver the complete scope of services, including differences in training duration, participant numbers, logistics, materials, staffing, and other applicable inputs. Accordingly, Consultants shall not revise or reallocate the prescribed payment percentages in their Financial Proposals. The percentages specified in the RFP shall apply for contractual payment purposes, irrespective of the Consultant's internal cost structure. This approach is consistent with the Lump-Sum nature of the contract, under which the Contract Price is agreed for the complete scope of Services and payment is made against the specified contractual milestones/deliverables rather than reimbursement of the Consultant's actual costs.	
30	Please confirm that the 30-day payment period stated in the Special Conditions will prevail over the general 60-day period referred to in the General Conditions.	Yes. The thirty (30) days payment period specified in the Special Conditions of Contract (SCC), Clause 40.1, shall apply to payments under this Contract. The SCC specifically provides that payments shall be made within thirty (30) days of receipt of an undisputed invoice and certification of deliverable acceptance by the Project Director, KP-HCIP. The sixty (60) days stated in GCC Clause 41.2.2 is the standard provision; however, the SCC expressly supplements/amends the GCC and provides that where there is a conflict, the SCC shall prevail. Accordingly, for this assignment, the applicable payment period is 30 days, subject to receipt of an undisputed invoice and certification/acceptance of the relevant deliverable.	Not Applicable
31	Please confirm whether FIN-1 and FIN-2 must state prices inclusive or exclusive of KPRA sales tax. The Data Sheet indicates that indirect taxes will	Consultants shall prepare FIN-1 and FIN-2 in accordance with the Financial Forms and Data Sheet of the RFP. The applicable local indirect taxes, including KPRA sales tax where <i>inf</i>	Not Applicable



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be excluded for financial evaluation and addressed separately, whereas Appendix C presents a total contract price inclusive of taxes. Please also identify the taxes that the Client will withhold at source.	applicable, shall be identified separately in the Financial Proposal and shall not be included in the amount used for financial comparison, in accordance with ITC 25.1. For purposes of the financial evaluation, identifiable local indirect taxes will be excluded in accordance with the RFP. Following selection, the applicable taxes will be finalized during contract negotiations and incorporated separately into the Contract Price, as provided in the RFP. Accordingly, the total Contract Price reflected in Appendix C is inclusive of the applicable taxes finalized for the Contract. With respect to withholding, the Client will deduct at source only those taxes/levies that are required to be withheld under the applicable tax laws of Pakistan, including applicable federal and provincial withholding obligations, and will deposit the same with the relevant tax authority on behalf of the Consultant. The amount so withheld will be supported by the applicable tax deduction/withholding certificate. Consultants should therefore not add an assumed withholding tax as an additional cost over and above the Contract Price. Their Financial Proposal should be prepared in accordance with the prescribed Financial Forms and the applicable tax treatment as per law.
32 Please confirm whether participant accommodation, local transport, travel allowance or per diem must be included in the evaluated lump-sum price. Where the default is NIL unless activated by KP-HCIP, please clarify how activated costs will be paid and whether contingency unit rates will form part of the evaluated financial proposal.	Refer to para-4 above. Not Applicable



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33	Where venues, trainers, catering and transport have been committed but a batch is cancelled, postponed or poorly attended due to delayed nominations or non-attendance, please confirm the compensation, rescheduling and payment arrangements applicable to the Consultant.	The RFP does not provide a separate compensation or cancellation charge for venues, trainers, catering or transport where a training batch is cancelled, postponed or has low attendance. The Consultant is responsible for end-to-end training logistics and is required to coordinate nominations and confirm attendance against the issued nomination list. Accordingly, where a batch is cancelled or postponed before the training is completed, the corresponding per-training payment under the Lump-Sum Contract shall not become due merely because the Consultant has incurred preparatory or committed costs. Payment is linked to completion of all batches of the relevant training and acceptance of the corresponding D3 report. Where a postponement or cancellation is formally instructed by KP-HCIP, the Consultant shall coordinate with KP-HCIP to reschedule the affected batch within the contractual implementation period. Any reasonable and necessarily incurred additional costs arising from a formally instructed change shall be dealt with in accordance with the applicable Contract provisions and subject to the Client's prior written authorization. For avoidance of doubt, low attendance by itself does not constitute a basis for additional payment or compensation. The Consultant shall maintain attendance records against the approved nomination list and report attendance/non-attendance in the D3 documentation.	Not Applicable
34	ITC 10.1 lists TECH-1 through TECH-7, while Section 3 also contains TECH-8, the SEA/SH Performance Declaration. Please confirm whether TECH-8 is mandatory and where it should be placed in the Technical Proposal.	TECH-8, the SEA/SH Performance Declaration, is a mandatory part of the Technical Proposal. It shall be completed and submitted by the Consultant in addition to TECH-1 through TECH-7. For clarity, TECH-8 shall be placed immediately after TECH-7 as the next section/form of the Technical Proposal, in accordance with the forms provided in Section 3 of the RFP. The omission of a required TECH-8 declaration may affect the responsiveness of the Technical Proposal in accordance with the RFP requirements.	Not Applicable



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35	Please provide or identify the prescribed Statement of Undertaking and confirm whether it must be included in the Technical Proposal envelope or the Financial Proposal envelope.	The prescribed Statement of Undertaking is mandatory and shall be completed and submitted as part of the Financial Proposal. The Statement of Undertaking shall be included in the Financial Proposal envelope, together with the prescribed financial forms (FIN-1 to FIN-4), in accordance with the RFP requirements. The prescribed Statement of Undertaking is the undertaking specified under ITC 10.2, relating to compliance with the Client Country's applicable laws against fraud and corruption, including bribery.	Not Applicable
36	The forms contain a Page Limit field, but no limits appear to be inserted. Please confirm whether page limits apply to TECH-2, TECH-3, TECH-4 or any other part of the Full Technical Proposal.	No specific page limits have been prescribed for TECH-2, TECH-3, TECH-4, TECH-5, TECH-6, TECH-7 or TECH-8 in the RFP. The "Page Limit" column in the checklist is therefore to be disregarded where no page limit has been specified. Consultants shall, however, keep their Technical Proposals concise, relevant and focused on the requirements of the ToR and the evaluation criteria. The prescribed Standard Forms shall be used, and the Consultant should not include unnecessary or repetitive information. TECH-4, in particular, is required to provide the proposed approach, methodology, work plan and organization/staffing in sufficient detail to demonstrate the Consultant's understanding and capability to perform the assignment. Accordingly, no page limit applies to any part of the Full Technical Proposal unless a specific limit is expressly stated in the RFP.	Not Applicable
37	May complete signed CVs, CNICs, degrees, registrations and other evidence for all facilitators and co-trainers be submitted as a separately bound annex? Please confirm whether	Yes. The Consultant shall submit the complete CVs signed by both the expert and the consultant. However, supporting documents will not be required with the proposal.	Not Applicable



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	that annex will be excluded from any page limit.		
38	Please clarify whether an attested degree means self-attested by the expert, attested by the issuing university, HEC-attested, notarised or attested by another authority.	The degrees of experts will not be required with the proposal. However, if needed for a specific person, the consultant will be asked to provide such supporting evidences.	Not Applicable
39	May the Consultant nominate an evaluated reserve or backup Trainer Pool for operational continuity, subject to prior approval, given the scale and compressed schedule of 213 batches?	No, the consultant will include only one CV for each experts position. Any alternate CV will declare the proposal as non-responsive. Please refer to following clauses of the RFP: ITC: 15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive. GCC 30, Replacement of Key Experts; 30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts. 30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.	Not Applicable



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40	Please confirm whether TECH-6 should include only the eight evaluated Key Experts or also every trainer, co-trainer and Non-Key Expert. May the wider Trainer Pool be presented in a separate staffing schedule and annex?	TECH-6 shall be completed for the eight (8) Key Experts identified and evaluated under the RFP. The Consultant is not required to include every trainer, co-trainer or other Non-Key Expert in TECH-6. No requirement for a wider trainer pool. Please refer to clause ITC 15.1.I and GCC 30 as mentioned above.	Not Applicable
41	Please confirm whether three similar assignments during the last five years constitute a mandatory pass/fail eligibility condition and whether each must have a minimum contract value of PKR 50 million. For scoring, will assignments completed within the last seven years be counted even when outside the five-year eligibility period?	The Consultant is required to demonstrate, as a mandatory qualification (Pass/Fail), at least three (3) similar assignments in size and complexity in the public health sector completed during the last five (5) years, as specified under the Firm Eligibility and Required Qualifications in the ToR. The PKR 50 million minimum contract value applies to the separate technical scoring criterion for similar healthcare capacity-building assignments and is not specified as a minimum value for each of the three assignments required under the mandatory firm qualification.	Not Applicable
42	Please confirm whether substantially completed or ongoing assignments may be counted and, if so, what minimum completion percentage and evidence are required.	The RFP does not provide for substantially completed or ongoing assignments to be counted under the mandatory firm experience requirement. The requirement is for at least three (3) similar assignments in size and complexity in the public health sector during the last five (5) years. In addition, TECH-2 expressly requires consultants to list only previous similar assignments successfully completed in the last five (5) years.	Not Applicable



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43	Where a contract is confidential and cannot be shared in full, will a contract award letter, signed agreement extract, completion certificate, client reference or other verifiable evidence be acceptable?	Where the underlying contract is confidential and cannot be disclosed in full, the Consultant may submit alternative verifiable evidence demonstrating the claimed assignment, such as a contract award/notification letter, relevant extract of the signed agreement, completion certificate, client reference/confirmation, or other documentary evidence acceptable to the Client. The evidence should clearly establish the client, nature and scope of the assignment, contract period, and value, as applicable, and must be sufficient for the Client to verify that the assignment meets the relevant experience requirement. The Client reserves the right to seek further verification from the issuing client where necessary.	Not Applicable
44	Please confirm the exchange-rate source and reference date to be used when demonstrating that a foreign-currency assignment meets the PKR 50 million threshold.	For any foreign-currency assignment, the PKR equivalent shall be calculated using the official selling exchange rate of the State Bank of Pakistan, with the date of the Technical Proposal opening as the reference date. The same exchange-rate source and date specified in ITC 26.1 shall apply for determining whether the assignment meets the PKR 50 million threshold. For TECH-2, Consultants shall therefore state the PKR equivalent of the contract value and indicate the foreign currency and conversion used.	Not Applicable
45	Please confirm how the experience of the lead member and JV partners will be aggregated and whether a minimum share of qualifying experience must be held by the lead member.	1. JV composition is fixed. In terms of Data Sheet ITC 14.1.1, shortlisted Consultants may not associate with non-shortlisted consultants or with other shortlisted Consultants. Proposals shall be submitted in the same composition in which the Consultant was shortlisted. No additional removal or substitution of joint venture members is permitted. 2. Aggregation. For the purposes of Criterion 1 (Specific Experience of the Firm Relevant to the Assignment), the experience of a joint venture shall be assessed on the combined experience of all its members. In terms of Form TECH-2, information on similar assignments shall be provided for each member separately, indicating the Key Experts and Sub-consultants who participated, the duration, the contract amount (total and, where performed as a joint venture or sub-consultancy, the amount paid to that member) and that member's role. 3. No double counting. Where the same assignment was performed by more than one member of the joint venture, it shall be counted once only.	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.



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	4. Threshold applies to the qualifying assignment. The minimum contract value of PKR 50 million at sub-criterion 1.1 applies to the assignment presented and is assessed on the total contract value of that assignment. 5. No minimum lead-member share is prescribed. The RFP does not require any minimum proportion of qualifying experience to be held by the lead member, and no such requirement will be applied. Evaluation will be carried out strictly in accordance with the criteria, sub-criteria and point allocation specified in the RFP. 6. Sub-consultants. Experience of Sub-consultants is not counted towards Criterion 1, which assesses the experience of the Consultant. Sub-consultant participation remains subject to Data Sheet ITC 11.1. 7. Liability. All members of a joint venture are jointly and severally liable for the performance of the entire Contract, in terms of Form TECH-1 and the Form of Contract. The scores are like this: <table><tr><th>No.</th><th>Criterion</th><th>Marks</th></tr><tr><td>1</td><td>Specific Experience of the Firm</td><td>10</td></tr><tr><td>2</td><td>Methodology and Work Plan</td><td>35</td></tr><tr><td>3</td><td>Key Experts</td><td>45</td></tr><tr><td>4</td><td>Knowledge Transfer, Sustainability & Innovation</td><td>10</td></tr><tr><td colspan="2">Total</td><td>100</td></tr></table>	No.	Criterion	Marks	1	Specific Experience of the Firm	10	2	Methodology and Work Plan	35	3	Key Experts	45	4	Knowledge Transfer, Sustainability & Innovation	10	Total		100	Not Applicable
No.	Criterion	Marks																		
1	Specific Experience of the Firm	10																		
2	Methodology and Work Plan	35																		
3	Key Experts	45																		
4	Knowledge Transfer, Sustainability & Innovation	10																		
Total		100																		
46	May the same assignment receive marks under both similar healthcare capacity-building experience and government/donor-funded experience when it independently meets both sub-criteria?	Yes. The same assignment may be counted under both sub-criteria, provided it independently satisfies the requirements of each criterion. Accordingly, an assignment that qualifies as a similar healthcare capacity-building assignment and also demonstrates Government/Donor-funded experience may receive marks under both <i>wp</i>																		



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		Criterion 1.1 and Criterion 1.2. The RFP does not state that an assignment qualifying under one sub-criterion must be excluded from the other. The Consultant must, however, provide sufficient documentary evidence to substantiate the assignment against each applicable sub-criterion.	
47	Please identify which of the 17 approved curricula or training modules already exist and confirm when the complete source materials will be shared with shortlisted Consultants.	The modules are available, but there is no need to share at this stage, as the number of days of per training and participants are clear and non-sharing is not making any disadvantage to anyone.	Not Applicable
48	Please confirm when the HFA summary, ESMF, SEA/SH Action Plan, branding guidance and records of personnel previously trained under related initiatives will be provided.	The HFA Summary, KP-HCIP ESMF, SEA/SH Action Plan, available branding/co-branding guidance, and relevant records of personnel previously trained under related initiatives are Client-provided information/reference materials for the preparation and implementation of the assignment, as identified in the RFP. The documents/materials currently available with the Client have been made available to the shortlisted Consultants through the RFP/procurement process. No separate future date is prescribed in the RFP for their provision. Where any additional or updated information becomes available and is relevant to the preparation of proposals, it will be shared with all shortlisted Consultants through the established procurement communication channel. Consultants shall therefore base their proposals on the information and requirements contained in the RFP and the materials made available to them.	Not Applicable
49	Please confirm whether suitable government training facilities, PHSA facilities or hospital halls may be used where they meet space, accessibility, safety, power, ventilation and	Already Responded above	Not Applicable



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	audiovisual requirements, or whether a commercial three-star/equivalent venue is mandatory.		
50	Please confirm the standard number of instructional hours per day for one-day and multi-day trainings, excluding registration, breaks and lunch.	The RFP/ToR does not prescribe a standard number of instructional hours per day, separately from registration, breaks and lunch, for either one-day or multi-day trainings. Accordingly, Consultants should propose an appropriate daily instructional schedule in their Technical Proposal, taking into account the approved curriculum, training objectives and duration specified for each training. The proposed schedule shall be subject to review and approval by KP-HCIP.	Not Applicable
51	Please identify which modules require full translation into Urdu or Pashto and which require only bilingual or translated handouts, job aids and participant materials.	The RFP does not identify specific training modules that require full translation into Urdu or Pashto. The language of instruction shall be English, Urdu and Pashto, as appropriate to the audience. For training materials, the requirement is that the complete training package for all 17 trainings shall be prepared in English, with Urdu/Pashto handouts where appropriate for trainee use. All deliverables shall otherwise be in English, except where Urdu/Pashto handouts are explicitly required for trainee use.	Not Applicable
52	Will KP-HCIP provide the GRM hotline material, consent and safeguarding forms, attendance sheets, assessment templates, certificate template, D3 report format and branding specifications?	KP-HCIP will provide the GRM hotline materials, safeguarding/consent forms, attendance and assessment templates, certificate template, D3 reporting format, and branding specifications required for implementation, where these are identified as Client-provided templates/materials in the RFP. The Consultant shall use the templates and specifications provided by KP-HCIP and shall not be required to develop separate formats for these items, except where the ToR specifically requires the Consultant to develop or adapt training materials, tools or reporting content.	Not Applicable



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53	Please confirm the approval and signature workflow for certificates and whether the Client will facilitate timely signatures by the Project Director and the relevant DHO or Medical Superintendent.	Certificates of completion shall be issued using the standard KP-HCIP / Health Department format and shall be signed by the Project Director, KP-HCIP and the respective DHO / Medical Superintendent (MS). The Consultant shall prepare and process the certificates for eligible participants and track their issuance in the Beneficiary Database (D8). KP-HCIP will facilitate coordination with the relevant DGHS/DHOs/MSs as part of the implementation arrangements, and the RFP provides for Client facilitation and timely review/approval of deliverables.	
54	Please confirm whether the Consultant is expected to conduct multiple trainings simultaneously in several districts and, if so, any minimum number of concurrent teams or venues that should be assumed.	Yes. The Consultant is expected to organize and deliver the trainings across all four target districts—Peshawar, Swabi, Haripur and Nowshera—and the implementation may require parallel delivery across districts in order to meet the compressed implementation schedule. Accordingly, Consultants shall demonstrate an adequate district-wise staffing and deployment strategy capable of supporting parallel implementation where required. The Consultant may determine the detailed composition and number of training teams/streams, provided that the proposed arrangement demonstrates sufficient capacity to complete the assignment within the contractual period. The RFP does not prescribe four training teams as a separate pass/fail requirement. The adequacy and realism of the proposed deployment arrangement shall be assessed under the applicable Technical Evaluation Criteria, particularly Criterion 2.3 – Training Roll-Out & Operational Plan, which requires a realistic district-wise implementation strategy, training calendar, trainer deployment, participant management, logistics arrangements and scheduling.	As this query requires an amendment to the RFP, the necessary changes will be issued through an Addendum upon obtaining the requisite approvals which will take precedence over the given clarifications.
55	Please confirm how far in advance the Client and DHOs will provide final participant lists, cadre information, contact details and gender-disaggregated nominations for each batch.	The RFP requires the Consultant to request the nomination lists from DGHS/DHOs/MSs through KP-HCIP at least three (3) weeks before each training batch. The nomination process, including provision of the final participant information, is the responsibility of DGHS, the respective DHOs and relevant Medical Superintendents (MSs), in	Not Applicable



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		coordination with KP-HCIP. The Consultant shall verify the nominations against the eligible cadres and flag any inconsistencies to KP-HCIP.	
56	Please clarify whether any equipment purchased specifically for training delivery must be handed over to the Client at contract completion or remains the Consultant's property when its cost is included in the lump-sum price.	Any equipment, vehicles or materials made available by KP-HCIP or purchased by the Consultant wholly or partly with funds provided by the Client shall be the property of the Client and shall be handed over in accordance with GCC Clause 28 upon completion/termination of the Contract. The Consultant shall maintain and submit an inventory of such items. Equipment or materials brought by the Consultant at its own expense for use in performing the Services shall remain the property of the Consultant, in accordance with GCC Clause 28.2. Accordingly, the fact that an item is included in the Lump-Sum Contract Price does not by itself determine ownership; ownership will depend on whether it was purchased wholly or partly with Client funds or brought/provided by the Consultant.	Not Applicable
57	The document uses PK-HPMU-520574-CS-QCBS and KP-HCIP/Health/RFP-Training/2026. Please confirm which reference must appear on TECH-1, FIN-1, all inner envelopes and the outer submission envelope.	Consultants shall use the RFP Reference No. PK-HPMU-520574-CS-QCBS for identification of their Technical and Financial Proposals and proposal envelopes, as specified in the Request for Proposal Letter. The assignment name shall also be stated as prescribed in the RFP.	Not Applicable
58	Please confirm whether the original copy of the Technical Proposal should be separately bound, whether annexes may be in separate volumes and whether USB copies are required or prohibited.	The RFP requires the Consultant to submit the signed original and the prescribed number of copies of the Technical Proposal. The original shall be marked "ORIGINAL" and each copy "COPY"; all copies must be made from the signed original. Any attachments and/or Annexes to the technical proposal must be made an integral part of the proposal.	Not Applicable



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59	Please confirm whether every page of all annexes, CVs and supporting documents must be initialed by the authorized representative, or only the standard forms and substantive proposal pages.	In accordance with ITC 17.2 and the Checklist of Required Forms in Section 3, all pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative who signs the Proposal. The copies shall be reproduced from the duly initialed original.	Not Applicable
60	Please confirm whether the seven-day acknowledgement and statement of intention to submit remain mandatory and whether any prescribed format applies.	The seven (7) day acknowledgement is an administrative request for confirmation of receipt of the RFP and intention to submit a Proposal. It is not a mandatory qualification or Proposal submission requirement. No prescribed format is required.	Not Applicable

The meeting ended with a vote of thanks from and to the Chair.

SIGNED BY:

S/N	Name	Position	Signature
1	Dr. Sumaira Saeed	Dep. Project Director KP-HCIP	



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2	Mr. Asif Rishi	Procurement Advisor KP-HCIP	
3	Mr. Irfan Wahab	Proc. Specialist KP-HCIP	
4	Mr. Qaiser Khan	Financial Management Specialist KP-HCIP	
5	Mr. Hammad Khan	Infrastructure Specialist KP-HCIP	