Subject: **MINUTES OF THE PRE- BID MEETING IN RESPECT OF THE PROCUREMENT OF CONSULTANCY SERVICES OF MANPOWER OUTSOURCING FIRM HELD ON 06-11-2026**

The subject Pre-Bid meeting was held on 06-11-2026 at 1100 hours in office of the Project Director, KP-HISDU at Health Department. The following Committee members attended the meeting:

1. Mr. Farhad Ahmad, Project Director, KP-HISDU — Chairman
2. Mr. Aftab Ahmad Akhunzada, Dy. Director KP-HISDU — Member
3. Muhammad Kamran, Admin Officer, KP-HISDU — Secretary/Member

Representatives of the following firms participated in the pre-bid meeting:

1. M/s ASK Development (Pvt) Limited (Online)
2. M/s AptechMedia (Pvt) Limited (In-person)
3. M/s Adan Kiani Enterprises (In-person)
4. Rafaqat Baber & Co. (In-person)
5. The NERD Camp (In-person)
6. Amax International (In-person)

2. The Deputy Director welcomed the participants and following a formal introduction, briefed the participating firms on the assignment, covering its technical aspects, the status of existing modules, and the overall scope of KP-HISDU.

3. Continuing the discussion, the Admin & Procurement Officer apprised the participants that KP-HISDU intends to engage the consultancy services of a Human Resource Outsourcing Firm having relevant experience in managing IT projects, particularly software development assignments, with experience of at least one software-based project in the health sector. The engagement shall be made through a framework contract for an initial period of one year, which may be extended subject to satisfactory performance and mutual consent of the parties. It was further emphasized that the participating firm must be financially sound and possess sufficient financial capacity to ensure timely disbursement of monthly salaries to the deployed personnel, as payments from the client to the service provider will be released on a quarterly basis.

4. Furthermore, the participating firms were informed that their financial proposals must quote monthly rates against each of the 53 required resources, inclusive of all applicable taxes, statutory contributions, management fees, and other associated costs. The aggregate monthly cost of all 53 resources shall constitute the basis for financial evaluation and must not exceed the prescribed ceiling of Rs. 7.700 million per month. The selected firm shall be obligated to disburse at least 70% of the quoted gross amount against each resource, or a higher proportion, directly to the respective deployed personnel as remuneration. The remaining amount will cover the firm's management fee, applicable taxes, administrative and operational expenses, and the arrangement of any additional resources that may be required to ensure the timely achievement of the agreed quarterly deliverables.

5. The participants were further briefed on the selection methodology and evaluation criteria, including the Quality and Cost Based Selection method, with a 70:30 weighting ratio for technical and financial proposals, respectively. The briefing also covered the minimum qualifying requirements, technical evaluation criteria, and the process of financial evaluation leading to the final selection of the successful firm.

6. In response to a query regarding making the firm responsible for achievement of deliverables, it was responded that the instant assignment is not simply the deployment of

human resources but will also be responsible for attainment of deliverables, to be mutually set on quarterly basis, thus requires vigorous supervision and expertise of the Firm and therefore, the payment will be made on quarterly basis where 70% of payment will be linked to deployment and attendance of HR, while 30% is contingent on the completion of deliverables assigned to the team by the Client.

7. In response to another query came from ASK Development Pvt. Ltd was to why the payment is kept on quarterly basis as the firm will disburse it on monthly basis. It was answered that mostly funds are provided to the development projects on quarterly basis; however, if funds are available, the 70% payment can be considered on monthly basis; however, the 30% payment will be released on quarterly basis and subject to the achievement of quarterly deliverables.

8. The following further queries were raised by the representatives of the prospective firms were duly responded to by the KP-HISDU team as under:

S#	Queries of the firms	Clarification/ Reply
i	Whether all 53 resources would be required for the entire one year or otherwise and whether on-site or remote.	The 53 resources comprise development, operationalization, and support teams. The deployment of these resources shall be determined by the Client in consultation with the selected firm, based on project requirements and as and when required. All 53 resources shall perform their duties on-site at KP-HISDU site in Peshawar. However, any additional resources engaged by the firm, beyond the specified 53 resources, to ensure the timely achievement of project deliverables may provide their services remotely.
ii	Why not to split the technical and support staff into separate lots?	It was replied that most of the required staff is of technical nature, and a minimum support staff is required. Making separate lots, will lead to multiple contracts and their management.
iii	It was requested that the health sector's experience and EOBI registration may be deleted from the mandatory criteria.	It was apprised that the minimum eligibility criteria are in accordance with the approved PC-I and can't be dropped; hence, the request was declined.
iv	Whether a firm is allowed to form a joint venture (JV) with only one other firm or it can include more than one partner firm?	It was conveyed that the assignment primarily comprises two key components: (a) Human Resource deployment and management, and (b) software development. Therefore, the expertise and capabilities of two firms are considered sufficient to meet the assignment's requirements. Accordingly, the joint venture should comprise a maximum of two firms, including the lead firm and one JV partner. The proposal must clearly identify the lead firm and the JV partner, specifying their respective roles, responsibilities, technical contributions, and areas of expertise. The lead firm shall be responsible for overall coordination and management of the assignment and shall serve as the primary point of contact.
v	The representative of AptechMedia (Pvt.) Ltd. questioned the mandatory allocation of 70% of the quoted amount to the deployed personnel,	It was clarified that the designated personnel specifically hired for KP-HISDU; therefore, it's the responsibility of the client as well to safeguard

	particularly when their employment, contractual engagement, administrative management, and associated responsibilities remain with the firm.	their rights. The firm shall be obligated to disburse at least 70% of the quoted amount directly to the respective personnel as salary/remuneration.
vi	Achievement of the deliverables i.e. 15 software modules within a year seems challenging.	The KP-HISDU team clarified that some of the modules have already been developed and require further fine-tuning and optimization. Nevertheless, the quarterly deliverables shall be determined mutually, taking into account realistic timelines and achievable targets. Furthermore, the framework contract may be extended for the subsequent year, subject to satisfactory performance and mutual agreement between the parties.

9. Following detailed deliberations, the KP-HISDU team maintained that the SRFP documents have been prepared in accordance with the approved PC-I; therefore, no major amendments are warranted. The foregoing clarifications shall, however, serve as guidance for all participating firms and be read in conjunction with the already advertised RFP/SRFP documents.

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