

Minutes of Pre-Bid Meeting

Procurement Title: Civil Works for 89 Flood-Affected Health Facilities across 17 District of KP.

Date: 11/06/2025

Time: 11:00 AM

Venue: Conference Room, KP-HCIP Office, House No. 240, Defence Colony, Shami Road, Peshawar

Client: KP-HCIP (Health Component)

Chair: Project Director of KP-HCIP H

1. Introduction

The pre-bid meeting was convened to brief prospective bidders regarding the procurement of civil works for the renovation of 89 flood-affected health facilities across 17 districts of KP. The purpose of the meeting was to clarify the bidding process, technical and contractual requirements, and address any queries raised by the participating bidders.

The Client welcomed all participants and presented an overview of the project, emphasizing the importance of transparency, compliance with World Bank procurement guidelines, and the need for quality execution in civil works.

2. Key Points Discussed by the Client/KP HCIP-H (PMU)

- The procurement process will be conducted through open national competitive bidding using the single-stage, one-envelope procedure, in accordance with World Bank Procurement Regulations.
- The PMU representatives explained that the bid must include a Letter of Bid, duly signed and stamped on the firm's official letterhead, in the format provided in the bidding documents. It was further clarified that failure to submit the Letter of Bid, or submission of an unsigned or unstamped Letter of Bid, will result in the bid being rejected without further evaluation. Moreover, bidders were encouraged to go through the RFBs and submit their bids in accordance to RFBs.
- The bidders will be required to submit two copies of their bids: one original and one copy. In addition, the filled Bill of Quantities (BOQ) must also be submitted in USB format. The BOQ submitted via USB will be used solely for arithmetic checking purposes. In the event of any discrepancy between the hard copy of the financial bid and the soft copy in the USB, the original hard copy will be considered as the final and prevailing version. It was reiterated that completing the full Bill of Quantities (BoQ) is mandatory. Any quotation containing terms such as 'above', 'below', or presented as a lump sum will lead to disqualification.
- The staff proposed in the RFB must be provided once the contract is awarded with the relevant qualifications and experience mentioned.
- It was also communicated that arithmetic checks will be conducted during the verification stage, and that the lowest financial bid at the time of bid opening does not automatically determine the winning bidder. Inconsistencies, if found, may result in bid correction or disqualification, as per the provisions of the bidding documents. The final evaluation will be carried out during the evaluation stage, in accordance with the evaluation criteria specified in the bidding documents/advertised RFB. Moreover, the lowest financial bid will only be considered after the bidder has fulfilled all mandatory requirements outlined in the RFB and has achieved the minimum qualifying score of 70% under the evaluation criteria.

- All submitted experience certificates, bid security and audit reports or any other documents considered appropriate by PMU will be subject to **verification**.
- **Submission of forged or false documents** will result in **immediate rejection** of the bid, and bid security shall be forfeited and/or the bidder may be **blacklisted or any other action can be taken** in accordance with applicable laws and procurement regulations.
- The contract is based on **item rates**, and the earlier mention of **MRS 2022** in the documents was a **typing error**. Any contractor quoted above or below rate or lumpsum rate shall not be considered and disqualified.
- The scope of work includes construction, renovation, retrofitting of existing structures, and construction of flood protection walls as per the BoQs, specifications, and drawings. Quantities and costs may vary based on actual site conditions and engineering assessments. the quantity of flood protection walls may be reduced if found unnecessary during the site assessment.
- In the section "*Technical Evaluation Score After Mandatory Criteria*" of the RFB, a typing error was identified in the total score. The corrected scores have been reviewed and are now attached as **Annex A**. The updated scores will be used for evaluation.
- As stated in the advertisement, any contractor intending to participate in more than one package shall be assessed for experience, financial capacity, and equipment availability in accordance with the cumulative requirements of all packages applied for. Specifically, a C-2 category contractor applying for multiple packages must demonstrate the combined financial strength required for those packages. In addition, the list of ongoing/hand-on projects with the contractor shall be submitted to the PMU to facilitate a comprehensive assessment of financial capacity. The equipment requirements for the cumulative packages shall also be taken into consideration and must be clearly quoted by the contractor in their bid
- The Client clarified that the successful bidder, upon award of contract, shall be required to submit a performance guarantee equivalent to 10% of the contract value—comprising 1% for environmental compliance and 9% for civil works. This performance guarantee must be submitted in the form of a bank guarantee; insurance bonds shall not be accepted under any circumstances. The performance guarantee shall be subject to verification by the Client, and if found to be forged or invalid, the contract shall not be awarded, the bid security shall be forfeited, and the bidder may be blacklisted in accordance with applicable rules and regulations. Bidders were reminded to quote based on item rates and to carefully review all technical specifications, drawings, and BoQs.

3. Queries Raised by Bidders & Clarifications

Query/Concern Raised by Contractors	Response/Clarification by PMU
Turnover Requirements	Regarding the concern raised about the turnover requirements being high, the Project Management Unit (PMU), clarified that the turnover requirement specified in the bidding documents is aligned with the scale and financial scope of the project. Specifically, the required Average Annual Construction Turnover (AACT) for the package is PKR 1,500 million in last three (03) years, which is defined as 'the total certified

	<p>payments received for contracts in progress and/or completed within the last three (03) years.' This criterion is not intended to be restrictive or discriminatory.</p> <p>The PMU further emphasized that the project is currently at a critical stage, with stringent implementation timelines. Therefore, it is essential to engage a contractor with the requisite financial capacity to ensure timely and efficient execution, without compromising the principles of competitiveness and fairness.</p>
Variations in Quantities and Scope	The Client clarified that variations are possible due to site conditions and will be dealt with according to standard contract provisions. <u>Proper justification and approval will be required for all variations from the competent authority.</u>
Reference to MRS 2022	The reference to MRS 2022 was a typing error . The contract is item-rate based and all bids must reflect itemised costing.
Tax-Exempt Areas	A query was raised by the bidder regarding tax exemption in certain project areas. The Client confirmed that tax exemption will apply as per government applicable rules subject to submission of exemption certificate.

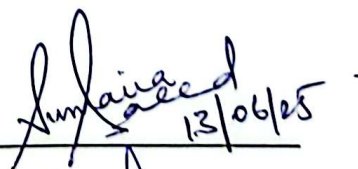
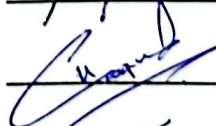


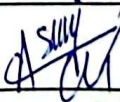

4. Conclusion

The Client advised all prospective bidders to:

- Thoroughly review the bidding documents and submit any further queries in writing before the deadline.
- Careful review of all bidding documents and compliance with the RFB requirements.
- Acknowledge that the scope, particularly for flood protection walls and retrofitting, may vary based on field assessments.

All contractors were encouraged to submit any additional written queries before the deadline for clarification. The meeting concluded with appreciation to all participants for their interest and cooperation.

Pre-Bid Committee Members

Deputy Project Director (KP-HCIP H)	Signature	 13/06/25
Infra Specialist (KP-HCIP H)	Signature	
Finance Management specialist (KP-HCIP H)	Signature	
Resident Engineer (KP-HCIP H)	Signature	
Assist Resident Engineer (KP-HCIP H)	Signature	
Admin/Procurement officer (KP-HCIP H)	Signature	

Annex: A Update Technical Evaluation Score After Mandatory Criteria

Technical Evaluation Score After Mandatory Criteria		
Evaluation Criteria	Sub-Criteria	Points/Marks
Specific Experience	Experience in Healthcare Projects	15
	Completed similar projects worth 200 M or above	5 Marks per project up to 3 projects
	Completed similar projects of worth 100 M to 199 M	1 Mark Per Project up to 10 projects
Project Management and Staffing	Project Manager	5
(After mandatory qualification and experience fulfilment as mentioned above, relevant marking amongst the bidders will be done in this section)	Relevant qualifications (e.g., Civil Engineering degree, PMP certification)	
	Qualified Civil Engineers/Site Engineer	
	Quantity Surveyor	
	MEP Engineer	
	Health and Safety Engineer/officer	
	Quality Control Inspector	
	E&S officer	
Financial Capability	Average Annual Turnover for Last 3 Years	5
	Minimum required Turnover is 1.5 times the required amount	Mandatory
	Minimum required Cash Flow is 250 million PKR	Mandatory
	Turnover 2 times or more	5
Methodology and Work Plan	Construction Methodology	30
	1. Project Timeline and Work Plan	5
	2. Resource Allocation	5
	3. Risk Management	3
	4. Project Phasing and Scheduling	3
	5. Retrofitting Methodology and Execution Plan for Retrofitting (techniques, safety, sequencing)	3
	6. Subcontractor Management	2
	7. Quality Control and Assurance	2
	8. Contingency Planning	5
	9. Final Handover and Testing	2

Quality Assurance and Control	Health and Safety Plan	5
	Adherence to health and safety standards	
Environmental and Social Management	Environmental Management Plan	3
	Detailed plan to manage environmental impacts as per details mentioned in this SPD	
	Social Management Plan	2
	Measures to address social impacts and community engagement	
Previous Performance	Past Performance on Similar Projects	20
	Completed on time and within budget	4 Marks for each project worth 200 M or above
	Quality of work	
	Client feedback and satisfaction	

Note: 70% shall be the passing marks out of 100