

Minutes of Pre-Bid Meeting

Procurement Title: Civil Works for Three Category-D Hospitals in Three Districts of KP

Date: 13/06/2025

Time: 11:00 AM

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

Client: KP-HCIP (Health Component)

Chair: Deputy 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 Comprehensive Emergency Obstetric and Newborn Care (CEmONC) facilities within existing buildings of three Category-D hospitals located in District Peshawar (Emergency Satellite Hospital Nahaqi), District Swabi (Yarhussain), and District Haripur (Khanpur).

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 works include all required civil, MEP, and external development activities, **including** structural modifications (vertical and horizontal extensions), partial demolition, retrofitting of existing structural components, and reconstruction of existing sections to accommodate functional CEMONC layouts. All works shall be executed strictly in accordance with the approved architectural and structural drawings, BOQs, and technical specifications, ensuring full compliance with relevant laws, building codes, health department standards, and applicable environmental and safety regulations.
- 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.
- 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
General Construction Experience	Experience under construction contracts in the role of prime contractor or JV member, for at least the last 07 years from the bid submission deadline.
Specific Construction	A minimum number of similar contracts of Building Construction that have been satisfactorily and substantially completed as a prime contractor, joint venture member, between 1st January 2019 and bid submission deadline.

4. Conclusion

The Client advised all prospective bidders to:

- Thoroughly review the bidding documents and submit any further queries in writing before the deadline.

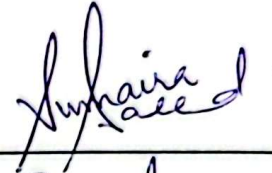
- Careful review of all bidding documents and compliance with the RFB requirements.

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



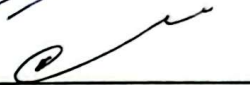
Infra Specialist (KP-HCIP H)

Signature



Finance Management specialist (KP-HCIP H)

Signature



Resident Engineer (KP-HCIP H)

Signature



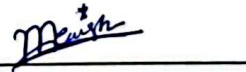
Assist Resident Engineer (KP-HCIP H)

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 1 B or above	5 Marks per project up to 3 projects
	Completed similar projects of worth 300 M to 999 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 300 M or above
	Quality of work	
	Client feedback and satisfaction	

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