

## **Minutes of Pre-Bid Meeting**

**Procurement Title:** Civil Works for Medical Warehouse in four project District.

**Date:** 12/06/2025

**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 four prefabricated medical warehouses across four districts: Peshawar, Swabi, Nowshera, and Haripur. Each warehouse will be constructed within the premises of existing CAT-D Hospital / Rural Health Centers (RHCs) / Basic Health Units (BHUs) in the respective districts. 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 with 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 the 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 scope includes the complete supply, assembly, and installation of prefabricated structures, along with all associated civil works, (MEP) installations and external development to ensure fully functional warehouse operations. 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.
- In the BoQ, where a brand name is specified along with the phrase 'or equivalent', the use of an alternative brand shall be subject to prior approval by the Project Management Unit (PMU), duly endorsed by the Infrastructure Specialist. In cases where the phrase 'or equivalent' is not explicitly mentioned, it shall be deemed that equivalent brands are acceptable, provided prior approval is obtained from the PMU. 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
<b>Technical qualification</b>	<p>The contractors raised concerns regarding the technical qualification criteria, specifically the requirement related to the completion of similar projects valued at PKR 500 million. They expressed that this threshold appears too high for a warehouse project and noted that very few contractors in the market have executed projects of this magnitude.</p> <p>In response, the PMU clarified that the concern appears to stem from a misunderstanding of the evaluation criteria. The requirement is not a mandatory condition but part of the scoring criteria under the 'Specific Experience' section for similar nature projects—particularly warehousing</p>



	<p>projects in the health sector or other departments. The criteria are outlined as follows:</p> <p><b>Specific Experience – Warehousing Maximum Marks: 15 Projects</b></p> <p>Completed similar projects worth PKR 500 million or above 5 marks per project (up to 3 projects)</p> <p>Completed similar projects worth PKR 200– 499 million 3 marks per project (up to 5 projects)</p> <p>It was emphasized that this scoring system provides equal opportunity for all bidders and is neither restrictive nor discriminatory. Its purpose is to evaluate and assign appropriate weight to relevant project experience.</p> <p><b>Furthermore, the following clarifications were provided:</b></p> <ul style="list-style-type: none"> <li>• <i>Similar nature projects</i> refer to warehouse projects implemented in the health sector or in other government departments or organizations.</li> <li>• <i>General experience</i> refers to any type of construction project.</li> </ul>
<b>Duration of contract</b>	Bidders pointed out inconsistencies regarding the contract duration. The correct and final contract duration for the complete package, construction of four warehouses in four districts, is <b>8 months</b> .
<b>Bid Security</b>	Bidders raised concerns regarding discrepancies in the bid security amount, noting that PKR 15 million is mentioned in Section ITB 19.1 of the RFB, whereas PKR 20 million is stated in the Specific Procurement Notice. The PMU representatives clarified that the correct bid security amount is <b>PKR 20 million</b> , to be submitted in the form of <b>CDR/SDR/DD/Pay Order</b> , and the <b>figure of PKR 15 million in Section ITB 19.1 is a typing error and should be disregarded.</b>

#### 4. Conclusion

The PMU representatives 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

*[Signature]*  
13/06/25

**Infra Specialist (KP-HCIP H)**

Signature

*[Signature]*

**Finance Management specialist (KP-HCIP H)**

Signature

*[Signature]*

**Resident Engineer (KP-HCIP H)**

Signature

*[Signature]*

**Assist Resident Engineer (KP-HCIP H)**

Signature

*[Signature]*

**Admin/Procurement officer (KP-HCIP H)**

Signature

*[Signature]*

**Annex: A Update Technical Evaluation Score After Mandatory Criteria**

<b>Technical Evaluation Score After Mandatory Criteria</b>		
<b>Evaluation Criteria</b>	<b>Sub-Criteria</b>	<b>Points/Marks</b>
<b>Specific Experience</b>	<b>Experience in Healthcare Projects</b>	<b>15</b>
	Completed similar projects worth 500 M or above	5 Marks per project up to 3 projects
	Completed similar projects of worth 200 M to 499 M	1 Mark Per Project up to 10 projects
<b>Project Management and Staffing</b>	<b>Project Manager</b>	<b>5</b>
(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	
<b>Financial Capability</b>	<b>Average Annual Turnover for Last 3 Years</b>	<b>5</b>
	Minimum required Turnover is 1.5 times the required amount	Mandatory
	Minimum required Cash Flow is 350 million PKR	Mandatory
	Turnover 2 times or more	5
<b>Methodology and Work Plan</b>	<b>Construction Methodology</b>	<b>30</b>
	<b>1. Project Timeline and Work Plan</b>	<b>5</b>
	<b>2. Resource Allocation</b>	<b>5</b>
	<b>3. Risk Management</b>	<b>3</b>
	<b>4. Project Phasing and Scheduling</b>	<b>3</b>
	<b>5. Method Statement for Pre-Engineering</b>	<b>3</b>
	<b>6. Subcontractor Management</b>	<b>2</b>
	<b>7. Quality Control and Assurance</b>	<b>2</b>
	<b>8. Contingency Planning</b>	<b>5</b>
	<b>9. Final Handover and Testing</b>	<b>2</b>
<b>Quality Assurance and Control</b>	<b>Health and Safety Plan</b>	<b>5</b>
	Adherence to health and safety standards	
<b>Environmental and Social Management</b>	<b>Environmental Management Plan</b>	<b>3</b>
	Detailed plan to manage environmental impacts as per details mentioned in this SPD	
	<b>Social Management Plan</b>	<b>2</b>
<b>Previous Performance</b>	Measures to address social impacts and community engagement	
	<b>Past Performance on Similar Projects</b>	<b>20</b>
	Completed on time and within budget	4 Marks for each project worth 300 M or above
	Quality of work	
	Client feedback and satisfaction	