

MINUTES OF PRE-BID MEETING / CLARIFICATION'S RESPONSES

Tender	REQUEST FOR PROPOSAL (RFP) DOCUMENTS FOR HIRING OF A CONSULTANT/CONSORTIUM TO PREPARE AND SUBMIT PRE-FEASIBILITY REPORT (04 PROPERTIES) COVERING ALL FINANCIALLY AND ECONOMICALLY VIABLE OPTIONS FOR BEST PROFITABLE GAINS OF THE CLIENT/ EOBI
--------	---

EMPLOYER'S REPRESENTATION:

- Ain Uz Zia Qusain Pasha (Manager Contracts)
- Syed Salman Tahir (Manager Procurement)
- Zeeshan Khattak (Manager REM)
- Waqas Ahmad Marwat (Assistant Contracts)

1. On behalf of PRIMACO, Ain Uz Zia Qusain Pasha (Manager Contracts) initiated the meeting while highlighting location background of the project, introduction to the scope, and the intent of the Employer to execute project. After detailed introduction, Manager Procurement and Manager REM clarified the queries raised by various bidders through emails and then the bidders were invited to raise their queries, if any, for further clarifications by Employer's team. Following are the queries and responses discussed and clarified during the meeting.

No.	Subject/ RFP Detail	QUERY	RESPONSE
1.	<p>Optimum Use</p> <p>The pre-feasibility should be made keeping in view the most optimum use of Land while keeping in view the project objective of financially & Economically viable options ensuring sustainable lucrative investment, including but not limited to...</p>	<p>1. It is our understanding, firstly, that "most optimum" refers to the incurrence of high monetary returns to the Client, such that the options ensuring the highest of such returns, is deemed most optimum.</p> <p>2. However, the RFP further states "<i>maximum expected income results by investing the minimum capital in minimum time</i>" (Page 8, c-5). We conclude, secondly, that the definition of <i>most optimum use</i> would then also be based on the maximum difference between returns and investments. This is understood to be the <i>underlying definition</i>.</p>	<p>The most Optimum use of land should be interpreted as most profitable and feasible option. We need best financial option align with government policies.</p>

		<p>3. The RFP further states that the Consultant shall “<i>recommend his most profitable feasible option</i>” (Page 9, c-7). It is our understanding that most profitable in this circumstance matches the definition provided in Point 2 above.</p> <p>4. Please confirm or clarify.</p>	
2.	<p>Resource Feasibility Resource feasibility - Indication of the time available for the project and the types and amount of resources required.</p>	<p>1. Please clarify what is meant by “resource” in this circumstance as both type and amount need to be indicated by the Consultant</p>	<p>The consultant will be required to indicate time and resources needed for the project as per recommended option. We require both resources. Resources means monetary resources and approximate number and nature of manpower needed.</p>
3.	<p>Project Team</p>	<p>We understand that the Project Team indicated on Page 6 of RFP is only the key members of the Project Team envisaged by EOBI - PRIMACO. Please confirm and advise if the Consultant can add other Team Members as well, in view of the Scope of the Prefeasibility Study.</p>	<p>The project team members mentioned on page #6 of RFP document are required for evaluation purpose and will also be required during execution phase. The given criteria will remain the same.</p>
4.	<p>Attachment of Tax Deduction Certificate/ Salary Slip</p>	<p>Salary slips and Tax deduction certificates for personnel are confidential information. We suggest that this requirement is removed. As a proof of employment, the Accounts department of the bidder company shall verify the list of personnel on the payroll of the company.</p>	<p>The bid proposal will be kept confidential by the employer and the given criteria will remain same.</p>

5.	Time Schedule and Mode of Payments	<p>The total time schedule for the project is 10 weeks. The first payment invoice could be submitted after the completion of Prefeasibility report. The invoice processing shall take a month, which is about the end of the project. Therefore, the first payment shall actually be received after project completion. In this regard; we suggest two things.</p> <p>a) The processing time of the invoice be reduced to 1 week so that the payment is received periodically during the project and first payment is not received after project completion.</p> <p>b) The first payment should be increased from 35% to 50% as the first assignment is the most effort intensive.</p> <p>c) In clause 6.4 (b) – Period Of payment; As there is no foreign currency involved in the said assignment, please explain the stated clause.</p>	<p>The employer considers that the given time is suitable. And the due payment to consultant will be made within one month after submission of invoice, that's why time schedule and mode of payment described as per RFP document will remain unchanged.</p> <p>Clause 6.4 (b) of form of contract agreement is not applicable and the payment period will remain as stated in the RFP document (Annex B).</p>
6.	Segregation of Product Deliverables and Payments for the Four (04) Projects	<p>The four (4) projects are distinct from each other. Some may run smoothly while others may get delayed for any reason. For the submission of reports and feasibility, they should be treated individually. As an example, the prefeasibility of three (3) projects may be submitted as per schedule, but the fourth (4th) project may get delayed due to factors beyond the control of the consultant. Thus, the four projects should be treated as independent of each other. As the fee of the four projects is quoted separately, their payment should also be independent of each other.</p>	<p>The Consultant will be required to execute the four (04) sub assignments in parallel and effective manner within time line mentioned in RFP document.</p>

		<i>As a corollary to the above, the payment for each project and each deliverable should also be treated individually.</i>	
7.	Annexure A – Time Schedule Item A-1 states “ <i>Effective Date of commencement of services by the Lowest Evaluated Bidder</i> ”	This is a Quality Cost Based System (QCBS) assignment as indicated in the data sheet. However, Item A-1 above says "Lowest Evaluated Bidder". Please explain how the two are linked with each other. They appear to be in conflict with each other. Please confirm that QCBS shall be adopted.	The subject procurement is based on the PPRA’s Quality Cost Based method (QCBM)
8.	Conceptual Master Planning / Conceptual Design	We understand that a conceptual Master Planning / Conceptual Design Study may also be required for the purpose of establishing a proper feasibility study.	Conceptual Design is required by the Employer for subject procurement.
9.	Site Location Plans	Please provide project location, site plan, Google Maps, for our better understanding of the project.	Complete addresses of the properties are mentioned in RFP document and site visit is also recommended for this assignment by the Employer before submission of bids.
10	Current Status of Properties	Please advise regarding the current status of the properties for possible land use (commercial, residential, etc.) and present usage if any.	Consultant is required to address the same as per TORs.
11	Who is the Employer in subject Procurement?	As per the RFP, our Client would be PRIMACO and we would solely be reporting to PRIMACO about the Project and we would owe no responsibility or liability to EOBI?	The client/employer for the subject procurement is M/S PRIMACO.
12	Partners to JV firms	Can the Chartered Accountancy or Other firm or consortium members take Independent external specialist consultants on board? And how? Any additional requirements for the same?	Reputable and registered companies can make consortium and can be incorporated, keeping in view eligibility criteria, evaluation criteria and other conditions of RFP documents.

13	High rise residential and commercial developments	Please define what benchmark is for 'High rise residential and commercial developments' on page 5 of RFP in criteria for qualification of Firms i.e. is it defined by height of the building or number of floors etc.?	Please refer to by-laws of relevant Development Authorities.
14	Special Condition of Contract	Please provide an understanding on the special considerations that can be incorporated on behalf of the consortium in the contract through the contract part III 'Special Conditions of Contract', as it is stated in the table of contents of Form of Contract Annex D, that it is to be finalized by the users.	Employer is the user of the referred standard document, not the bidders. That's why there is no obligation on bidders in this regard.
15	Role and Title of team member	What is the role/title of M.Sc. (Civil) in the project with 25 years of experience, (RFP reference : Instructions to bidders data sheet 7 (ii) [c])	The resource referred for the bid evaluation purpose and will be the part of consultant's project team.
16	Consortium of firms	In case of Consortium of two or more firms may lead unavailability/authorization retractions to the employee's data (i.e salary slips) of sub partner company to leading partner of consortium.	More than two consultants can make consortium keeping in view the eligibility criteria and evaluation criteria, whereas the Chartered Accountant firm and Architectural firms to meet minimum criteria.
17	Feasibility and Prefeasibility	Please explain if it is feasibility or prefeasibility study	The prefeasibility is required to be prepared in light of TORs mentioned in RFP documents and should be submitted in form of PC-2 (Planning Commission Form)
18	Bid / Performance Security	Is there any requirement for bid security and performance guarantee as this is consultancy services contract?	There is no requirement of such financial securities for subject procurement in light of guidelines provided by PPRA and PECs rules / regulations.
19	Confidentiality clause 3.3	Kindly explain Confidentiality clause 3.3 of RFP.	This clause relates to restrict the access and approach of irrelevant individuals, except government or

			other registered authorities operating under law.
20	Land Status	What is the status of land, Kindly explain is there any due diligence is required from legal consultants.	Land is clear in aspect of ownership. But the recommended option must be in light of government Bye laws.
21	Job Form	One of bidder inquire if it is site activity or desk job	Please note that the TORs must be follow in true letter and spirit. While conducting the subject assignment requiring any type of physical or desk study.
22	Penalty Clause	Because this is consultancy services assignment that's why kindly remove penalty clause in case of any delay.	The clause will remain unchanged.
23	Form of Contract	There are couple of clauses in Form of Contract which are not completely printed.	Some lines in couple of clauses in the Form of Contract were not completely printed during the printing process, a complete version has been provided along with Minutes of Meeting and uploaded on PRIMACO Website.
24	Value of Projects	Clarity on value of projects i.e. the Project value including land value and development costs? As the difference between the cost of land and market value can be substantially different.	The cost of Projects refers to Development cost only.
25	Exclusion of consultants from future procurements of these properties	Is there any independence clause or understanding that the participating consortium members i.e. the chartered accountant firm, engineering/architect firm and consultants advising the Client for pre-feasibility of 04 properties; will be excluded for consideration in future award of contracts with respect to these properties i.e. their design, build, execution and delivery	All future procurement related to these 04 projects will be based on open competitive bidding based on PPRA rules, however past performance of the consultants who worked with PRIMACO will be considered in line with PPRA rules.

26	Criteria of Legal Expert	Regarding the legal expert, please confirm if the condition for High Court license can be relaxed to Bar Council license/registration only without High Court enrolment, since this is a corporate advisory role and requires no litigation; 20 years corporate experience in real estate transactions should be the defining criteria to opine on the legal land/ property issues.	The criteria regarding legal expert mentioned in RFP will remain the same.
27	Land Documentations	<p>For the legal aspects, under the RFP we are required to provide certain legal confirmations including relating to sale of property, use of property and approvals which may be required (such as for sale and construction). For this we will require the title/ property documents and all information relating to land use/ encumbrance/litigation/ valuations etc for each property and if not then the following confirmations/ information should be provided by PRIMACO for each property:</p> <ol style="list-style-type: none"> a. Confirmation of name/ status of title-holder for each property b. Nature of current owner's right over the property (freehold, leasehold with tenor, Government allotment, special use etc.) c. Legal use / type of property (residential, commercial, industrial etc.) d. Details of any encumbrances over the property, physical or otherwise e. Confirmation that there is no litigation / claim subsisting over the property, physical or otherwise f. Any existing property legal approvals / clearances g. Property value h. Any other key property specifications 	The scope of work such as property valuation etc need to be followed as per TORs. Only the successful consultant will be provided with necessary documents related to these properties if required.

28	Extension in submission of bids	Is it possible to extend bid submission time?	Deadline for submission of bids will not be extended.
----	--	---	---

2. The meeting was concluded on thanks giving notes.

3. NOTES:

1. Timelines will be strictly followed in line with RFP.
2. The financial impact in line with scope of RFP and Pre-bid Meeting must be incorporated accordingly.