

MINUTES OF PRE-BID MEETING HELD ON 06.05.2026

FOR THE PROJECT “DESIGN REVIEW AND CONSTRUCTION SUPERVISION SERVICES FOR ESTABLISHMENT OF INSTITUTE OF PETROLEUM TECHNOLOGY KARAK. PSDP NO. 197(2025-2026)”.

1. A Pre-Bid Meeting was held in the office of the Executive Engineer, C&W Mega Projects South-I, Kohat under the Chairmanship of the Executive Engineer at 12:00 Noon on 7th May, 2026 to discuss the RFP issued to Consultants through EPADS-KPPRA and to clarify the points, if any, raised by them. The Following participant attend the Meeting.

On behalf of Client Department

- i. Engr. Hayat Noor Executive Engineer, Mega Projects South-I, Kohat

Prospective Bidders

- i. Meinhardt Pakistan (Pvt) Ltd
ii. ES Consultants (Pvt) Ltd
iii. Shaz Consultants

2. The Meeting start with the recitation of Holy Quran and then Executive Engineer, Mega Projects South-I, Kohat welcomed the participants of the Pre-Bid meeting and asked the bidders to come forward with their Queries. Every point raised in the meeting by Consultants was replied and clarified at the spot. All the queries raised in the meeting were verbal as well as written were clarified as under;

| S.No | Queries | Replies |
|------|--|--|
| 01 | Kindly replace “Institutional Project” with “Building Project”. | The word “Institutional Project” may be read as “ Educational Institute ”. |
| 02 | Also, please clarify whether projects executed for private clients, such as PDA and Similar Organization, will be considered or Not? | Only the Government Sector Projects will be entertained. |
| 03 | The RFP indicates a 24-Months “Design Review and Construction Supervision Phase” (Page-46) but does not break down this period into the Design Review / Vetting Stage, the Construction Supervision Stage and the Defect Liability Period (DLP) as described in the TOR Sections 1.1,2.3 and 3.1). For proper preparation of the technical Work Plan and Financial Proposal, kindly clarify the respective duration (in months) allocated to: (i) Design review and tendering support, (ii) Full-Time Construction Supervision, and (iii) DLP / Post-Completion services (including as-built drawings, audit | The Estimated Man Months of each Key and other Personnel is corrected as mentioned on Page No. 46 of the Revised RFP . |

| | | |
|----|--|--|
| | support, and Security release). Please whether the 24-Months refers only to the Supervision Phase. | |
| 04 | With reference to Page No. 46 of the Bidding document, it is noted that the number of Site Inspectors is mentioned as 4 Number's with a total duration of 24 months. Kindly clarify whether this implies that each Site Inspector is required for 6 months (i.e., 6 months per person). | The Estimated Man Months of each Key and other Personnel is corrected as mentioned on Page No. 46 of the Revised RFP . |
| 05 | Similarly, for the Quantity Surveyors , the number is stated as 2 Numbers with a total duration of 24 months. Please confirm whether this means 12 months for each individual. | The Estimated Man Months of each Key and other Personnel is corrected as mentioned on Page No. 46 of the Revised RFP . |
| 06 | Apart from the above points, the project-specific and general projects requirements mentioned are appropriate and aligned with the nature of this project. I would appreciate your clarification on the above at your earliest convenience. | The Specific and General Projects requirements are already mentioned in the Revised RFP on Page No. 17 & 18 . |

ADDENDUM NO. 1

FOR THE PROJECT

“DESIGN REVIEW AND CONSTRUCTION SUPERVISION SERVICES FOR ESTABLISHMENT OF INSTITUTE OF PETROLEUM TECHNOLOGY KARAK. PSDP NO. 197(2025-2026)”.

Following amendments have been made in the RFP Documents for the Subject work under this Addendum No.1, which shall be read and construed as an integral part of Request for Proposal (RFP) and shall take precedence in case any Conflict(s) / ambiguity(s) amongst this Addendum No.1.

1. **Approved Consultancy Cost may be read Rs. 68.196 Million**
2. **Mandatory Requirements**
 1. The consultant shall must obtained the RFP documents from the office of the Executive Engineer, Mega Projects South-I Kohat on any working day during Office Hours at least Three (03) days before the Closing date on cash payment of Rs.5,000/ (non-refundable).
 2. The consultant must be registered with PEC in relevant expertise.
 3. The consultant must be enlisted with PCATP in relevant expertise.
 4. The consultant must be enlisted with C&W Department in relevant expertise.
 5. The consultant must have NTN number in the FBR with Active Status.
 6. The consultant must be enlisted & active user of KPRA.
 7. The Consultant must have Undertaken of not being black listed, bankruptcy and litigation Affidavit on judicial stamp paper to the Executive Engineer, Mega Projects South-I Kohat or in any other govt department.
 8. PEC required **Specialization Codes:** 1201, 1204, 1210, 1231, 1235 **Service Codes:** 0506, 0507, 0509, 0510, 0519, 0531, 0532, 0537, 0541, 0542, 0543, 0544, 0546, 0564, 0575.
 9. The Consultant must submit the Technical and Financial Proposal in Hard format in the office of Executive Engineer, Mega Projects South-I Kohat before the submission date and time.
 10. The financial proposal should be prepared using the formats attached as Appendix 2 i.e. Financial Form Nos. 1 to 4. Your financial proposal shall clearly state the amount for Detail Design & Supervision (including all required services described in the TOR / RFP). The rates of other services mentioned in the TOR shall deemed to be included in the rates quoted against salary cost and direct cost. A firm / Company will not bid less than 50% of the approved Consultancy Cost, as per clear instructions of the Departmental Consulting Selection Committee.
3. **Evaluation / Marking criteria for Each Category**

| | | |
|-------------------------|---|----------|
| Experience | : | 40 Marks |
| Experts' qualifications | : | 35 Marks |
| Methodology / Work Plan | : | 15 Marks |
| Performance in C&WD | : | 05 Marks |
| Financial Capability | : | 05 Marks |

Minimum 50% marks in each evaluation category shall be mandatory for qualification; for individual Consultant otherwise, the respective bidder/consultant shall be considered fail.

4. PAST EXPERIENCE OF THE FIRM IN CARRYING OUT CONSULTANCY SERVICES AS LEAD FIRM (TOTAL 40 POINTS):

- I. Completed / In Hand Similar Government Sector Projects (Educational Institute) and satisfying all of the following mandatory conditions (25 Points):
 - i. Construction Cost to be Rs. 1.50 Billion or above.
 - ii. LOA or Agreement to be provided with Each Project Data Sheet.
 - iii. Project completion date to fall during last 15- years.
 - iv. Completion Certificate for completed projects / LOA or Agreement for in-hand projects to be provided with Each Project Data Sheet (*15 points will be awarded for the Project having cost of Rs. 1.50 Billion or above, 10 points will be awarded to the project having cost of 1.0 Billion and Zero Marks in case of nonfulfillment of any condition*)

- II. In-Hand or Completed General Building Projects satisfying all of the following mandatory conditions (15 Points):
 - i. Construction Cost to be Rs. 1.50 Billion or above.
 - ii. Project completion date to fall during last 15- years.
 - iii. Completion Certificate for completed projects / LOA or Agreement for in-hand projects to be provided with Each Project Data Sheet.
 - iv. (*15 points will be awarded for the Project having cost of Rs. 1.50 Billion or above, 10 points will be awarded to the project having cost of 1.0 Billion and Zero Marks in case of nonfulfillment of any condition*).

5. QUALIFICATIONS AND EXPERIENCE OF THE PROPOSED STAFF (TOTAL 35 POINTS):

The CV's shall be supported by CNIC, Highest Educational Degree/ Diploma, Reg. Certificate etc. The number of points to be assigned to each of the above positions shall be determined considering the following

| Position | No. as RFP | Experience | Points |
|---|-------------------|-------------------|---------------|
| Team Leader / PM / The Engineer (M.Sc Civil) | 1 | 25 | 5 |
| Architect (M.Arch Registered with PCATP) | 1 | 12 | 3 |
| Structure Engineer (M.S Structural Engineering) | 1 | 20 | 3 |
| Public Health Engineer (B.Sc Civil) | 1 | 10 | 3 |
| Electrical Engineer (M.S Electrical) | 1 | 12 | 3 |
| Resident Engineer (B.Sc Civil) | 1 | 15 | 5 |
| ARE (Civil) (B.Sc Civil) | 1 | 10 | 3 |

| | | | |
|---|---|----|-----------|
| Material & QC Engineer – B.Sc Civil Engineer | 1 | 10 | 2 |
| Quantity Surveyor – B.Sc Civil Engineer | 1 | 10 | 2 |
| Site inspector (Civil) B.Tech / DAE Civil | 2 | 10 | 1+1 = 2 |
| Site inspector (Electrical) B.Tech / DAE Electrical | 1 | 10 | 1 |
| Lab. Technician – DAE Civil | 1 | 10 | 1 |
| Surveyor – DAE Civil | 1 | 10 | 1 |
| Accountant/ Computer Operator – Master | 1 | 05 | 1 |
| Total Points: | | | 35 |

6. ADEQUACY AND QUALITY OF THE PROPOSED METHODOLOGY, AND WORK PLAN IN RESPONSE TO TORS (TOTAL 15 POINTS):

Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts.

Broken down into:

- a) Technical Approach and Methodology (5 Points)
- b) Work Plan & Submission of Reports Schedule (4 Points)
- c) Manning Schedule /Staffing Schedule (3 Points)
- d) Team Composition and assignments of each member (3 Points)

7. PERFORMANCE IN C&WD (TOTAL 05 POINTS):

Following mandatory documents must be presented in the Technical Proposal. At-least 5 No. Performance Certificates of C&WD in the past.

8. FINANCIAL CAPABILITY (05)

- i. Income Tax Returns of last 3-Years (2 - Marks)
- ii. Average Annual turnover / Audit Reports of the last three years as per following criteria for average annual turn over 100 Million or above (3 - Marks)

9. Joint Venture must comply with the following requirements

- a) Following are minimum qualification requirements:-
 - i) The Lead Partner shall meet not less than 40% percent of all qualifying criteria.
 - ii) Each of the partners shall meet not less than 30% percent of all the qualifying criteria.
 - iii) The Joint Venture must collectively satisfy the criteria of paras Mandatory requirement, evaluation criteria, Joint Venture conflict of interest and other factors for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:-
 - i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the Employer, a substantial reduction in competition would result. c) Bid shall be signed by all members in the JV so as to legally bind

all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

- iv) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

10. Conflict of Interest

The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

11. Other Factors

3.1 The Employer reserves the right to:-

- a) Reject or accept any bid; and
- b) Cancel the tendering process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

12. Form 5

DIRECT (NON-SALARY) COSTS

| S. No | Nomenclature | Unit | Quantity | Unit Price (Rs) | Total Amount (Rs.) | Remarks |
|-----------------------|--|-----------|----------|-----------------|--------------------|---------|
| 1 | Rented Vehicles including driver salary with POL and Maintenance charges | Per Month | 24 | | | |
| 2 | Rented Furnished office and accommodation along with Maintenance including all utilities bills, sweeping and necessary facilities etc. | Per Month | 24 | | | |
| 3 | Stationery Charges | Lump Sum | - | | | |
| Sub-Total (B): | | | | | | |

13. Consultancy services for the design Review & detailed Construction Supervision of Establishment of Institute of Petroleum Technology Karak PSDP No. 197(2025-26)

Estimated Man months of key and other personnel

| S.No | Position | No's | Proposed Months |
|-------------|--|-------------|------------------------|
| A | Design Review Phase | | |
| 1 | Chief Architect | 1 | 2 |
| 2 | Structural Engineer | 1 | 2 |
| 3 | Electrical Engineer | 1 | 2 |
| 4 | Public Health Engineer | 1 | 2 |
| | Sub Total A | | 8 |
| B | Supervision Stage | | |
| 1 | Team Leader / Project Manager | 1 | 24 |
| 2 | Resident Engineer | 1 | 24 |
| 3 | Assistant Resident Engineer (Civil) | 1 | 24 |
| 4 | Material & QC Engineer | 1 | 24 |
| 5 | Site Inspectors (Civil) | 2 | 48 |
| 6 | Site Inspector (Electrical) (<i>Intermittent availability</i>) | 1 | 12 |
| 7 | Lab Technician | 1 | 24 |
| 8 | Quantity Surveyor | 1 | 24 |
| 9 | Surveyor (<i>Intermittent availability</i>) | 1 | 12 |
| 10 | Accountant / Computer Operator | 1 | 24 |
| | Sub Total B | | 240 |
| | Total A + B | | 248 |

DIRECT (NON-SALARY) COSTS

| S.No. | Nomenclature | Unit | Quantity |
|--------------|--|-------------|-----------------|
| 1 | Rented Vehicles including driver salary with POL and Maintenance charges | Per Month | 24 |
| 2 | Rented Furnished office and accommodation along with Maintenance including all utilities bills, sweeping and necessary facilities etc. | Per Month | 24 |
| 3 | Stationery Charges | Lump Sum | - |