

TO; ALL PROSPECTIVE BIDDERS

Subject: MINUTES OF THE PRE- BID MEETING FOR HIRING OF JANITORIAL SERVICES IN ALL DISTRICTS OF GUJRANWALA DIVISION HELD IN THE OFFICE OF THE COMMISSIONER GUJRANWALA DIVISION, GUJRANWALA

IN CHAIR: COMMISSIONER, GUJRANWALA

DATE AND VENUE: 11TH JANUARY , 2018, 11:00 PM, IN COMMITTEE ROOM OF THE COMMISSIONER'S OFFICE

IN ATTENDANCE: LIST ATTACHED AS ANNEX-A

The meeting started with the recitation of few verses from the Holy Quran. The Commissioner and the representatives of Urban Unit briefed the participants about the details of the Project Design, resources requirements including sanitary workers along with their sanitation gadgets and modus operandi being adopted for procurement of the services. Bidders were briefed about the scope of the services which includes i) collection of waste from the village streets, households and roads and deposit the same to the designated waste collection points situated within or outskirts of the villages ii) sweeping of the streets and main roads ii) cleaning/de-silting of the drains.

2. Bidders were further briefed that, under the contract; the successful bidders shall deploy **Six (06) workers per Union Council** and management responsibility of the 6 workers will rests with the Contractor. Bidders were further briefed about the technical specifications and supply frequency/ quantity of sanitation gadgets including duty jackets, wheelbarrows, brooms, panji, kasi (flat and nokdar), bailchas, drain bamboos, Khurpa and phorain. Few of the Union Councils having urban characteristics and declared as "**Rating Area**" will have **8 workers**. Details of such union council is mentioned in the Bidding Documents of each district. The Duration of the Contract will be **10 months** which may be extended with the mutual consent of the parties.

3. It was clarified that to the prospective bidders that the current procurement involves only hiring of janitorial services and does not include the transportation Component. Under the agreement, the Contractor is expected only to collect and transfer the waste from village to "Waste Collection Point". Union Council shall be responsible to lift, transport and dispose off the waste the dumping site situated away from the village.

4. Bidders were further briefed that the procurement is being done as per PPRA Rules 2014 and **Single Stage Two Envelope** bidding method will be adopted for selection of the Contractor. Bidders are expected to submit (one) original and 2 (two) copies of "**Technical Proposal**" and "**Financial Proposal**" in the prescribed forms given in the Bidding Documents, separately sealed, signed & stamped and must be submitted in the offices of the Chief Officers of the District Council where the bidders is interested to bid not later than Saturday 20th January, 2018 on or before 2:00PM(PST). In addition to hard copies of the Technical proposal, bidder is also expected to submit the soft/scanned copy of the "**Technical Proposal**" in in CD/DVD/USB.

5. Bidders shall submit bid security of **Rs. 1 Million** with the Technical Proposals. Bidder's may submit the bid security in shape of **bank guarantee** or **deposit**

at call; from scheduled Bank as per State Bank of Pakistan's requirements in favour of Concerned District Council. Bid security shall be valid for 90 days.

6. Procurement/Evaluation Committees of the District Councils supported by the professionals from the Urban Unit shall open the Technical Proposals in the same day in presence of the bidders who may wish to attend. Bids will be evaluated for complete scope of services. Any bid submitted for partial or incomplete scope of services shall be rejected.

7. Bids shall be technically evaluated as per the following criteria and found in compliance will be considered for the financial opening:

- a. Evidence of Company/Firm/ Sole proprietorship or Joint Venture
- b. Valid Income Tax Registration
- c. Valid PRA Registration or evidence of application for registration at the time of Bidding submission
- d. Bid submission as per the Invitation to Bid (ITB)
- e. Relevant experience of janitorial services , labor supply, solid waste management or similar services
- f. Affidavit on attested stamp paper that the bidder is not black listed by the Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.
- g. Minimum bank credit line or average cash at bank (evidenced by bank statement for last 3 months) equivalent to 1 (One) month of estimated contract value.

Technically responsive and lowest evaluated bidder shall be awarded the contract.

8. Successful bidders shall have to submit **Performance Security** equivalent to **5% (five percent)** of the total Bid amount, valid for a period of not less than 10 (ten) months. The Performance Security shall be in the form of **bank guarantee** issued by a scheduled bank as per requirements of the State Bank of Pakistan in favor of the Client.

9. The Bidders were further briefed that the workers shall be paid as per prevailing minimum wage notified by the government of the Punjab with all social benefits including social security, group insurance, and EOBI as per the applicable labor laws. Contractor shall be responsible for health and safety of the workers as per the applicable labor laws.

10. Representative of the Urban Unit also clarified to the prospective Bidders that the Contract is not be a labor supply agreement at all, rather it is a services agreement and contractor will be monitored against the minimum benchmarks/Key Performance Indicators provided in the Agreement and by no means the workers shall be the liability of the "Client".

Detailed [presentation is placed at **Annexure-B**.

BIDDER'S QUERIES AND RESPONSES

Sr. No	Bidder's Query	Client's response
1	As per the bidding documents, Contractors is expected to provide sanitary workers and no provision of the supervisory layer is available? who will manage the sanitary workers	Yes, the contractor is expected only to deploy its 6 workers with all sanitation gadgets mentioned in the bidding document per Union Council. However, Contractor may add its management cost in unit rates per Union Council.
2	How the PRA Tax will be adjusted, if it is increased/ decreased by the Government.	<p>Pursuant to the laws of Pakistan, all payable taxes to be paid by the Bidder shall be included in the Bid Price including withholding tax/ income tax, sales tax, etc. as per the terms of the Agreement.</p> <p>The Contractor shall not be entitled to any additional payments in its invoices on account of any direct or indirect taxes. Notwithstanding the above, the Contractor's invoices shall be adjusted solely on account of the difference between the rate of sales tax applicable on the Services on the signing date of the Agreement and the rate of sales tax applicable on the Services on the relevant date of the Contractor's invoices; for the avoidance of doubt, the adjustment in the Contractor's invoices on account of difference in sales tax as described above may be positive or negative.</p>
3.	<p>As per the Bidding Documents, The Successful bidder is expected to submit Performance Security equivalent to 5% (five percent) of the total Bid amount, valid for a period of not less than 10 (ten) months.</p> <p>Amount equivalent to 5% of the Total Bid amount is huge sum and that too is required in shape of Bank Guarantee. This will lower the competition.</p> <p>It is suggested that the amount of performance security be lowered to minimum or Contractor be allowed to submit the Performance Security in Shape of Insurance Guarantee</p>	<p>The Bidder shall submit Performance Security equivalent to 3% (three percent) of the total Bid amount, valid for a period of not less than 10 (ten) months. The Performance Security shall be in the form of bank guarantee issued by a scheduled bank as per requirements of the State Bank of Pakistan in favor of the Client.</p> <p>other terms and conditions related to Performnace Security shall remain unchanged.</p>
4.	What will be the payment method, where the contractor shall submit it invoice and how much maximum time it will take for invoice clearance?	The Contractor shall submit it monthly invoices to the Chief Officer District Council. Payment will be made within 30 days of the receipt of Contractor's invoice.

5.	Time for submission of bids may be extended for submit a competitive bids.	The last date for submission bids shall remain unchanged i.e. Saturday 20 th January 2018.
6.	The mobilization time after signing of the Agreement is too short, The contractor shall be provided enough time to hire required sanitary workers and to procure required sanitation gadgets.	The assignment is time limited and therefore the contractor is expected to mobilize on 15 th February 2018.
7	Is there any provision of accommodation for sanitary workers?	No, the contractor shall manage to hire the sanitary workers locally and the client shall not be responsible to provide logistics and accommodation support.
8.	Who shall take attendance and monitor the performance?	The Contractor/ or through its personnel shall submit the daily attendance of its workers to the Union Council on prescribed format to be mutually agreed by the both parties. Union Councils shall monitor the progress against the KPIs as per the UC Plan submitted by the Contractor and approved by the Client. Contractor will be allowed to modify the UC plan as per the on ground requirements and with the consent of the Client
9.	The qualification criteria provided in the bidding documents should have weightage and experience be given the prime importance.	Evaluation criteria shall remain unchanged.
10.	The sanitation gadgets mentioned in the bidding documents are required to be provided to each of the 6 workers or the package to be provided per Union Council.	The contractor shall provide sanitation gadgets as per the given frequency to each of the sanitary workers
11.	What kind taxes shall be included in the Bid price?	Pursuant to the laws of Pakistan, all payable taxes to be paid by the Bidder shall be included in the Bid Price including, withholding tax/ income tax, sales tax, etc. as per the terms of the Agreement.
12	What will be tenure of the Contract and whether will be it extended or not?	The tenure of the contract shall be 10 months from day of mobilization and may be extended with the mutual consent of both parties.
13	6 worker per Union Councils are not sufficient to deliver as per the desired KPIs	The project design shall remain unchanged.
14	What is minimum number of houses per village?	Number of house varies from village to village, Contractor shall with its own judgment, and experience will device the UC based work plan.
15	Mobilization advance should be provided to successful bidder for procurement of sanitation gadgets.	No mobilization advance shall be provided.

16.	After the expiration of the Contract; who shall own the sanitation gadgets?	After expiration of the Contract, sanitation gadgets shall be the property of the Contractor.
17.	How many days a week will be working days? Is the contractor required to provide services on special days?	The contractor will be responsible to deploy workers with 6 working days. Contractor shall be responsible to ensure services on special occasions such as Eid-ul Azha, Eid-ul Fitr, Eid Milad ul-Nabi, independence day, Ashura or any other special occasions at local level.
18.	Who shall be responsible for public awareness?	It will not be the responsibility of the Contractor. However, the Contractor shall assist the client to reach to the masses for public awareness.
19.	Sewerage lines are also passing through some of the villages, who will be responsible for their cleaning/de-silting? If the contractor is expected to clean sewers too; Water bowsers and gully suckers in resource.	Contractor shall not be responsible to de-silt the sewer lines. However, Contractor shall be responsible to lift the silted aroused after the de-silting process by the Client.
20.	Issuance of the bidding documents has been made mandatory which make it difficult for the bidders to visit each District in short time. It is requested that bidders may be provided signed and stamped copy on email request or district council may dispatch a copy of the same on written request of the Bidders.	The bidders shall have to get the bidding documents issued from the office of the concerned District Council. Or signed stamped documents available on the websites of LG&CD Department may be uploaded and same be submitted along with the Bi. The Bidding Document submitted along with the bid shall be signed and stamped by the bidders too.

11. The meeting ended with a vote of thanks from the Chair.

Dated, 15th Jan, 2018


CHIEF OFFICER
DISTRICT COUNCIL GUJRANWALA

Copy to:

1. Secretary LG&CD Department
2. Secretary to Chief Minister (Imp.), Chief Minister's Office.
3. Commissioner Gujranwala Division, Gujranwala
4. Chief Executive Officer, The Urban Unit
5. All Deputy Commissioners of Gujranwala Division
6. All Members of the Procurement Committee
7. File Copy