

**MINUTES OF THE PRE-PROPOSAL MEETING IN RESPECT OF HIRING OF CONSULTANCY SERVICES FOR THE FINANCIAL & COMMERCIAL FEASIBILITY OF DIGITAL COMPLEX PESHAWAR & SPECIAL TECHNOLOGY ZONE MARDAN**

The pre-proposal meeting was held on dated: December 20<sup>th</sup>, 2021 at 02:30 PM in the office of KPITB Peshawar.

The following members attended the meeting:

1. Mr. Muhammad Munaim (Director Finance & Account), KPITB
2. Mr. Imran Khan, (Deputy Director Admin & Procurement), KPITB
3. Mr. Imran Khan, Controller Finance, IM|Sciences Peshawar
4. Mr. Abdul Ahaid, Deputy Director Accounts, KPITB

The following members didn't attend the meeting:

1. Mr. Shakir Ullah, Director Technical, KPITB
2. Mr. Kamran Shah, Deputy Director Internal Audit, KPITB (Observer)
3. Mr. Zahoor Shah, Project Manager, Pakistan Digital City

The following bidders participated in the meeting.

1. Representative of M/S Khilji & Co. Chartered Accountants
2. Representative of M/S International Consulting Associated Pvt. Ltd
3. Representatives of M/S Shahid Ahmad & Co. Chartered Accountants
4. Representative of M/S IECnet Consulting Pvt. Ltd
5. Representative of M/S Asian Consulting Engineers

The Director Finance & Accounts welcomed all the participants and gave a brief introduction of the project and the rationale behind conducting commercial and financial feasibilities of the Digital Complex Peshawar & Special Technology Zone Mardan. All the questions and queries of the participated bidders were heard by the Committee and were explained for further clarification. The queries made by the participants and the response of the committee are as followed:

S. No.	Queries asked by Bidders	Response from KPITB
1	One of the participated bidders inquired that as the consultant for the commercial and financial feasibility might require some data/estimates from the Technical Engineering Consultant who will be undertaking the design and master planning component of the project therefore the clarity is required whether both consultancies will be executed concurrently or otherwise?	The Committee clarified that the technical engineering consultant will be hired concurrently therefore, the consultant responsible for the commercial and financial feasibility may proceed with the basic data/estimates. For this purpose, the PE has also asked the commercial and feasibility consultant to have the expertise of a Civil Engineer which has been made part of the scoring criteria.
2	What is the model of the Special Technology Zone?	The project is designed to be executed on the similar model of the Special Technology Zone Authority as defined in the TORs.

3	The representative of the International Consultant apprised that the requirement mentioned in paragraphs No. 4, 5, and 6 in the mandatory criteria of the RFP is restricting the competition which may be removed from the mandatory criteria.	The Committee clarified that the subject requirements are a yardstick to gauge the relevancy of the firms for the subject assignments. The committee offered the consultant to propose any alternative requirements for the replacement that can ensure the maximum participation of relevant of the firm however the bidder failed to propose any such requirement. Furthermore, few bidders were of the view to relax the said requirement to a certain extent (such as SBP category-A) but shall not be eliminated completely. The committee, therefore, decided that based upon the views of the bidders, it will review the requirements and will make necessary changes if deemed desirable.
4	Some of the participants apprised that the no. of Chartered Accountants and no. of Partners/Directors mentioned in the scoring criteria are too high which may be relaxed.	It was responded that the Committee will reconsider the number of the Chartered Accountants and Partners and will make necessary changes if deemed desirable.
5	One of the bidders asked the Committee that the requirement of completion certificate as documentary evidence mentioned in the experience section may be eliminated.	The Committee clarified that the completion certificate is a crucial document to ensure the completion of the project therefore, bidders shall submit it in their proposals as documentary evidence.
6	The requirement of Net Assets and Turnover in the financial strength of the technical criteria is too high which may be relaxed.	It was responded that the Committee will reconsider the numbers in the financial strength and will make necessary changes if deemed desirable.
7	In the experience section of the Special Technology Zones RFP, the score of working with economic zones may be minimized to ensure maximum competition as STZs is an emerging concept and very few firms will have such experience.	The participated bidders were responded that the Committee will reconsider the suggestion and will make necessary changes if required.
8	In project team section, the bidders apprised that as the transaction advisory services are not the part of the this specific feasibility and no certain role of a legal expert will be necessary therefore the requirement of a	The committee agreed to the suggestion of the bidders and clarified that the committee will look into the said requirement and will make necessary

	legal expert might add unnecessary cost to the assignment therefore it may be removed.	adjustments depending on the need of the assignment.
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At the end of the meeting, the Committee thoroughly discussed the technical evaluation criteria in light of the suggestions and recommendations proposed by the bidders and recommended to make necessary changes in the mandatory and scoring criteria in order to ensure maximum competition.

The following major changes were made in the criteria;

1. The requirement of category-A registration with SBP shall be removed from mandatory criteria.
2. The financial strength mentioned in the scoring criteria shall be relaxed.
3. The number of chartered accountants and the number of directors/partners mentioned in the scoring criteria shall also be relaxed.
4. The requirement of a legal expert from the Project staff shall be replaced with a second Financial Expert and the score of the legal expert shall be equally distributed amongst two financial experts.
5. In experience section, the committee also removed the sub criteria of Consultancy Projects completed in the public or private sector as the same was already getting covered in the rest of the sub criteria's of experience section.

Some other minor amendments have also been made in the scoring criteria to adjust the overall score and percentages. The revised evaluation criteria for the Feasibility study of Digital Complex Peshawar and Special Technology Zone Mardan are attached as Annex-A & B respectively.

The Committee decided to recommend the revised evaluation criteria for the approval of the Managing Director KPITB and a corrigendum may be issued in this regard

The meeting ended with a vote of thanks.