

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR  
MINUTES OF THE MEETING OF UNIVERSITY PROCUREMENT COMMITTEE HELD ON  
APRIL, 10, 2025.

Agenda: **Pre-Bid meeting regarding clarification of any technical and administrative queries of the prospective firms/companies for the provision of logistics/managerial services to UET Peshwar for the project “Training & Capacity building initiatives in KP”.**

**Venue:** University Conference Hall, UET Peshawar

A pre-bid meeting of the University Purchase Committee was held on 10-04-2025 regarding the agenda.

**The participants included:**

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|--------------------------|-------------------------------|
| 1. Dr. Mahmood Alam Khan | Convener Purchase Committee   |
| 2. Dr. Misbahullah Khan  | Advisor Finance, UET Peshawar |
| 3. Dr. Altaf Hussain     | Project Team Member           |
| 4. Mr. Nisar Adil        | Project Team Member           |
| 5. Mr. Naveed Ahmad      | Member/Secretary              |

The following representatives attended the meeting on behalf of their prospective firms/companies:

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|-----------------------|--------------------------|
| 1. Mr. Muhammad Kamal | M/S Broad Peak Pvt. Ltd. |
| 2. Mr. Haris Kamal    | M/S Aryan’s Enterprises  |
| 3. Mr. Rizwan Ullah   | M/S Han’s Enterprises    |

**Proceeding:**

The meeting commenced with the recitation from the Holy Quran, Dr. Mahmood Alam Khan extended a warm welcome to all participants. Subsequently, Dr. Misbahullah Khan, Advisor Finance, give a comprehensive overview of the required services as detailed in the Request for Proposal (RFP).

It was explained to the representative of the prospective firms that the minimum eligibility criteria for the participating firms/companies need to be fulfilled.

The representatives of the firms made various queries which were amply addressed by the procurement and project committee members. A brief summary of the queries, suggestions, clarifications, recommendations and remarks are summarized as follows.

1. A representative from one of the participating firms raised a query regarding the evaluation criteria for the firm’s geographical presence. The representative proposed increasing the weightage from **1.5 marks to 2 marks per office**. After due deliberation, the **University Purchase Committee unanimously accepted the suggestion** and resolved to revise the criteria, accordingly, awarding **2 marks per office** for geographical presence instead of the previously allocated 1.5 marks mentioned at clause 5.1 serial No.1.
2. Another query was raised regarding the performance guarantee that it may be retained as insurance guarantee. The university purchase committee decided that performance guarantee may be submitted in the form of Bank guarantee or Insurance guarantee as per KPPRA rules.
3. A suggestion was put forward by one of the bidders and requested a reduction of the performance guarantee to 2% instead of 10% mentioned in clause 8 of the RFP.

In response to that the committee decided to pursue it as per the provisions provided in the RFP document.

4. A query was raised by one of the bidders concerning the use of the term “**Company**” in **Clause 5.1** of the RFP. The bidder requested replacing the word with “**Company/Organization/Firm**” to encompass a broader range of eligible entities. Upon review, the Committee acknowledged the validity of the concern and agreed that the suggested revision would be incorporated.
5. Another concern was raised by one of the bidders regarding the usage of the term “**Work Order**” in various sections of the RFP document. The bidder proposed that it be revised to “**Work Order/Agreement**” to better reflect the nature of contractual obligations. After due discussion, the **Committee agreed to the suggestion.**
6. A query was raised by one of the bidders regarding the **Terms of Payment** outlined in **Clause 9** of the RFP. The bidder emphasized the challenges associated with the widespread geographic scope of the project, including the delivering support services for training across Khyber Pakhtunkhwa, particularly in the merged districts. Given the **extensive logistical and financial requirements**, the bidder proposed a revision of the payment terms to better align with the operational demands of the project.

After **comprehensive deliberation**, the Committee acknowledged the complexity and scale of the project and agreed to revise the Terms of Payment accordingly. The **following revised Terms of Payment** were finalized:

Payment shall be made upon submission of inception report	20%
Payment shall be made upon establishment project specific PMU at Peshawar to be verified by UET Peshawar team.	05%
Payment would be made upon design and development of web/portal for training program	15%
Payment shall be made upon satisfactory completion of the trainings project deliverables as per agreement divided into six equal installment on delivery of 10000 trainings.	55%
Submission of final report along with all the applicable data in soft and hard forms and completion of any associated liability thereof.	5%

7. It was clarified to the firms that payment deliverables are divided into two sections: one section relates to development of web page and portal design (as mentioned in part A) whereas the second part, costing shall be made per trainee cost basis (Part B). However, breakup of Part B as per sample given in RFP shall be provided by the successful bidders.

The meeting ended with the words of thanks from the chair.