

MINUTES OF THE PRE-BID MEETING HELD ON JULY 31, 2025 AT 02:00 PM

The Pre-Bid meeting concerning procurement of consultancy services of HR outsourcing firms for provisions of human resources through framework contract under the ADP scheme "Establishment of CFCs in Khyber Pakhtunkhwa/210698" was held on July 31, 2025 at 02:00 PM in office of the Project Director, CFC-KP at Peshawar. The following Committee members attended the meeting:

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| 1. Mr. Waqas Elahi (Project Director), CFC-KP. | Chairman |
| 2. Muhammad Kamran (Manager Procurement), CFC-KP. | Member |
| 3. Mr. Imran Mohmand (Dy. Director Procurement), KPITB. | Member |
| 4. Mr. Shakir Ullah (Dy. Director Technical), KPITB. | Member |
| 5. Section Officer, ST&IT Department. | Member |

Representatives of the following firms participated in the meeting:

1. M/S WhatsTrader Pvt. limited
2. M/S Ahmed Enterprises
3. M/S SunRise and Co
4. M/S Aptech Media
5. M/S WQ Software
6. M/S ARAR Innovation



The Chairman welcomed all the participants and asked Manager Procurement to give briefing to the audience about the services solicited through the instant RFP. The said Manager informed the forum about background of the project and the rationale behind HR outsourcing. The audience were apprised that the CFC-KP project requires services of HR/Security firms for provision of the needed human resources as classified under each three LOTs.

During question/answer session, representatives of various participated firms raised the following queries which were responded and on the recommendations of the Committee, it was decided that the following amendments may be considered as part of the standard bidding documents in respect of the above RFP:

S#	Queries/Suggestions of the firms	Decisions
1	Rep. of Ahmed Enterprise suggested that formal registration with EOBI and ESSi may be given marks and be made part of the scoring criteria; M/s ARAR & Sunrise endorsed it.	Provision of evidence for registration with EOBI and ESSi will be required for each LOT under the mandatory eligibility criteria. In case of Security Company, valid registration with Home and Tribal Affairs department KP is also mandatory.



**GOVERNMENT OF KHYBER PAKHTUNKHWA
SCIENCE & TECHNOLOGY AND INFORMATION
TECHNOLOGY DEPARTMENT**

**Establishment of Citizen Facilitation Centers In Khyber
Pakhtunkhwa**



CFC
KHYBER PAKHTUNKHWA
CITIZENS FACILITATION
CENTER

2nd Floor, SDU Building, Khyber Road, Peshawar

Phone # 091-9213186

Fax # 091-9212401

2	Security guards should be treated as caretaker or JV may be allowed for security guards (Request By: ARAR, Sunrise)	Security guard means a person employed by a government or private party to protect the employing party's assets (property, people, equipment, money, etc.) from a variety of hazards by enforcing preventative measures. The request for allowing JV was declined by the Committee.
3	Scoring criteria for A1(B), and A2(E&F) was requested to be relaxed (Query By: WQ Software, Aptech)	Scoring criteria under A1(B) & A2(E&F) may be considered as under: A1(B) <ul style="list-style-type: none">Below 05 Employees = 0 marksEach employee above 05 will carry one marks. Maximum 25 marks A2(E&F) - <ul style="list-style-type: none">Below 20 resources = 0 marks.21-30 adequate resources = 3Marks31-40 adequate resources= 5Marks41-50 adequate resources= 7MarksAbove 50 adequate resources = 10Marks
4	Conveyance or allowance for deputed team for meeting (Query By: WQ Software, Aptech)	It was responded that no TA/DA will be permissible for movement/travel within the posting district.
5	Increase annual increment from 5% to 10% (Query By: Arar, Sunrise, WQ Software, Aptech)	Unit cost per month shall be locked for the period of 1 year based on responsiveness of the Bid. However, the Annual increase shall be considered as 10% instead of 5% as reflected in Instant RFP, subject to extension of the contract to next year.
6	Rep. of WQ Software, Aptech suggested that LC Method may be replaced by QCBS for especially for LOT-2	The Committee sustained the LCS selection technique.



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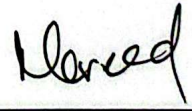
7	Rep. of M/S Arar pointed out ambiguity in the technical score formula	<p>Technical Evaluation Criteria under Section 5.2 may be read as under:</p> <p>Total Marks= 160</p> <p>For technical qualifications, 80% score would be required as qualifying marks.</p> <p>To assess technical score, the following formula will be used:</p> $St = (So*W1/A1) + (So*W2/A2) + (So*W3/A3)$ <p>PI Note that:</p> <p>St= Technical Score</p> <p>So= Score obtained against A1, A2, A3, respectively</p>
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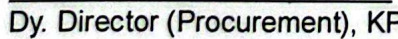
Note: The Closing Date & Time is Friday, August 8, 2025 11:45AM and Bid Opening Date & Time is August 8, 2025 12:15PM.

The meeting concluded with a vote of thanks to all the participants for their participation.

Committee Members:


Manager Procurement, CFC-KP


Section Officer,
ST&IT Department


Dy. Director (Procurement), KPITB


Dy. Director (Technical), KPITB


Project Director, CFC KP