

MINUTES OF PRE-BID MEETING

[PESHAWAR, THE 18TH OF OCTOBER 2024]

KPRRDP/OCB/CW-01: Package-1: REHABILITATION AND IMPROVEMENT OF FLOOD AFFECTED ROADS IN DISTRICT DI KHAN [02-LOTS]

- *Lot-1: Rehabilitation and Improvement of Flood Affected “Giloti” Road, (68.0 Km), District DI Khan*
- *Lot-2: Rehabilitation and Improvement of Flood Affected Roads [03-Roads of 21.0 Km Length], District DI Khan*

KPRRDP/OCB/CW-02: Package-2: REHABILITATION AND IMPROVEMENT OF FLOOD AFFECTED ROADS IN DISTRICT DI KHAN [03-LOTS]

- *Lot-1: Rehabilitation and Improvement of Flood Affected Roads [07-Roads of 55.0 Km Length], District DI Khan*
- *Lot-2: Rehabilitation and Improvement of Flood Affected Roads [03-Roads of 46.20 Km Length], District DI Khan*
- *Lot-3: Rehabilitation and Improvement of Flood Affected Roads [02-Roads of 17.30 Km Length], District DI Khan*

A Pre-Bid Meeting for the ADB-assisted **Loan 4482-PAK & Loan 4483-PAK: Khyber Pakhtunkhwa Rural Roads Development Project (KP-RRDP)** was held on **18 October 2024**, at **11:00 AM** in the Conference Room of the **Project Implementation Unit (PIU), ADB Assisted Projects, Communication and Works Department Khyber Pakhtunkhwa, Peshawar**.

Meeting Objectives

- Introduce the project's aims, objectives, and implementation schedules to stakeholders, including prospective bidders.
- Ensure transparent project execution.

Meeting Agenda

- 1. Recitation and Welcome**
 - Recitation of verses from the Holy Quran.
 - Opening speech by the Project Director.
- 2. Project Overview**
 - Explanation of project features, aims, objectives, and components.
 - Discussion on the implementation schedule and utility of services.
- 3. Contract Details**
 - Rehabilitation and Improvement of Flood Affected Roads in District DI Khan, having two (02) lots as well as Package-2: Rehabilitation and Improvement of Flood Affected Roads in District DI Khan, having three (03) lots.
- 4. Bidding Process**
 - Bidding will be in accordance with ADB Procurement Guidelines

- Detailed explanation of bidding documents (Sections 1-9).
- Clarification on bid preparation, evaluation criteria, and standard formats.

5. Q&A Session

- Participants raise queries.
- Written submissions invited until COB Tuesday **(22 October 2024)**.

Detailed Overview of the Pre-Bid Meeting

To introduce the aims, objectives, and implementation schedules of various components of the ADB-assisted Khyber Pakhtunkhwa Rural Roads Development Project to different stakeholders, especially prospective bidders, and to ensure transparent project execution, a Pre-Bid Meeting was held at the Conference Room of the Project Implementation Unit (PIU), ADB Assisted Projects, Communication and Works Department Khyber Pakhtunkhwa, Peshawar at 11:00 AM on 18 October 2024. This meeting was organized by PIU-C&WD with the technical assistance of ADB Individual Consultant. The Project Director chaired the meeting, alongside staff from PIU-C&WD and individual consultant from ADB.

Sequence of Events:

The meeting began with a recitation of verses from the Holy Quran. After the recitation of the Holy Quran, the Project Director delivered an opening speech, welcomed all participants (list attached as **Annexure-A**) and thanking them for attending the Pre-Bid Meeting. Following this, the Project Director provided a detailed presentation and explanation of the project's salient features, its aims, objectives, major components, implementation schedule, and the services that will be provided to the public through the proposed KP-RRDP.

Participants were informed that the contracts involve the Rehabilitation and Improvement of Flood Affected Roads in District DI Khan, in accordance with **ADB's Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time)**, by following **ADB's Standard Bidding Document for Procurement of Works, Single-Stage: Two-Envelope Bidding Procedure**. The Project Director stress upon the importance of quality, adherence to the design, and the completion of the work within the stipulated timeframe as critical aspects of the project. He requested that the representatives of the prospective bidders and PIU officials to strictly adhere to these standards to ensure the successful execution of the project.

The Project Director explained that while the Procurement Committee will evaluate both the technical and financial bids pursuant to the evaluation and qualification criteria, it will also address any arithmetic errors in accordance with the provisions specified in the Bidding Documents. However, participants were reminded of ITB 3.1(a)(ii), which defines "fraudulent practice" as any act or

omission, including misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party to obtain financial or other benefits or to avoid obligations. Additionally, the Project Director referred to Para-v of the Letter of Technical Bid and Para-n of the Letter of Price Bid, stressing that all information provided in the bids must be submitted in good faith, complete, and accurate to the best of the bidder's knowledge. Any deliberate or reckless misrepresentation could lead to the automatic rejection of the bid, cancellation of the contract, and other remedial actions in accordance with ADB's Anticorruption Policy and Integrity Principles. Participants requested for soft editable copies of the Bill of Quantities (in Excel) and Section-4 of the Bidding Documents (in Word) to help prepare accurate bids and to avoid arithmetic errors, which the Project Director approved. The Deputy Director (Contract Management and Coordination) was instructed to upload these documents on the C&WD and PIU websites. However, the Project Director clarified that any risks associated with the use of these soft copies would be the sole responsibility of the bidders, and the hard copies of the Bidding Documents would take precedence in case of any discrepancies.


Following this, the Project Director invited the Deputy Director (Contract Management and Coordination) of PIU and ADB Procurement Consultant to explain the bidding documents.

Explanation of Bidding Documents:

The Deputy Director (Contract Management and Coordination) and the ADB Procurement Consultant explain the bidding documents, focusing on the following sections:

- **Section 1:** Instructions to Bidders.
- **Section 2:** Bid Data Sheet.
- **Section 3:** Evaluation and Qualification Criteria.
- **Section 4:** Bidding Forms.
- **Section 5:** Eligible Member Countries.
- **Section-6:** Employer's Requirements
- **Section 7:** General Conditions of the Contract.
- **Section 8:** Particular Conditions of the Contract.
- **Section-9:** Contract Forms

The meeting divided into two (02) parts:

- **First Part:** The **Deputy Director (Contract Management and Coordination)** and the **ADB Procurement Consultant** read out through and explained important clauses concerning the preparation of bids and the application of evaluation criteria. He also emphasized **Section-4**, which covers the standard format of various forms, advising bidders to use the provided formats when submitting their bids.
- **Second Part:** The participants invited for any queries. Bidders were advised to submit their written query(s) to PIU for written replies / advice accordingly. The Deputy Director (Contract Management and  and

Coordination) informed the prospective bidders to submit their queries in writing on the provided email address till **Tuesday COB (22 October 2024)**, which will be compiled and will be responded with relevant replies and explanations. The bidders responded that the PIU had thoroughly explained the bidding documents, clarifying all their concerns, and they had no further questions.

- The queries raised by the bidders were mainly related to bid security vs bid securing declaration, requirements on JV arrangement, the particular conditions of contract, etc. In response to some queries, Deputy Director (Contract Management and Coordination) informed that the prospective bidders were also allowed to present their queries and question about related issues in written form enabling the Procuring Entity to provide proper answer to all the bidders. The prospective bidders were given assurance that, the nature of the queries placed by them along with PIU clarifications / responses will be provided to all the bidders so that they should prepare their bids strictly in accordance with the given criteria and the clarifications given by the procurement team.
- The session of question / answer took a long time and ended at 2:30 PM. The complete list of queries along with their responses will also be uploaded on the PIU website.
- The meeting was concluded with a vote of thanks to and from all the participants. As of 23 October 2024, no queries have been received by the PIU, either via letter or email.



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