

Punjab Human Capital Investment Project (PHCIP)
Punjab Social Protection Authority (PSPA)
Government of Punjab
78-79, New Muslim Town, Wahdat Road, Lahore

No. PK-PSPA-477778-NC-RFB

10th April, 2025

Subject: MINUTES OF PRE-BID MEETING – PROCUREMENT OF ENDLINE SURVEY FIRM

Reference subject cited above.

2. PHCIP-PSPA issued an invitation for bids to procure the services of a firm for the Endline Survey. A Specific Procurement Notice (SPN) was published on 22nd March 2025 in the combined edition of Newspapers namely, daily “Express Tribune” and “Jang”. The notice was also uploaded to the PSPA website in accordance with Procurement Regulations for IPF Borrowers -” July 2016 (Revised November 2017 & August 2018).

3. As communicated through the Specific Procurement Notice (SPN), the scheduled Pre-Bid meeting was held on 28th March 2025 at 1130 hours, to address queries of prospective bidders related to the Request for Bids (RFB) document and the Activity Schedule. The members of the Procurement Committee and the representatives of the bidders attended the meeting.

Proceedings of Meeting:

4. Additional Director (Procurement) explained in detail the activity schedule regarding the Procurement of the Endline Survey Firm. The representatives of the bidders sought certain clarifications which were addressed by the technical & procurement team of PHCIP and reported hereunder: -

Technical Clarifications/Feedback					
Sr.	Bidder's Clarifications	Response by PHCIP-PSPA			
1	The RFB document, mentions the total sample size for BHUs and schools,. Please provide the district-wise numbers of these schools and BHUs.	The district-wise total number of schools and BHUs is attached as Annex - A .			
2	Can the bid security only be submitted on the bid security form?	Yes, As clearly mentioned in the RFB document, the bid security may be submitted in the form of an unconditional bank guarantee (bid security form) or a CDR in favor of PMU PHCIP - PSPA by a scheduled bank.			
3	Is it mandatory to attach the CVs of all proposed professionals along with the CVs of all enumerators?	Yes, the CVs of all proposed professionals must be submitted. However, for enumerators, the bidders may submit a list of proposed enumerators with their relevant qualifications and experience for evaluation as per the scoring criteria. It is pertinent to mention that all enumerators must be female, as stated in the RFB document. Please provide enumerator details in the following format: <table border="1" data-bbox="900 2555 1900 2665"> <tr> <td>Name</td><td>Qualification</td><td>Experience</td></tr> </table>	Name	Qualification	Experience
Name	Qualification	Experience			

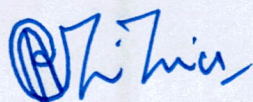
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General Discussions: -

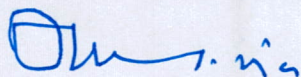
5. The attendees were also provided guidance on the following items to ensure that procedural formalities are duly complied by the bidders: -

- i) The person who would be submitting the bid should be properly authorized to do so and the power of attorney/authorization in this regard, be provided in the bid.
- ii) Bidders shall submit their bids in a secure binding form. Bids received in clip folders shall not be acceptable.
- iii) The documentation required in the Section II - Bid Data Sheet (BDS) & Section IV- Bidding Forms, ought to be complied very carefully.
- iv) All pages of the bids should be numbered, signed/initialed and stamped by an authorized representative.
- v) RFB document's Section I - Instructions to Bidders including Bid Data Sheet, must be read and understood carefully.
- vi) The bid must consist of two separate sealed envelopes: a Technical Part and a Financial Part.

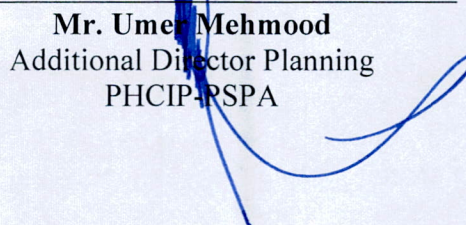
6. During the discussion, representatives of the bidders were also briefed with respect to the evaluation criteria and other eligibility requirements specified in the RFB document.



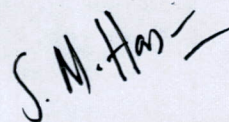
Mr. Aurang-Zeb-Zia
Monitoring Specialist I
PHCIP-PSPA



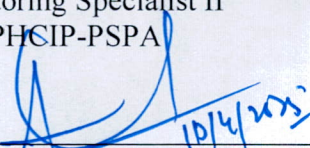
Mr. Kashif Ali Zia
Additional Director Procurement
PHCIP-PSPA



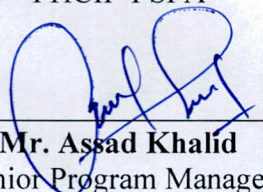
Mr. Umer Mehmood
Additional Director Planning
PHCIP-PSPA



Mr. Syed Muhammad Hassan
Monitoring Specialist II
PHCIP-PSPA


10/4/2023

Mr. Zaheer Khan
Additional Director Field Operations
PHCIP-PSPA



Mr. Assad Khalid
Senior Program Manager
PHCIP-PSPA

District Name	Freq.
ATTOCK	36
BAHAWALNAGAR	85
BAHAWALPUR	60
BHAKKAR	31
CHAKWAL	42
D.G. KHAN	35
JHANG	43
JHELUM	24
KHANEWAL	49
KHUSHAB	35
LAYYAH	28
LODHRAN	40
MIANWALI	34
MULTAN	75
MUZAFFARGARH	55
OKARA	56
PAKPATTAN	39
RAHIMYAR KHAN	84
RAJANPUR	23
SARGODHA	83
VEHARI	58
Total	1,015