

The Punjab Masstransit Authority

Record of Meeting

Agenda	JANITORIAL AND HOUSEKEEPING SERVICES FOR METROBUS SYSTEM IN MULTAN		
Date:	19-12-2017		
Venue	Committee Room, Punjab Metrobus Authority	Chair:	Mr. Rizwan Aziz, Manager Operations (Technical), PMA.

List of Participants:

1. Mr. Rizwan Aziz, Manager Operations (Technical), PMA
2. Mr. AmanUllah, MD A1 Service Master.
3. Mr. Shahan Azam, GM Operations Skill Hub (Pvt.) Ltd
4. Mr. Faisal Malik, ISG-One Source Maintenance Jv
5. Mr. Syed Afzaal Shah, OzPak

DECISIONS / DISCUSSIONS

The meeting started at 1030 hours. The Manager Operations (Technical), PMA formally welcomed the participants and started the meeting. Question and Answer session was conducted afterwards. Detailed Minutes of Meeting are attached as **Annex A**.

The list of participants is attached as **Annex B**. The meeting ended at 1200 Hours with a note of "Thanks"

All bidders attention is drawn to the Annex C i.e. Evaluation Criteria of RFP at Page No 62. There were some typographical errors. The Page No 62 has been corrected and attached as Annex-C. The correction made shall be construed as part of original RFP

ANNEX- A

Sr. No	QUERIES / COMMENTS	PMA'S RESPONSE
1.	All bidders Sought details regarding registration of Foreigner Company.	Please refer to explanation provided at Page 1 of RFP under the heading "Important"
2.	M/s OZPAK sought clarification: What would be capacity of water Bowsers for water supply to stations?	At all stations, water source is underground water table. The water is pumped to an underground tank first having a capacity of approximately 7000 gallons. From underground tank, water is pumped to two overhead tanks. One overhead tank is for supply of water to public washroom placed at its roof, having a capacity of approximately 3000 Gallons. The public washroom is located at road side. The other overhead tank is for supply of water to staff washroom placed at its roof, having a capacity of approximately 800 Gallons. The staff washroom is located inside the station. The drinking water for water coolers is supplied from underground tank.
3.	Bidders sought clarification that, what would be procedure for parts replacement and repair/ maintenance of washrooms motors and water filter.	The O&M of electric motors and water coolers comprises of full replacement and/or replacing spare parts of electric motors, electric coolers and water filters including fault detection, fault removal, dismantling, installation etc. The payment will be made on monthly basis as per actual cost borne by the Service Provider who shall submit all relevant documents as required by the Client as evidence along with the claim for payment. <u>This cost will not be the part of Financial Bid.</u> Please refer to clause 8.2.2.8 of RFP for details. In case of non-operational motors, the Service Provider will maintain

		<p>water supply by filling the water tanks through water bowser. This cost will be included in the Financial Bid. However in case, non-supply of water is due to the reasons other than non-operational motors which are not on part of Service Provider, that may include lowering of water table or non-supply of water from WASA, the payment may be claimed according to the same procedure set forth for O&M of electric motors and water coolers. Please refer to clause 8.2.2.9 of RFP for details.</p> <p>Regarding washrooms, the Service Provider will completely take over the washrooms from PMA and secure it during operational hours. The O&M of washrooms comprises of activities rendering washrooms completely operational apart from Janitorial Services. This includes but not limited to repair/replacement of lights, sanitary fittings, exhaust fans, doors etc. <u>The price for O&M will be included in the Price Table Item named "Operation and maintenance of washrooms" of the Financial Bid.</u> For details please refer to clause 8.2.2.10 of RFP.</p>
4.	<p>Renewal of Bid security before expiry date. Incase international bidder takes more time in registration.</p>	<p>The Foreign Company who will be declared as a successful bidder either as a single bidder or a Joint Venture, shall be given a time period up to 05 months starting from intimation by PMA to register itself in SECP as a subsidiary. If such time period extends more than the validity period of Bid Security i.e. 180 days, the new Bid Security or renewal of existing Bid Security shall be provided having minimum validity period till that time which is allowed for its registration with SECP as mentioned</p>

		earlier
5.	Bidders sought clarification that Which taxes should be Inclusive or exclusive in financial bid?	All applicable taxes, except Sales Tax on Services shall be included in the Financial Bid.
6.	What does similar nature projects in RFP mean ?	Similar nature means projects involving Janitorial and Housekeeping Services irrespective of whether its a Metro bus Project or not.
7.	A1 Service Master sought clarification that can Insurance Bond be used as a Bid Security or Performance Guarantee”.	No
8.	On time submission of bid	All bidders have to submit their bids in PMA Office on or before the deadline mentioned. Any cause of delay including but not limited to ARFA Towers building access shall not be entertained. All bidders are instructed to account for all such factors.

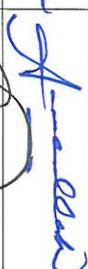
ATTENDANCE SHEET - PRE BID MEETING
 JANITORIAL AND HOUSEKEEPING SERVICES FOR METROBUS SYSTEM IN MULTAN

ATTENDANCE SHEET

Place: Committee Room, PMA Office, 5th floor,
 Arfa Software Technology Park, Lhr

Date: 19/12/2017

Time 10:30 AM

Sr. No.	Name of Organization	Name of JV Partner (if any)	Representative's Name & Designation	Contact No.	Email Address	Signature
1	AA SERVICE MASTER	-	AMANULLAH, MD S.M. OPERATIONS.	0301-4630511	amservice@multan adg@amservice.com	
2	SD TV	Skills Hub (Pvt) Ltd.	SATTAR AZAM	0300 8886854	info@skills hub.	
3	Celestial		Syed Aqsaal Shah	03008482247	a.shah@ozpak.com.pk.	
4	156-Over Service TV		Faisal Ali Malik	0345-4444080	Faisal.malik@intercityhousing.com	
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ANNEXURE-C: TECHNICAL EVALUATION CRITERIA

- It is mandatory to score minimum total 70 marks
- Bid will be disqualified in case of (0) zero point in any criteria.
- In case of JV, marks shall be evaluated jointly for all member unless stated otherwise.
- The requirement of documents for evidence as indicated in the table below, is applicable to all members of JV unless specified otherwise. The Client reserves the right to request additional information for values/information entered by the Bidder against any criteria.

Sr No.	Criteria	Max. Marks	SCORING CRITERIA	Documents required
1	Number of similar Contracts executed or being executed each of worth PKR One (01) Billion or more	20	Less than 1 = 0 Points 1 to 2 = 10 Points 3 to 4 = 15 Points 5 or more = 20 Points	Contract Documents, Project Completion Certificates and/or Letter of Awards OR Any other valid document for evidence proving required project worth
2	Total Number of Janitorial Staff	15	Less Than 400 = 0 Points 401 to 450 = 6 Points 451 to 500 = 9 Points 501 to 550 = 12 Points 551 or more = 15 Points	Appointment Letters List of Employees along with their Company ID, National ID, Contact details.
3	Number of Years of relevant Foreign Experience in Janitorial Services	15	3 Years = 0 points >3 to 5 Years = 4 Points >5 to 7 Years = 6 Points > 7 to 10 Years = 8 Points > 10 Years = 10 Points	Company Registration Certificate in the country of Origin (Applicable to any one foreign member in case of JV)
4	Total Number of Clientele for Janitorial Services in Corporate Sector	15	Less than 5 = 0 Points 5 to 8 = 4 Points 9 to 11 = 8 Points 12 to 14 = 12 Points 15 or more = 15 Points	Payment Certificates or any other valid document for evidence of business List of Clientele, Contract Person Name, Contact Person Designation, Official Address and Contact Details
5	Average Annual Turnover from Janitorial Services in last three years in Millions (PKR)	20	<= 200 = 0 Points > 200 to 225 = 5 Points >225 to 300 = 10 Points >325 to 350 = 15 Points >350 = 20 Points	Financial Statements for the last three Fiscal years or Calendar years whichever is applicable in the country of origin of operations.
6	Net Worth in Last Year in Millions (PKR) (Total Assets - Total Liabilities)	20	<= 100 = 0 Points > 100 to 125 = 5 Points >125 to 150 = 10 Points >150 to 175 = 15 Points >175 = 20 Points	Same as of Criteria for Average Annual Turnover at serial no 5
	TOTAL	100		