

PUNJAB MASSTRANSIT AUTHORITY

Minutes of Meeting

Agenda	Clarification Meeting regarding: A. Renting out Specified Spaces for Marketing / Advertisement Inside and Outside of 188 Speedo Buses on Lahore Feeder Routes B. Renting out Specified Spaces for Marketing / Advertisement Inside and Outside of 100 Speedo Buses on Multan Feeder Routes
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Date:	5 th December, 2024 (11:00 AM)
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Venue:	Punjab Masstransit Authority, 5th Floor, 346 B, Arfa Soft Ware Technology Park, Ferozepur Road, Lahore.	Chair:	Secretary, PMA
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List of Participants:

1. Mr. Muhammad Imran, Manager Business Development, PMA (**Member BEC**)
2. Mr. Rehman Afzal, Manager Finance, PMA (**Member BEC**)
3. Mr. Muhammad Yasin, Manager Operations (Technical), MMBS (**Member BEC**)
4. Mrs. Anila Waheed, Manager Establishment, PMA (**Member BEC**)
5. Mr. Asif Ali, Assistant Manager Procurement, PMA (**Member BEC**)
6. Mr. Ijaz-ur-Rehman, M/s Muteen Enterprises
7. Mrs Saliha Abid, M/s Shahram Enterprises
8. Mr. Abdullah Jawwad, M/s Musterhaft Pvt. Ltd.
9. Mr. Jawwad Ahmad Chaudhary, M/s Musterhaft Pvt. Ltd.
10. Mr. Arif Nazir, M/s Brand Muscle
11. Mr. M. Imran Khan Niazi, M/s Out of the Box
12. Mr. Saifullah, M/s Daewoo Pakistan Express Bus Services Ltd.
13. Mr. Kashif Malik, M/s Daewoo Pakistan Express Bus Services Ltd.
14. Mr. Fahad Ashraf (Joined Online)
15. Mr. Ashar Satti (Joined Online)
16. Mr. Hamza Najam, M/s Value Resources Pvt. Ltd.
17. Miss Laiqa Muneer, M/s Value Resources Pvt. Ltd.

DECISIONS / DISCUSSIONS:

The meeting started at 1100 hours. The Manager Business Development, PMA formally welcomed the participants and started the meeting and briefed participants about the salient features of this bidding through a formal presentation. Question and Answer session was conducted afterwards. Details of Questions and PMA's Response is attached at **Annex-A**. The attendance of participants is attached at **Annex-B**. The meeting ended at 1300 hours with a note of "Thanks"

All Bidders are hereby informed of following typographic errors in the RFP which are reproduced with corrections here under:



1. M/s. Brand Muscle.

Sr. #.	QUERIES / COMMENTS	PMA'S RESPONSE
01	Is the price quoted as "Rental per Month per Bus" include the withholding, PRA and other Taxes?	The Price quoted as "Rental per Month Per Bus" shall be exclusive of all applicable taxes as clearly mentioned in Form 8.9 of RFP. Similarly, as per GCC Clause 23 of the RFP document, the Tenant / Lessee shall be entirely responsible for all taxes, duties, license fee, etc.
02	Who will bear the amount of taxes/duties imposed by Walton and Cantt Boards in Cantt Area?	As per GCC Clause 23 of the RFP document, the Tenant / Lessee shall be entirely responsible for all taxes, duties, license fee, etc.
03	Reference Clause 1.25 of Section 3.2 "Roles and Responsibilities" , will the Tenant / Lessee bear the cost of branding / wrapping in case of ads displayed on the buses pertaining to PMA or other government institutions / agencies?	No, such ads will be arranged / designed / displayed by the relevant government institution / agency or by PMA through its own resources. However, the Tenant / Lessee may be requested to provide technical assistance in this regard.
04	Reference Clause 1.5 of Section 3.2 "Roles and Responsibilities" , is it mandatory to seek approval from PMA every time prior to affixation of a Marketing / Advertisement campaign?	Yes, it is mandatory to get approved every advertisement / marketing campaign from the Censor Committee of PMA prior to its installation inside & outside of Speedo Buses.
05	Reference Clause 4.1 (11) of Section-IV "Bid Data Sheet" , can any relaxation in 10% increase on annual basis in Monthly Rental Amount be given?	The request was regretted.
06	Reference Clause 4.1 (16) of Section-IV "Bid Data Sheet" , can	The request was regretted. 

	PMA also consider the Performance Guarantee in the form of Insurance Guarantee along with Bank Guarantee / CDR / Demand Draft / Pay Order, etc. Similarly, the amount of Performance Guarantee may also be reduced.	
07	Reference Section-V “General Conditions of Contract” , PMA shall omit the Clause 5.4 which is reproduced below: <i>“The Tenant / Lessee shall permit The Lessor to inspect the Tenant / Lessee’s accounts and records relating to the performance of the Tenant / Lessee and to have them audited by auditors appointed by the donors, if so, required by the donors.”</i>	The referenced clause shall be read as: “In the event of a regular PMA audit conducted by the Government, wherein the auditor requires production of certain documents or records pertaining to the Tenant / Lessee, the Tenant / Lessee shall cooperate with and support the Lessor by furnishing such documents / records as may be reasonably required”.
	Please explain the procedure, how the Tenant / Lessee will be compensated if a bus goes off road for a longer period??	The mechanism for solution of such issues is given at Clause 7.3 of Section-VI “Special Conditions of Contract” of the RFP document.
	It is suggested that a Dispute Resolution Committee shall be notified by the Lessor to address certain issues may arise during performance of the Contract.	Suggestion acknowledged.

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| 1. Secretary, PMA | Chairman _____ |
| 2. Manager Planning, PMA | Member _____ |
| 3. Manager Finance, PMA | Member _____ |
| 4. Manger Business Development, PMA | Member _____ |
| 5. Manager Operations (Technical), MMBS, PMA | Member _____ |

6. Manager Establishment, PMA

Member _____

7. Assistant Manager (Procurement), PMA

Member Arife

8. Representative of Transport & Masstransit Department,
GoPb

Member _____