



NATIONAL HIGHWAY AUTHORITY
(Book Keeping & Consolidation)
27-Mauve Area, G-9/1
Islamabad


FileNo.01 (BK&C)/2021/ 315

July 29, 2021

Subject: **MINUTES OF THE PRE-PROPOSAL MEETING:**
HIRING OF CONSULTANCY FIRM - DEVELOPMENT OF BUSINESS PLAN

Reference: Pre-Proposal meeting held on July 15, 2021.

2. Minutes of the pre-proposal meeting for the subject consultancy services are enclosed herewith for necessary action and compliance by the prospective bidders.


(Syed Umar Ali Shah Banoori)
General Manager (Finance)

Encl: (Minutes of Pre-Proposal Meeting (03 pages)

Distribution:

- All Prospective Consultants

Copy for information to:

- Member (Finance) NHA Islamabad
- Member (Planning) NHA Islamabad
- Member (EC) NHA Islamabad
- GM (Planning), NHA Islamabad
- GM (Revenue), NHA Islamabad
- GM (P&CA), NHA Islamabad
- GM (Design), NHA Islamabad
- GM (Construction/EC), NHA Islamabad
- GM (RAMD), NHA Islamabad
- Director (Planning), NHA Islamabad

Copy for information to:

- Director (MIS) —————→ *for uploading on NHA website for wider circulation*
- SO (Technical) to Chairman NHA, Islamabad

MINUTES OF PRE-PROPOSAL
MEETING HELD ON 15th JULY 2021

Hiring Of Consultancy Firm for Development Of Business Plan Of NHA

A Pre-proposal meeting held in NHA Auditorium at 11:30 hours on July 15, 2021 to discuss the Request for Proposal (RFP) for subject service in the presence of NHA officials and prospective consultants. The following officers of NHA and representative of Firms/Consultants attended the meeting:

1. Mr. Syed Umar Ali Shah Banoori, GM (Finance) NHA
2. Mr. Muhammad Naseem Khattak, GM (RAMD) NHA
3. Mr. Hafeez-ur-Rehman, Director (Const) NHA
4. Mr. Nand Kumar Saufi, Director (Design) NHA
5. Mrs. Aisha Tariq, Deputy Director (Planning) NHA
6. Mr. Imran Ullah Momad, AD (P&CA) Services, NHA
7. Mr. Aamer Shahzad, M/s IQ Capital Plus
8. Mr. Agha Muhammad Asad, M/s Naveed Zafar Ashafaq Jaffery & Co
9. Mr. Haroon Khan, M/s Bakertilly Mehmood Idrees Qamar
10. Mr. Fareed Agha, M/s Bakertilly Mehmood Idrees Qamar
11. Mr. Waseem Mansoor, M/s RSM Pakistan
12. Mr. Shahryar Rashid, M/s Bridge Factor Pakistan
13. Mr. Fahad Pervez, M/s Bridge Factor Pakistan
14. Mr. Gohar Ali, M/s PEAS Consulting (Pvt) Ltd
15. Mr. Ahmed Hassaan, M/s KPMG Lahore
16. Mrs. Sana Sharif, M/s Grant Thornton
17. Mr. Murtaza Ali, M/s EY Karachi
18. Mr. Fawzi Khawaja, M/s FSC Consulting

2. During the said meeting the prospective consultant submitted queries. The clarifications/ replies are summarized below for information of all the prospective bidders:

S. No.	ISSUES/ QUIRIES	REPLIES
1.	Time lines mentioned in the RFP documents apprently seems not enough to complete the entire assignment within five months time, therefore, NHA may consider giving extension of time for completion of assignment.	Not agreed. Time lines given in the RFP documents will be binding on the firm i.e. to complete the assignmetn within the given time frame. NHA will discourage any request regading extension in time, before submission of RFP.

2.	Which type of firms can apply for the assignment?	Proposals are invited from reputable (foreign/ international firms/ companies/ Joint Ventures/ Consortia) with relevant experience as mentioned in the RFP. However, in case of JV/ Consortia proper JV agreement indicating the share of JV partners needs to be submitted with the proposal.
3.	How to assess the quantum of work especially for the firms which don't have experience of working with NHA.	Detail regarding the overall portfolio of NHA is available on NHA's official website (www.nha.gov.pk). In addition to, if any specific information is required before bid submission, it may be asked through the communication mode mentioned in the RFP and NHA. After assessing the confidentiality the requested information will be shared.
4.	The consulting firm will have to implement the Business Plan as well?	At this stage proposals are not invited for the hand holding/ implementation phase of the assignment. Therefore, at this point of time the consulting firm is not expected to implement the business plan as well.
5.	How to submit financial quotation of the assignment	The bidders will have to submit the financial quotation in the desired format given in the RFP (clause 9.4) for each of the deliverables (separately) as mentioned in clause 2 of these TORs.
6.	Is it allowed to approach previous consulting firms, who have worked with NHA, before submission of bids to get help in preparation of the proposals?	Yes, apparently there is no bar in approaching the firms who have worked with NHA. However, firms will not arrange meetings with them on their own.
7.	The total No. of staff mentioned at clause 9.4 and clause 12 are different, why?	The staff mentioned at clause 12 are w.r.t. the whole organization along with the JV partners, however the staff mentioned at clause 9.4 are required for the execution of the specific deliverables.

8.	Is there any specified Performa designed by NHA for submitting the CV's of staff?	There is no specified format however the minimum qualification and experience (post and pre qualification) as given at clause 12 of the bidding documents must be fulfilled.
9.	How the experience of the firm will be counted. If individual staff experience or the global experience of networking firm will be considered.	The experience of the firm applying for the assignment will be considered only. In addition to, the experience of the JV partners will be counted to the extent of JV share in the proposal submitted by the leading firm.
10.	Regarding submission of affidavit to the effect that the Firm/Company has neither been black listed nor any contract rescinded in the past for non-fulfillment of contractual obligations or its affiliated firm/company. Does this clause apply to the firm as a whole or at individual level as well. (Clause 13 of the TORs)	This clause is equally applicable to the firm as a whole as well as at the individual level. If any of the team members, mentioned in the proposal, was part of any black listed firm then the firm will be considered black listed as well.
11.	Due to eid holidays, the firms requested to extend the date of submission of bids.	Not agreed. The proposals, complete in all aspects, must reach NHA within the given time lines as mentioned in the RFP i.e. on or before 11:30 HRS on August 02, 2021.