

**Minutes of Pre-Bid Conference Held On 20<sup>th</sup> November 2018 at 3:00 PM in  
USF Office for Tender ID: USF/BSDProjects/TechAuditor/2018/02**

- 1) As per event schedule of USF tender # USF/BSDProjects/TechAuditor/2018/02 a pre-bid conference was held in USF Office on 20<sup>th</sup> November 2018 at 3:00 pm to discuss the scope of the project and to get feedback from the prospective bidders.
- 2) Large numbers of representatives participated in the event (List of participants attached as Annex-A).
- 3) Senior Manager Implementation USF presented the following salient features of the newly advertised tender for Technical Auditor Services for USF BSD DI Khan Lot and BSD Khyber Lot with the participants (Presentation attached as Annex-B):
  - a) Bidding process.
  - b) Technical Proposal
  - c) Eligibility Criteria
  - d) Scope of Work
  - e) Evaluation Criteria with examples
  - f) Process of Quality and Cost Based Qualification score calculation
  - g) Payment Terms
  - h) Pricing Table
  - i) Performance Guarantee & Liquidated Damages
  - j) Award of Contract
- 4) Senior Manager Implementation USF then opened the forum for discussion on the questions received and encouraged the participants to raise new questions, if any. Following suggestions and concerns were raised by the participants during the session;

<b>Sr. No.</b>	<b>TAs Suggestions and Concerns</b>
1.	<p>In context of RFP clause 6(a) and ToR section 3, 10% of Performance Guarantee includes the cost related to Optional Mauzas, 15% reverification and FM verification. However, these three items may or may not occur. Therefore, it is suggested that cost of these items may be taken out from the calculation of Performance Guarantee.</p> <p>USF shall require the successful bidder to furnish a performance guarantee which shall be ten (10%) per cent of the contract amount. USF considers that the mode</p>

	and manner of Performance Guarantee calculation adequately safe guard the interest of both parties, therefore no change is deemed necessary.
2.	<p>Reference RFP clause 3(h), Annual turnover in numbers is PKR 25,000,000 whereas in words it states Pak Rupees Fifty million only. Please clarify.</p> <p>It was clarified that it's a typo and annual turnover amount in words be read as "Pak Rupees Twenty Five million only"</p>
3.	<p>Reference ToR Part 4 regarding Payment Terms it is stated that "Mobilization advance amounting to 20%; payable within thirty (30) business Days of Effective Date against a bank guarantee of the similar amount.". Please clarify weather the effective date is signing date of contract or the submission date of bank guarantee.</p> <p>It was clarified that bank guarantee is required only in case TA asks for a Mobilization Advance. Furthermore, Mobilization advance will be payable within thirty (30) business Days from the date of submission of bank guarantee.</p>
4.	<p>Reference to RFP Clause 6(c) "...the delay shall lead to the imposition of Liquidated Damages @ 0.5%(PKR) per week on the Technical Auditor...." Kindly clarify the unit PKR written with the percentage?</p> <p>It was clarified that it's a typo the above may be read as "...the delay shall lead to the imposition of Liquidated Damages @ 0.5% per week on the Technical Auditor...."</p>

5) Thereafter the conference ended with a vote of thanks to the participants.

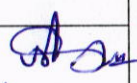
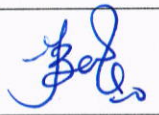



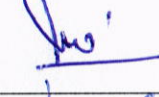
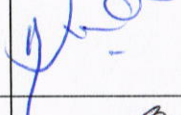

# **Annex-A**

**(List of Participants)**

Date: 20<sup>th</sup> November 2018

Pre- bid Conference for hiring of Technical Auditor Services for BSD Khyber Lot & BSD D.I.Khan Lot  
(Tender ID: USF/BSDPProjects/TechAuditor/2018/02)

ATTENDANCE SHEET

S. No.	Name	Organization	Designation	Contact Number	Email	Signature
1	Nazir Ali	Ranop Solutions	PM	0314-9620035	nazir.ali@ranopsolutions.com	
2	Badr-ud-Din	Myson	Director	0300 5009131	badar@myson.com.pk	
3	MAHMOOD	TEW	PM	0334543467	Mahmood@TEKATWORK.COM	
4	Shahid Umer	tek	PM	03334374788	Sumer@komkonsult.com	
5	Zulfiqar Ali	Komkonsult	Director	0333 5255551	zali@komkonsult.com	
6	Waqid	futurece	Pres.	03018500038	waqid@journugroup.com	
7	Nadeem Khan	Excelleron	CEO	0321 4441232	nadeem.khan@excelleron.com	
8	Shahzad Ahmed	Excelleron	BD	0309 4156431	shahzad.ahmed@excelleron.com	

Date: 20<sup>th</sup> November 2018

Pre- bid Conference for hiring of Technical Auditor Services for BSD Khyber Lot & BSD D.I.Khan Lot

(Tender ID: USF/BSDPProjects/TechAuditor/2018/02)

ATTENDANCE SHEET

S. No.	Name	Organization	Designation	Contact Number	Email	Signature
	RASHID ALI	Excelerion	P.D	0308-4595685	rashid.ali@excelerion.com	
	MUHAMMAD ALI KHAN	GIOTECH	PROJECT MANAGER	0321 525570		
	Nasir Khan	GIOTECH	Country Manager	0300-501328	nasir.khan@giotechinternational.com	

# **Annex-B**

## **(Presentation)**





## INTRODUCTION

- Universal Service Fund (USF) has initiated Broadband for Sustainable Development (BSD) Program to provide Voice and Broadband Services in un-served areas of Pakistan.
- Two BSD Projects
  - BSD Khyber Lot
  - BSD DI Khan Lot
- Date of Advertisement: 12<sup>th</sup> November 2018
- Bid Submission Date: 28<sup>th</sup> November 2018

## BIDDING PROCESS

- Competitive and Transparent bidding process
- A Single Stage, Two Envelopes procedure (As per PPRA Rules)
- Technical and Financial bids in separate sealed envelopes
- Proposal Validity – 180 days
- A lump sum cost along with the complete item wise cost breakup inclusive of all applicable taxes shall be provided.
- The proposals shall be submitted in duplicate, an original proposal and a copy of it.
- One soft copy, for each Technical and Financial proposal on a CD or DVD
- All prices shall be in Pak Rupees
- Registration against non-refundable payment of PKR 1,000 (CDR/Demand Draft/Pay Order)
- Quality and Cost Based Selection (QCBS) evaluation method

## TECHNICAL PROPOSAL

- Covering letter from the head of the company
- Copy of registration certificates with relevant authorities
- Bid security
- Outline of work experience
- Details of local technical support of equipment
- CVs of proposed team
- Proposed methodology and work plan
- Audited financial statements of the Bidder for the last two years
- Compliance against each clause and sub-clause of RFP, ToR and Draft Contract



## ELIGIBILITY CRITERIA

- Company/Firm registered with FBR for Income and Sales tax
- Must be on Active Taxpayers List (ATL) of FBR for Income tax and sales tax (on bid submission date)
- Minimum five (05) years of proven work experience
- No conflict of interest
  - A firm engaged by the USF Service Provider or USF for design of the same network, which is to be audited, will be considered a conflict of interest
- Annual turnover of more than PKR 25,000,000 (Pak Rupees Twenty five million only) for the last two completed financial years
- Bid Security PKR 200,000 (Pak Rupees Two Hundred Thousand)- refundable

## SCOPE OF WORK

- The Technical Auditor (TA) is appointed by USF to
  - Analysis of pre-requisite data provided by SP
  - Conduct audit of USF Network and Services
  - Evaluate the technical performance of the SP
  - Make related determinations, as per USF BSD project Audit Methodology
  - Determine whether a Force Majeure conditions exists
  - Issue certificates or written notices to USF regarding Force Majeure
- Task 1. Verification and evaluation of Milestone Pre-requisite data
  - Verify and evaluate milestone pre-requisite data within 5 days of receiving the data either accept or reject it.
- Task 2. Audit and Certification of Milestone Implementation
  - The audit and certification of each MS has to be completed within 30 days of acceptance of offered of MS Data

## EVALUATION CRITERIA FOR D.I.KHAN LOT

Evaluation Criteria		
S/No	Description	Weight
1	Specific relevant experience of company/firm on similar assignments, evaluated on the basis of number of Projects, durations, scope of work/deliverables and manpower deployed	
	a) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of GSM Networks in national/international projects	10
	b) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of WCDMA/HSPA(3G) in national / international projects	10
	c) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of LTE/4G in national / international projects	10
	d) Technical Audit of USF projects	10
2	Presentation of Proposal, Audit Methodology	
	a) Methodology, Work Plan for USF Projects	5
	b) Responsiveness of Technical Proposal	5
3	Qualification and competence of key staff	
	a) 01 Project Manager: Should possess at least 10 years Work Experience in management of Cellular networks (WCDMA, GSM, LTE etc.) deployments, coordination with civil administration and Law Enforcement Agencies (LEAs)	10
	b) 01 Lead Auditor: Should possess at least 7 years hands-on experience in deployment (BSS & RF, Civil, Power etc.) of Cellular Networks (WCDMA, GSM, LTE)	5
	c) 01 Telecomm Engineer (BSS & RF, WCDMA, GSM etc.), 01 Civil Engineer, 03 Drive Test Engineers and 01 Power Engineer/Technician All proposed team members shall have at least 3 Years work Experience in their relevant fields	20
	d) Legal Expertise Firm/Individual	5
	4 Company owned tools/equipment/software	10
Total Marks		100
Minimum Score Required to Qualify		75

## EVALUATION CRITERIA FOR KHYBER LOT

Evaluation Criteria		
S/No	Description	Weight
1	Specific relevant experience of company/firm on similar assignments, evaluated on the basis of number of Projects, durations, scope of work/deliverables and manpower deployed	
	a) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of GSM Networks in national/international projects	10
	b) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of WCDMA/HSPA(3G) in national / international projects	10
	c) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of LTE/4G in national / international projects	10
	d) Technical Audit of USF projects	10
2	Presentation of Proposal, Audit Methodology	
	a) Methodology, Work Plan for USF Projects	5
	b) Responsiveness of Technical Proposal	5
3	Qualification and competence of key staff	
	a) 01 Project Manager: Should possess at least 10 years Work Experience in management of Cellular networks (WCDMA, GSM, LTE etc.) deployments, coordination with civil administration and Law Enforcement Agencies (LEAs)	10
	b) 01 Lead Auditor: Should possess at least 7 years hands-on experience in deployment (BSS & RF, Civil, Power etc.) of Cellular Networks (WCDMA, GSM, LTE)	5
	c) 02 Telecomm Engineer (BSS & RF, WCDMA, GSM etc.), 02 Civil Engineer, 04 Drive Test Engineers and 02 Power Engineer/Technician All proposed team members shall have at least 3 Years work Experience in their relevant fields	20
	d) Legal Expertise Firm/Individual	5
	4 Company owned tools/equipment/software	10
Total Marks		100
Minimum Score Required to Qualify		75

## EVALUATION CRITERIA FOR KHYBER LOT

Evaluation Criteria				
S/No	Description	Weight	Company A	Company B
1	Specific relevant experience of company/firm on similar assignments, evaluated on the basis of number of Projects, durations, scope of work/deliverables and manpower deployed			
	a) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of GSM Networks in national/international projects	10	10	10
	b) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of WCDMA/HSPA(3G) in national / international projects	10	10	10
	c) Acceptance Testing, Quality Inspection and/or Audit of BSS, RF & Civil works of LTE/4G in national / international projects	10	10	0
	d) Technical Audit of USF projects	10	10	0
	Sub Total	40	40	20

- Company A has provided references and documentary proof of following projects:
  - 2 GSM projects
  - 2 WCDMA/HSPA (3G) Projects
  - 2 LTE (4G) Projects
  - 2 USF Projects with satisfactory performance
- Company B has provided references and documentary proof of following projects:
  - 2 GSM projects
  - 2 WCDMA/HSPA (3G) Projects
  - No LTE (4G) Projects
  - No USF Projects with satisfactory performance

## EVALUATION CRITERIA FOR KHYBER LOT

Evaluation Criteria				
S/No	Description	Weight	Company A	Company B
2	Presentation of Proposal, Audit Methodology			
	a) Methodology, Work Plan for USF Projects	5	5	5
	b) Responsiveness of Technical Proposal	5	4	3
	Sub-Total	10	9	8

- Both Company A and Company B has provided detailed methodology covering all aspects of technical audit in technical proposal and during a possible presentation session with USF.
- Company A has provided all the documents e.g. FBR registration certificates, customer references, documentary proof of projects, details of tools, CVs of proposed team members etc. as per required format of RFA. Some missing information e.g. CV of a resource person was obtained via email query.
- Company B has provided partial information and some required documents/sections are missing and proposal is not well organized.

## EVALUATION CRITERIA FOR KHYBER LOT

Evaluation Criteria				
S/No	Description	Weight	Company A	Company B
3	Qualification and competence of key staff			
a)	01 Project Manager: Should possess at least 10 years Work Experience in management of Cellular networks (WCDMA, GSM, LTE etc.) deployments, coordination with civil administration and Law Enforcement Agencies (LEAs)	10	10	10
b)	01 Lead Auditor: Should possess at least 7 years hands-on experience in deployment (BSS & RF, Civil, Power etc.) of Cellular Networks (WCDMA, GSM, LTE)	5	5	5
c)	02 Telecomm Engineer (BSS & RF, WCDMA, GSM etc.), 02 Civil Engineer, 04 Drive Test Engineers and 02 Power Engineer/Technician All proposed team members shall have at least 3 Years work relevant Experience	20	16	12
d)	Legal Expertise Firm/Individual	5	5	0
	Sub-Total	40	36	27

- Company A has provided following team members, as per Qualification and experience requirements, with detailed CVs:
  - 1 Project Manager
  - 1 Lead Auditor
  - 2 Telecom Engineers, 2 Civil Engineer, 2 Drive test Engineers and 2 Power Engineers/technicians
  - 1 Legal Expert
- Company B has provided following team members, as per Qualification and experience requirements, with detailed CVs:
  - 1 Project Manager
  - 1 Lead Auditor
  - 1 Telecom Engineers, 1 Civil Engineer, 3 Drive test Engineers and 1 Power Engineers/technicians
  - No Legal expert/firm is provided

## EVALUATION CRITERIA FOR KHYBER LOT

Evaluation Criteria				
S/No	Description	Weight	Company A	Company B
1	Specific relevant experience of company/firm on similar assignments, evaluated on the basis of number of Projects, durations, scope of work/deliverables and manpower deployed	40	40	20
2	Presentation of Proposal, Audit Methodology	10	9	8
3	Qualification and competence of key staff	40	36	27
4	Company owned tools/equipment/software	10	10	0
Total Marks		100	95	55
Minimum Score Required to Qualify		75		

- Company A has provided details of available company owned tools e.g. drive test tool
- Company B has not provided any details of company owned tools and proposed to acquire tools on rent
- **Company A is technically qualified and its financial proposal will be opened**
- **Company B is not technically qualified and unopened financial proposal will be returned.**

# QUALIFICATION SCORE CALCULATION

## Technical Evaluation Score

Bidder	Obtained Score	Total Score	Total Technical Score (St)
A	95	100	59.5
C	80		56
D	85		66.5

$$S_t = \frac{\text{Technical Score Obtained by bidder}}{\text{Total Technical Score}} * 70$$

$$S_f = \frac{\text{Lowest Bidder's Cost}}{\text{Bidder's Cost}} * 30$$

## Financial Evaluation Score

Bidder	Financial Bid Value	Lowest Financial Bid	Total Financial Score (Sf)
A	11,000,000	8,000,000	21.81
C	8,000,000		30
D	10,000,000		24

$$\text{Total Score} = S_t + S_f$$

USF shall award the contract to the highest ranked Bidder

## Total Score

Bidder	Technical Score (St)	Financial Score (Sf)	Total Score
A	66.6	21.81	<b>88.31</b>
C	56	30	86
D	59.5	24	83.5

# PAYMENT TERMS

- Mobilization advance amounting to 20% (payable within thirty (30) business Days from the date of submission of bank guarantee against a bank guarantee of the similar amount)
- Payments shall be made to the Technical Auditor as per Pricing Table of Annex I, against the work offered to the TA and actual work done.

## PRICING TABLE- FINANCIAL PROPOSAL

S. No.	Item	D.I.Khan Lot	Khyber Lot	Unit Price
1	Mandatory Mauzas	207	312	
2	Optional Mauzas**	48	75	
3	New BTS	45	67	
4	Upgraded Sites from 2G to 3G	6	0	
5	Repeater	3	4	
6	Fiber Node	NA	NA	
7	Visit to MSc Server, HLR & IN in Islamabad	1	1	
8	Re-verification of item 1-7 when required – Up to max %age of total	15%	15%	
9	FM Verification	4	4	
10	Final Report	1	1	

\*\*Any Optional Muaza that might be offered will have to be Drive Test verified.

## AWARD OF CONTRACT

- USF shall award the contract to the highest ranked Bidder
- A letter of Intent (LoI) will be issued to the lowest evaluated Bidder who shall submit Letter of Acceptance (LoA) within four (04) days of issuance of the LoI
- The Bidder, to whom LoI has been issued, will have to submit the performance guarantee within ten (10) days of issuance of LoI
- After submission of the Letter of Acceptance and Performance Guarantee, the contract will be signed within time stipulated in LoI



## PERFORMANCE GUARANTEE & LIQUIDATED DAMAGES

### Performance Guarantee

- 10% of the contract value (Irrevocable Bank Guarantee)
- Validity of Performance Guarantee - 25 months from the date of signing of the contract

### Liquidation Damages

- Delays beyond 90 days in the absence of Force Majeure, Service Provider delays or USF delays if any, shall lead to imposition of Liquidated Damages @ 0.5% per week.
- Maximum deduction - 10% of Milestone/s value.

**QUESTIONS?**