

Pre-Bid Meeting Minutes

Hiring of Courier Company for CMU (Non-Consultancy Services)

National

Single Stage-Two Envelope

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*The Global Fund Grant for AIDS, TB & Malaria under M/o Health (Common Management Unit (CMU)), Procurement
Officer*

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Meeting Details

Date & Time	Wednesday, October 14, 2026 10:30 AM
Location	EPI Building, Block-C & F, Prime Minister Health Complex Near NIH, Park Road Chak Shahzad, Islamabad

Minutes of Meeting

MINUTES FOR THE PRE-BID MEETING HELD ON 14th Oct, 2026 FOR HIRING OF COURIER COMPANY FOR CMU

The tender titled “**Hiring of Courier Company for CMU**” SBD Attached (Under Reference No. P54218). The subject tender was published on **07 October 2026** on the EPADS/PPRA website/portal, advertised in two national daily newspapers through PID, and uploaded to the CMU website and the CMU Vendor Management System (VMS).

A pre-bid meeting was held, at Meeting Room of F-Block of CMU on **Wednesday, October 14, 2026** for answering the queries of the potential bidders’ /courier firms. The meeting was attended by the following: -

2. Following were the participants, representing their concerned courier firms as mentioned below: -

- 1 Mr. Imran Khan, Key Account Manager M/s TCS (Pvt) Ltd
- 2 Mr. Umair Mehood, Key Account Manager M/s LCS (Pvt) Ltd

Proceedings: The meeting started with the agenda under discussion. The procurement officer welcomed the representative of relevant firms in the pre-bid meeting, the representative of firms was asked for queries related to the tender advertised and following points has been discussed and clarification was shared with firms in response to their questions.

1. **Total Weight (KGs) Dispatched During the Previous Period/Year:** At the request of potential bidders, the total weight (in kilograms) of consignments dispatched through the courier service from the CMU Warehouse during the previous period/year was requested to be shared and incorporated into the SBD price schedule. Accordingly, the Deputy Manager (Warehouse) has provided the total dispatched weight of **45,204 KGs**. To promote healthy competition and facilitate the preparation and comparison of quotations, it is proposed that the said quantity be incorporated into the published SBD through the issuance of a corrigendum, subject to the approval of the Competent Authority.
2. **Cold Chain Shipments for Small & Medium size** shall be required (vendor will send the availability of overnight service with freight charges as per mentioned price table in SBD).
3. **The service provider will provide cold chain services as needed**, CMU warehouse will suitably packed the cold chain shipments with ice packs for maintaining the temperature up to 72 hours, The officer making the request should send prior intimation and provide all the necessary information to the service provider, either through email or other forms of communication (More detail mentioned in TOR's clause 16).
4. **Amount of performance bond 10%** of the total awarded contract price, the 10% amount calculation shall be based upon the courier service charges paid by CMU-NTP during the last twelve (12) months.
5. **Rates quoted by the firm will be final** and inclusive of all taxes levied by the govt. GST is not applicable (CMU will provide GST Exemption letter).
6. **Agreement will be for 01 one year.** Extension of contract with service provider shall be based on performance appraisal by CMU Warehouse/Admin. Upon satisfactory services by the service provider, needs, requirements and approved budgetary provisions the service contract would be extended with 10 % increased in the quoted prices.
7. **Penalty clauses** will be remaining unchanged as mentioned.
8. Vendor will provide a list for (NSA) **non-service and nonoperational areas** of their company (location wise list must to shared/attached with CMU prior to contract) clearly mentioned i.e "Our Non-Operational and Non-Service Areas"
9. **For non service areas**/Vendor will mention estimated timing of delivery and before picking the consignment from CMU.
10. **Fuel adjustment charges the amount** must be mentioned/entered in the price schedule mentioned in EPADS, whereas for clarity the percentage of FAC can be mentioned in the footnote of Annex-B which can be uploaded. Also, FAC calculations (formula Must be shared from the courier firm with CMU).