

**Pre proposal Meeting Minutes and Response to Queries from firms/organizations hiring the services of Firms for  
Baseline Survey and Database Creation for Karachi Water & Sewerage Services Improvement Project (KWSSIP)**

RFP Reference # RQ-1791

**Date: 8<sup>th</sup> Aug, 2024**

**Objective of the meeting:**

A Pre proposal meeting (In person and on zoom) was arranged on 5<sup>th</sup> Aug, 2024 for interested firms/organizations at Client (NRSP) Project Office, Karachi at 11:00am with objective to explain the assignment, overview of RFP and to respond the queries raised by firms/organizations (potential bidders) for Baseline Survey and Database Creation for Karachi Water & Sewerage Services Improvement Project (KWSSIP)

Mr. Abid Qayyum welcomed all the participants. Following this he and Mr. Javaid Iqbal provided a comprehensive overview of the project, overview of RFP with requirements and the purpose of the meeting. Below are queries raised during the meeting and send after the meeting by different firms with replies from NRSP.

.No	Query	Response
1.	What would be format of GIS report required by NRSP?	Both in soft and hard printouts of the GIS maps identifying any significant feature within the area
2.	How many copies of proposal (Technical and Financial) to be submitted?	1 original and 1 copy of Technical Proposal + 1 soft copy on USB of technical proposal and 1 original of Financial Proposal
3.	What is the address of submission of proposals?	NRSP-Procurement Section National Rural Support Programme IRM Complex, 7th sunshine Avenue, near COMSAT University, Park Road, Islamabad
4.	What is the tentative number of household in the both the districts?	An estimated 7000 – 8000 households are residing in the project area. However exact number of households will be determined as a result of this survey.
5.	Is there any sample size or complete households to be included in the survey?	Full 100% coverage of households is required
6.	Is there any requirement of pictures of all the households?	GIS tagging will serve the purpose. However pictorial evidence of any major landmark, streets, drains, businesses etc will be appreciated. CNIC number of the household head will be required.
7.	Is there any need of drone mapping of the project districts?	No
8.	What is the budget for this assignment?	Bidders to propose a reasonable, and justifiable budget for the assignment
9.	Any preference of enumerators to be hired for survey?	Must be qualified and able to conduct CAPI

10.	<p><b>Past experience: - At least 3 contracts of survey in last 5 years:</b> We have recently undertaken master planning projects for large-scale cities involving ODK-based household surveys, GIS-based mapping and database development, settlement land-use verification surveys, quality of life surveys, socioeconomic surveys, willingness-to-pay surveys, and KAP surveys. Kindly confirm if these projects qualify as relevant experience.</p>	<p>The projects can only be evaluated once detail of activities performed are given. So these will be evaluated against the given criteria once we receive the proposal.</p>
11.	<p><b>Sample for Household surveys:</b> As per the scope of services for consultants, household surveys will be required to assess socioeconomic characteristics, willingness to pay for services, citizen behavior, and community needs and priorities. Please clarify whether a sample of households or the entire households will be surveyed, and if there are any specific sample size requirements.</p>	<p>Full 100% coverage of households is required</p>
12.	<p><b>Payment Schedule:</b> We note that 20% payment release at inception seems low considering extensive fieldwork will follow. We suggest at least 30% payment at the inception stage of the project. Could you please clarify the proposed payment schedule?</p>	<p>This can be negotiated with the top ranked firm during contract negotiations</p>
13.	<p><b>Household data-</b> Please provide the number of households in both districts, as this information will assist us in proposing the required team and project timeline.</p>	<p>An estimated 7000 – 8000 households are residing in the project area. However exact number of households will be determined as a result of this survey.</p>
14.	<p>Kindly confirm whether consultancy firms are eligible to participate in the bidding process, or if only NGOs or INGOs are eligible</p>	<p>Consultancy Firms are eligible</p>

15.	Regarding the GIS data collection from each household, it is crucial for us to understand the specific datasets and attributes you require. We have prepared a tentative list of attributes for the Geo database, in addition to socioeconomic surveys. Detailed information will be included in our technical proposal methodology. Could you please provide clarification on the specific GIS dataset requirements? This will allow us to incorporate them effectively into our methodology	The firm should propose the GIS dataset based on the objectives of assignment. This can be further refined during inception meetings with the selected firm.
16.	Duration mentioned on page 23 (Project Duration: 15 months) and on page 27 (Final Report: within 9 weeks of signing the contract). Could you please provide more details on how these timelines should be interpreted and how they align with the overall project schedule?	15 months is the total duration of project, that has nothing to do with the timelines for this assignment.  The estimated time for this assignment is 2 months (9 weeks)
17.	if the project duration has any flexibility. In the terms of reference it is 2 months. Please advise if consultants have the flexibility of proposing a different timeline for execution.	No, since we are on a tight schedule.
18.	While we meet all other eligibility requirements, we lack past experience in GIS database development. We do, however, have a GIS database expert on our team who is well-qualified to handle such tasks. Given this expertise, we would like to confirm whether we would still be considered eligible for this assignment.	Past experience of the firm/ team in GIS database is mandatory.

**Conclusion:**

The meeting concluded by Mr. Abid Qayyum with remarks that all the firms/organizations should send their technical and financial proposals in separate sealed envelopes with all required information before the deadline and follow all the submission protocols as mentioned in the RFP.

**Vote of Thanks:**

The meeting ended with vote of thanks from CLIENT (NRSP) to interested firms/organizations.