

Minutes of Pre-Proposal Meeting for Submission of Technical and Financial Proposal

Assignment: Formulation of the Sindh Strategic Water Plan (SSWP)

Project: Sindh Water and Agriculture Transformation (SWAT) Project

Date: 18th March 2026

Venue: PCMU Conference Room, with online participation

Convened by: Procurement Committee, Project Coordination and Monitoring Unit (PCMU), Planning & Development Department, Government of Sindh.

Chaired By: Project Coordinator, PCMU

Participants: List is attached at Annex A

1. Purpose of the Meeting

A pre-proposal meeting was held to facilitate the shortlisted firms in understanding the requirements of the Request for Proposals (RFP) for the consultancy assignment titled “Formulation of the Sindh Strategic Water Plan (SSWP)” issued on 2nd March 2026 by PCMU–SWAT. The meeting enabled participants to raise preliminary queries on the RFP, Terms of Reference (TOR), proposal preparation requirements, and implementation arrangements. The participants were informed that any clarification sought during the meeting would only be treated as preliminary discussion, and that formal queries must be submitted in writing within the timeline stipulated in the RFP. Consolidated written responses would be issued to all shortlisted firms.

The participants were reminded that the proposal submission deadline was 15 April 2026, and that requests for clarification were to be submitted within the period specified in the RFP.

2. Key Clarifications and Discussion Points

2.1 Request for Extension of Proposal Submission Date

Some participating firms raised the issue of extension of the submission deadline due to Ramadan/Eid holidays and the time needed for preparation of quality proposals. PCMU informed the participants that extension of due date for submission may be considered, if majority of shortlisted firms formally submit it officially. The applications will be reviewed at PCMU and further, this matter will be taken up with the World Bank for no-objection to extend the submission date. The decision will be communicated to all shortlisted firms in due course of time.

2.2 Procurement Method and Evaluation Approach

It was clarified that the consultancy is being procured under Quality-Based Selection (QBS) method and not QCBS. It was further explained that:

- a. The technical proposal would be evaluated strictly on the basis of the information submitted.
- b. No assumptions would be made in favor of any firm.
- c. Therefore, the submitted proposals should be comprehensive and fully responsive to the TOR and RFP requirements; and
- d. The financial proposal from highest-ranked technically qualified firm will be considered for bid opening, subject to the RFP provisions.
- e. The firms were advised to carefully read all clauses of the RFP and submit proposals strictly in the required format and with substance.

2.3 Scope of Data Availability and Role of HAI / HIC / DSS Systems

A detailed discussion held on the points raised regarding availability of data and the extent to which the consultant would rely on existing systems and resources. It was explained that:

- a. The consultant is expected to rely primarily on existing data and information.
- b. No primary data collection is envisaged under the assignment.
- c. The ongoing/proposed HAI Program, HIC, Decision Support Systems (DSS), Irrigation Department, Agriculture Department, and other relevant public sector initiatives would be potential sources of data and technical inputs; and PCMU will coordinate and connect the consultants with concerned organizations for swift data acquisition.
- d. Further, if some gaps in data acquisition or processing are identified during implementation, the consultant would be required to flag the gap, explain its implications, and propose an action plan for addressing it. Which will be reviewed and further decided.

2.4 Nature of Modeling under the Assignment

Several firms sought clarification regarding hydrological/hydraulic modeling requirements. In response, it was clarified that the assignment is fundamentally a strategic planning exercise, not a full-scale, stand-alone flood modeling study. The consultant is expected to use available information, planning tools, and generalized analysis sufficient to support preparation of the SSWP. Existing modeling outputs and technical resources available through relevant government

systems and parallel initiatives would be made accessible as appropriate. The consultant may propose a methodology and suitable modeling tools in the technical proposal, consistent with the TOR.

2.5 Allocation of Expert Inputs / Man-Days

A query was raised regarding the allocation of expert input under the TOR. It was clarified that the distribution of man-months among the identified key experts should be proposed by the consulting firm in its technical approach and work plan, within the framework set out in the RFP/TOR. It was also noted that the evaluation would focus on the positions and qualifications required under the RFP, and firms should ensure that the proposed staffing pattern is coherent with the methodology and deliverables.

2.6 Signatures and Proposal Submission Formalities

Firms sought guidance on signing requirements, particularly in relation to joint ventures and overseas lead firms. It was clarified that:

- a. Proposal submission must comply strictly with the RFP instructions.
- b. For a joint venture, either all members may sign, or the lead member may sign on behalf of the JV provided a valid Power of Attorney is attached.
- c. Electronic signature by the authorized lead signatory may be acceptable where supported by the proposal structure and submission format, but the hard-copy/original submission requirements of the RFP must be complied with; and
- d. Firms are responsible for ensuring that the original and copies are properly signed, bound, and submitted in the prescribed manner.

2.7 Currency of Financial Proposal

It was clarified that, consistent with the RFP, the financial proposal may include up to the permitted number of currencies. It was indicated that:

- a. Remuneration of national experts would ordinarily be in Pakistani Rupees (PKR);
- b. International inputs may be proposed in the relevant foreign currency as allowed under the RFP; and
- c. Reimbursable/local expenditures except international travel would generally be expected in PKR.
Firms were also reminded to complete the required financial forms, including the breakdown of agreed fixed rates, as applicable.

2.8 Reimbursables, Equipment, Offices, and Workshops

The participants discussed reimbursable expenditures, including office arrangements, field travel, workshops, logistics, and possible procurement/rental of vehicles and equipment. It was clarified that such matters should be addressed by the firms in accordance with their proposed methodology and the lump-sum contract framework set out in the RFP. Any equipment procured under the assignment, where admissible under contract provisions, would be governed by the contractual terms.

Workshops should be clearly identified as a requirement within the scope, indicating the proposed locations/regions where workshops are expected to be conducted, while allowing firms to propose their approach and methodology for stakeholder engagement,

To avoid unfair competition arising from undefined cost assumptions, the Client may bear the direct costs associated with workshops, including venue and logistics.

This approach ensures that firms are evaluated primarily on the quality and robustness of their technical approach, rather than their ability to estimate or absorb variable logistical expenses.

2.9 Security Arrangements for International Experts

Queries were raised regarding security arrangements for international experts visiting Sindh. It was informed the participants that:

- a. PCMU has prior experience in facilitating foreign consultants and project staff.
- b. Coordination with local law enforcement and relevant authorities would be undertaken by the Client where needed for official movement and field visits.
- c. However, the consultant remains responsible for taking necessary internal measures for the safety of its staff during assignment implementation.
- d. As part of the consultant's own office/residential arrangements, provision of private security guards, where considered necessary, may be included in the proposal.

2.10 Relevance of Ongoing Projects in Firm Experience

A query was raised as to whether ongoing projects may be cited as relevant experience. It was responded that firms should follow the exact experience requirements and eligibility/evaluation criteria stated in the RFP, particularly the provisions relating to relevant assignments in the prescribed period. The evaluation would be undertaken strictly on the basis of the criteria set out in the RFP and equally applied to all firms.

3. Important Procurement Instructions Reiterated

PCMU emphasized the following points for all shortlisted firms:

- a. All clarification requests must be submitted formally in writing within the deadline prescribed in the RFP.
- b. Only consolidated responses approved by the Procurement Committee will constitute official clarifications.
- c. The meeting discussion itself does not amend the RFP.
- d. Proposals will be evaluated only on the basis of submitted information and in accordance with the RFP criteria.
- e. The proposal submission deadline remains 15 April 2026 unless formally revised through official communication.

4. Closing

The meeting concluded with thanks to all participants for their attendance and useful questions. The Chair reiterated that the official minutes and consolidated written clarifications would be shared with all shortlisted firms through the project website/in the prescribed manner, after due review and approval.

NOTE: These minutes are intended to record the discussions held during the pre-proposal meeting. In case of any inconsistency, the provisions of the RFP, TOR, and any formally issued written clarification/addendum shall prevail.