



MINUTES OF PRE-BID MEETING
REQUEST FOR PROPOSAL (RFP)
“OUTSOURCING OF LOW-PERFORMING SCHOOLS IN KHYBER
PAKHTUNKHWA”

The subject meeting was held in the Committee Room of **Elementary and Secondary Education Foundation (ESEF)**, Khyber Pakhtunkhwa on Friday 28th of December 2025 at 11:00 HRS under the chairmanship of Managing Director, Elementary and Secondary Education Foundation. The meeting was attended by Mr. Zaheer Ud Din Babar, Additional Secretary (R&I), Mr. Habib Ur Rehman, Program Director, ESEF, the Shortlisted bidders, and representatives from the department and Foundation. 41 prospective bidders participated. 24 were physically present while 17 participated virtually via zoom.

After recitation of the Holy Quran, Mr. Qaisar Alam, Managing Director, ESEF, apprised the participants about the objectives of this initiative. He further emphasized that to make it more transparent, clear and result oriented, the forum is open to address any query related to this initiative. Any relevant change if agreed by the department can be incorporated in the RFP document, accordingly.

Various queries were inquired by the participants which were addressed by the committee chaired by MD ESEF in details:

1. In response to query regarding Per Child Subsidy & Management Fee, It was clarified that:
 - **PKR 1,500 per child per month** shall be paid as **per child subsidy**, and
 - **PKR 167 per child per month** shall be paid as **management fee**.
2. In response to Grace Period and Payment Mechanism, it was explained that During the grace period:
 - Payments shall be made based on **maximum approved capacity**, irrespective of actual student enrollment.
 - However, **availability of facilities** such as teachers, drinking water, washrooms, and utilities shall be monitored and considered for payment verification.
3. In response to the query regarding Legal and Economic Ownership, it was explained that:
 - **Legal ownership** of the school facilities shall remain with the **Government of Khyber Pakhtunkhwa**.
 - **Economic ownership**, limited to operations and management during the contract period, shall vest with the **private partner**.
4. In clarification to the Cluster-Based Application, it was clarified that:
 - Bidders must apply for **entire clusters**.
 - **Pick-and-choose within a cluster is not allowed**.



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5. In response to Academic Activities in Second Shift, it was clarified that Private partners may conduct academic activities in the second shift **only after obtaining prior approval** from the concerned authority.
6. School Visits
Detailed school-wise information shall be provided upon request via official email. Physical visits at this stage are not mandatory.
7. Regarding Financial Proposal Format, it was explained that the financial proposal shall:
 - Clearly break down **costs aligned with technical proposal activities**
 - Reflect realistic and justifiable cost heads
8. Performance Security
 - Performance security shall be **2% of the annual bid value**.
 - Example:
If annual bid value = PKR 36 million
→ Performance Security = PKR 720,000
9. In response to PTC Funds, it was clarified that PTC funds shall be disbursed to the respective PTC account as per the **defined PTC Guidelines**.
10. In clarification to the Monitoring Mechanism, it was explained that two types of monitoring shall be conducted:
 - **Routine Monitoring Visits**
 - **Surprise Monitoring Visits**
11. In response to the query regarding the existing staff, it was explained that existing government staff shall be **relocated as per the devised relocation plan**.
- In response to the query regarding Student–Teacher Ratio, it was explained that maximum ratio shall be **40 students per teacher (40:1)**.
12. Query regarding submission of CVs, it was clarified that private partners are required to submit **CVs for one selected school per cluster** for evaluation purposes as explained in the RFP.
13. In response the question regarding Bid Security / CDR, it was explained that:
 - Bid Security shall be **converted into Performance Security** upon award.
 - Unsuccessful bidders' CDRs shall be returned.
14. Query regarding salary of chowkidar was addressed that the **salary of the Chowkidar shall be paid by the Government**.
15. While procedure for submission of proposals, it was explained that;
 - Separate proposals must be submitted for **each cluster**.
 - Clubbing of clusters under a single proposal is not allowed.
 - Proposals shall be submitted via EPADs, in hard form and in USB

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16. In response to the query regarding teachers continuous professional development/ CPD, it was explained that CPD is the **sole prerogative of the private partner.**

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Director HR & Admin

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- 1 IT section with request to upload the same on E&SED website.
- 2 Members Procurement Committee for services.
- 3 Master File

Assistant Director Admin

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