MINUTES OF THE PRE-PROPOSAL CONFERENCE

Engagement of a Firm for Conducting the Endline Punjab Health and Population Survey (PHPS) 2026–27

(RFP No. PK-PMU PFPP-576648-CS-QCBS)

Program	Punjab Family Planning Program (PFPP), Project P178410, IDA Credit No. 7384-PK
Selection method	Quality and Cost Based Selection (QCBS), Open National market approach, World Bank Procurement Regulations for IPF Borrowers
Date and time	Thursday, 26 November 2026, 11:00 AM (PST)
Venue	Online (Zoom), hosted by PMU-PFPP, 05-Montgomery Road, Lahore
Conducted by	Procurement Specialist, PMU-PFPP (conference coordinator under Data Sheet ITC 2.3); hosted by the Program Officer Procurement

1. Participants

1.1 The following officers of PMU-PFPP attended: Procurement Specialist; Communication Specialist; Statistical Officer; and Program Officer Procurement.

1.2 Representatives of the following shortlisted firms attended online (16 participants in all, including PMU-PFPP), as per the participant record at **Annex-A**:

Sr.	Firm
1	Ipsos (ASB Associates)
2	Sustainable Development Policy Institute (SDPI)
3	Medical Emergency Resilience Foundation (MERF)
4	NESPAK–CSMS JV
5	NRSP–ASD JV
6	Population Council–Population Center JV
7	IConsult–MDC JV
8	APEX Consulting Pakistan
9	GAT Consulting
10	VTT Global
11	Pakistan Institute of Development Economics (PIDE)

2. Opening

2.1 The Procurement Specialist welcomed the participants and explained that the conference was being held under ITC 2.3 of the Request for Proposals (RFP) to brief the shortlisted firms on the RFP and the Terms of Reference (ToR), and to respond to their queries. The key dates were reiterated as follows:

Event	Date
Last date for requests for clarification (Data Sheet 13.1)	29 November 2026 (5 days before the deadline)
Deadline for submission of proposals (Data Sheet 17.7)	04 December 2026, 4:00 PM, PFPP, 05-Montgomery Road, Lahore

Event	Date
Opening of technical proposals (Data Sheet 19.1)	04 December 2026, immediately after the deadline
Expected contract negotiations and award (Data Sheet 28.1)	December 2026 (award expected around 15 December 2026)
Expected commencement of services (Data Sheet 34.2)	January 2027; final report not later than 30 June 2027

3. Instructions on preparation and submission of proposals

(a) Proposals shall be submitted in the Full Technical Proposal (FTP) format (Data Sheet 15.2), using the standard forms in Sections 3 and 4 of the RFP without alteration.

(b) This is a separate stage from the Expression of Interest. Documents submitted with the EOI will not be carried forward; firms shall submit all required documents and annexures afresh with the proposal.

(c) As required by the RFP, all pages of the original Technical and Financial Proposals shall be initialed by the authorised signatory. As a general direction, to keep the documentation in order and to avoid any possibility of documents going missing at a later stage, firms are advised to bind their proposals, sign and stamp every page including annexures, and number the pages section-wise.

(d) In addition to the hard-copy originals, a scanned copy of the complete proposal is mandatory. The medium (for example, USB or CD) is at the firm's discretion. The scanned copy of the Financial Proposal shall be placed inside the sealed Financial Proposal envelope and shall not be shared separately or electronically before the opening of financial proposals.

(e) Firms shall strictly observe the deadlines stated above. Proposals received after the deadline shall not be accepted.

4. Queries raised and responses

4.1 The queries raised by participants and the responses of PMU-PFPP are recorded below without identifying their source, in accordance with ITC 13.1.

Sr.	Query	Response
1	Is the endline to follow the baseline?	Yes. The endline shall be conducted exactly on the same basis as the PHPS 2024–25 baseline, in the same 1,330 primary sampling units, with the same instruments, definitions and estimation methods (ToR Sections 3 and 5).
2	Will the questionnaire and computer (CAPI) application be provided?	The baseline questionnaires are annexed to the PHPS 2024–25 Baseline Survey Report and shall be reproduced as required by ToR Section 5.5. The firm shall develop its own CAPI application. Detailed arrangements will be finalized at the inception stage.

Sr.	Query	Response
3	If the questionnaire is the same as the baseline, is it mandatory to conduct pre-tests?	Pre-testing (not fewer than three pre-tests in rural and urban settings) is a requirement of the approved ToR.
4	Is fresh ethical approval required?	Yes. The selected firm shall obtain fresh ethical clearance from a recognized Institutional Review Board before fieldwork, whether or not the instruments are changed (ToR Section 5.9).
5	Who will provide the sampling frame, cluster details and maps?	Maps shall be obtained by the firm from PBS, with PMU facilitating access. The firm shall carry out a complete fresh household listing in each primary sampling unit (ToR Section 5.1).
6	Who will design the back-check and spot-check arrangements?	The firm, as part of its quality-assurance plan, subject to the approval of PMU-PFPP (ToR Section 5.8).
7	What is the firm's role regarding counselling?	The firm shall measure and calculate the counselling indicators (including DLR 2.4b, family planning users counselled appropriately) from respondents using the baseline definitions. The firm is not required to provide any counselling.
8	Will an advance payment be made, and what is the payment schedule?	No advance payment will be made. Payments are linked to the deliverables in the ToR and released after written acceptance by PMU-PFPP. The payment schedule against deliverables will be included in the contract, as agreed with the selected firm at negotiations.
9	Is there a budget ceiling?	The contract is a lump-sum contract. The financial proposal shall be a single all-inclusive lump sum covering all costs and taxes; no price adjustment applies (Data Sheet 16.2), and PMU-PFPP shall bear no cost beyond the contract price.
10	Is registration with the Punjab Revenue Authority (PRA) required?	Yes. The selected firm shall be registered with the PRA for sales tax on services before signing of the contract. Applicable taxes shall be included in the financial proposal.
11	How will subcontracting be treated?	A subcontract shall not be treated as a new or separate contract with PMU-PFPP. The firm remains fully responsible for any subcontracted work, and shall not subcontract the whole of the services (ITC 12.9).
12	Who will arrange approvals, and what if a government NOC is delayed?	All required approvals from the Department shall be arranged by firm with facilitation of PMU PFPP. The NOC/security clearance from the Home Department shall be obtained by the firm, for which PMU-PFPP will provide a facilitation letter. Firms shall build approval time into their work plans, as the end date of 30 June 2027 is fixed and not extendable.

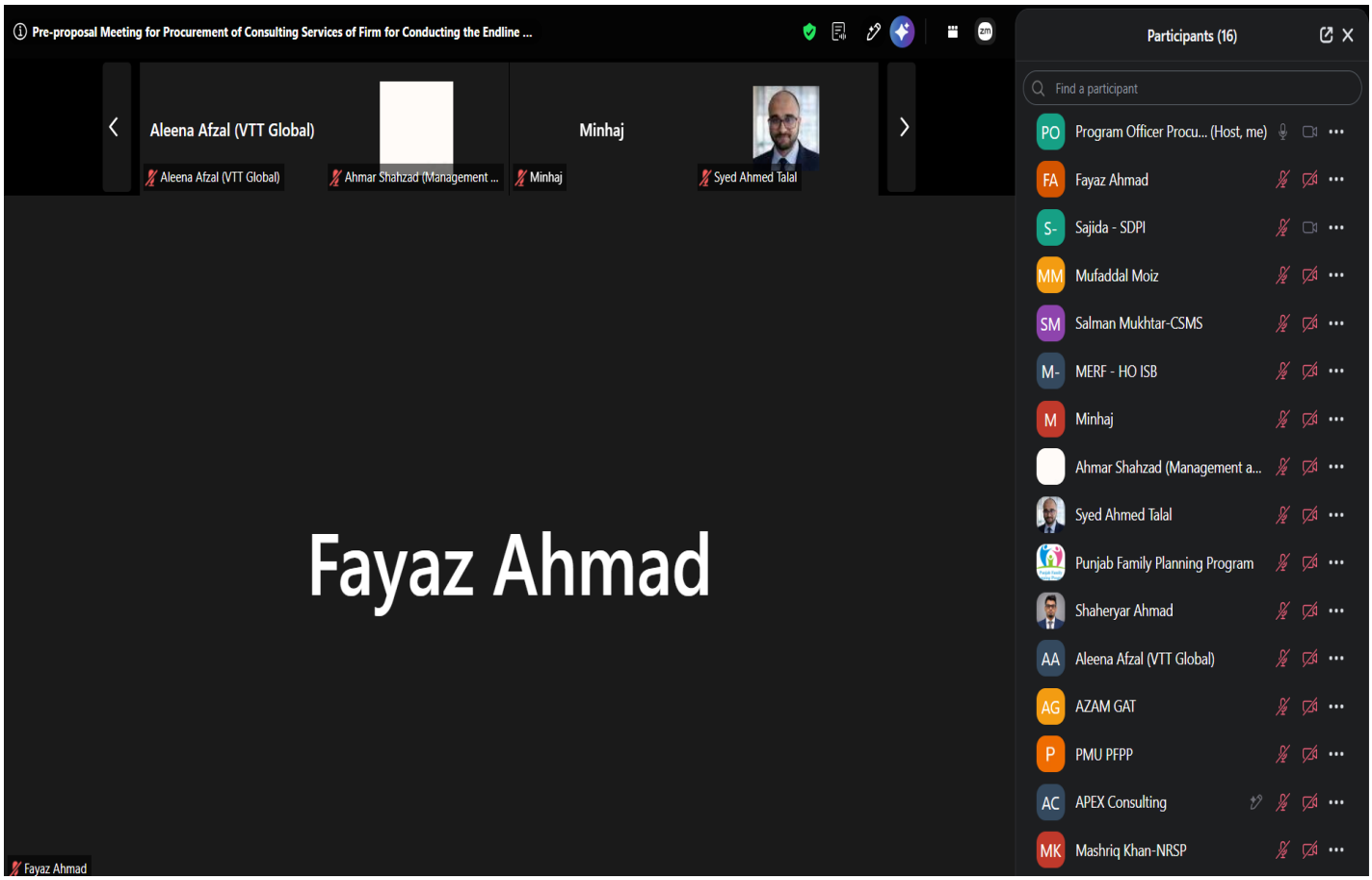
Sr.	Query	Response
13	What is the fieldwork window?	Fieldwork shall fall within a seasonal window comparable to the baseline (17 November 2024 to early February 2025) as far as the assignment timeline permits (ToR Section 5.3). Firms shall propose the window in their work plans.
14	Can the scope be adjusted?	Firms may propose justified improvements to the methodology in their proposals. Any adjustment in scope, if justified, will be considered only at contract negotiations and within the objectives of the ToR.
15	What are the arrangements for the presentation?	Each firm shall make a presentation on its complete methodology, which forms part of the technical evaluation (Data Sheet 21.1(b)). The presentation shall preferably be made in person by representatives authorised in writing by the firm. The date and time will be conveyed to the firms later, giving them ample time to reach Lahore.

5. General

5.1 These minutes, shall be sent to all eleven (11) shortlisted firms and form part of the RFP. All other terms and conditions of the RFP and the ToR remain unchanged.

5.2 The conference ended with a vote of thanks.

Annex-A: Record of participants of the online pre-proposal conferenc


Pre-proposal Meeting for Procurement of Consulting Services of Firm for Conducting the Endline ...
Aleena Afzal (VTT Global)
Minhaj
Aleena Afzal (VTT Global)
Ahmar Shahzad (Management ...
Minhaj
Syed Ahmed Talal
Fayaz Ahmad
Fayaz Ahmad
Participants (16)
Find a participant
Program Officer Procu... (Host, me)
Fayaz Ahmad
Sajida - SDPI
Mufaddal Moiz
Salman Mukhtar-CSMS
MERF - HO ISB
Minhaj
Ahmar Shahzad (Management a...
Syed Ahmed Talal
Punjab Family Planning Program
Shaheryar Ahmad
Aleena Afzal (VTT Global)
AZAM GAT
PMU PFPP
APEX Consulting
Mashriq Khan-NRSP