

Minutes of Pre-Bid Meeting

Hiring of Training Provider in Consortium with Overseas Employment Promoter for International Placement of Graduates Punjab Skills Development Fund

Date: February 13, 2025

The Pre-bid meeting for “Hiring of an Online Training Delivery Firm/Company for Provision of Trainers and Management of Online Training Delivery and Mentorship” was held on Thursday, February 13, 2025, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on Hiring of Training Provider in Consortium with Overseas Employment Promoter for International Placement of Graduates Punjab Skills Development Fund

Ninth (9) bidders attended the pre-bid meeting:

1. Jaffar Hussain-COTHM
2. Majid Hameed
3. Luna Corporation
4. Umer Ali
5. Abdul Sattar Siddique
6. Majid Hameed
7. Rahman Ch
8. Mux Institute
9. Manager - AISC

Pre-Bid Meeting Summary

The Procurement & Program development team provided an overview of the bidding document instructions and encouraged bidders to raise any questions or concerns. Below are the queries raised during the pre-bid meeting, along with responses from the PSDF team:

☐ **Evaluation Criteria (Trade vs. Sector-wise)**

Question (Jaffar Hussain - COTHM): Will the technical evaluation be conducted trade-wise or sector-wise?

Response (PSDF Team): The evaluation will be conducted **sector-wise** as clearly mentioned in the bidding document. Additionally, the qualified bidder must provide a valid **PSDA/NAVTTC/Lifetime TEVTA certificate** or proof of an in-process application before the commencement of training.

☐ **Demand Letters**

Question (Jaffar Hussain - COTHM): What are the requirements for demand letters?

Response (PSDF Team): Bidders must **establish linkages with international employers and secure employment demand**. They are also responsible for organizing training, mobilization, and forming partnerships with **Overseas Employment Promoters (OEPs)** for graduate placements abroad.

☐ **Duration of Contract**

Question (Jaffar Hussain - COTHM): What is the contract duration?

Response (PSDF Team): As mentioned in the **tender notice**, the total contract tenure is **one (1) year, extendable for additional terms**.

☐ **Affidavit Requirement**

Question (Jaffar Hussain - COTHM): Is an affidavit required?

Response (PSDF Team): As per **Section-IV: Bid Data Sheet 4.1**, bidders must submit a notarized **affidavit on stamp paper** (Form 8.5 of the tender document), declaring that both the **Training Provider (Lead) & OEP (Consortium Partner)** are **not blacklisted**. The hard copy must be submitted to PSDF.

☐ **C.T.M Cost**

Question (Rahman Ch): What is the C.T.M cost?


Response (PSDF Team): The **CTM cost per sector** is as follows:

- **Construction/Light Engineering:** PKR 20,000 per trainee (Headcount: 1700)
- **Hospitality:** PKR 18,000 per trainee (Headcount: 500)
- **IT:** PKR 18,000 per trainee (Headcount: 200)
- **Retail:** PKR 17,000 per trainee (Headcount: 100)

☐ **Past Experience Requirement for OEP (Consortium Partner)**

Question (PI Technical Institute - via email): What are the past experience requirements for the **OEP (Consortium Partner)**?

Response (PSDF Team): For technical evaluation, evidence of manpower export from the **Bureau of Emigration** will be accepted for placements made in **2024**.



 On behalf of PSDF
 Procurement