

Minutes of Pre-Bid Meeting

Hiring of an Online Training Delivery Firm/Company for Provision of Trainers and Management of Online Training Delivery and Mentorship

Punjab Skills Development Fund

Date: April 24, 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 Wednesday, April 24, 2025, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on Hiring of an Online Training Delivery Firm/Company for Provision of Trainers and Management of Online Training Delivery and Mentorship and submission of bid on EPADS portal

Following bidders attended the pre-bid meeting:

1. Representative from My Impact Meter
2. Representative from University of Management & Technology
3. Representative from PNY Training Institute
4. Representative from NeXskill
5. Representative from Ask Development

PSDF team provided a brief introduction of the bidding document's instructions and requested the bidders to ask any queries they may have.

Following questions were asked during the pre-bid by the representatives:

1. Representative from My Impact Meter asked:

As specified in the bidding document, training shall be delivered to tentative 800 trainees. Therefore, kindly confirm who will be responsible for providing these trainees?

Reply from PSDF Team:

PSDF will be responsible for providing trainees to the training firm.

2. Representative from UMT asked:

Can a bidder provide evidence of online classes delivered through their Learning Management Solution (LMS)?

Replies from PSDF Team:

In case bidder furnishes proofs of their LMS through which trainings are delivered such evidence is acceptable.

3. Representative from ASK asked:

Upon completion of training, who will be responsible for distribution of certificates?

Reply from PSDF Team:

PSDF will distribute certificates directly to trainees.

4. Representative from Nexskills asked:

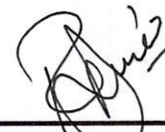
Regarding the mentorship credit hours mentioned in the bidding document. Specifically, we would like to understand whether the scheduling of these mentorship hours will be at the convenience of the mentor or if PSDF will be providing a fixed schedule for the same.

Reply from PSDF Team:

The mentorship sessions shall be according to the mentor's convenience. However, a commitment of four months is essential to ensure continuity, and this shall allow the trainee to fully benefit from the guidance and support offered.

Afterwards, the procurement team inquired as to whether there are any other queries. All the representatives replied to the queries have been addressed successfully and confirmed that they don't have any further queries, and details of the bidding document are acceptable to them.

Furthermore, the PSDF team requested to ensure submission on the EPADS portal by the submission deadline i.e., May 5, 2025 on & before 3:00 Pm and added, if you have any further queries, you can ask by clarification deadline i.e., April 28, 2025, before 5:00 PM through EPADS portal.



On behalf of PSDF
Procurement