

**Minutes of Meeting**

**Pre-Qualification for Provision of Desktop Computers**

**Punjab Skills Development Fund**

**Date:** May 26, 2025

The Pre-Application Meeting for “Provision of Desktop Computers” was held on Thursday, May 22, 2025, at 11:00 a.m. at PSDF Office, Lahore.

**Agenda: Pre-Application Meeting on Provision of Desktop Computers and submission of applications on EPADS portal**

Seven (7) applicants attended the pre-bid meeting:

1. Mr. Saleem Fazal - DWP Technologies Pvt. Limited
2. Mr. Usman Butt - Infocomm Technology Pvt. Limited
3. Mr. Umer Rehman - GCS Pvt. Limited
4. Mr. M. Asif - Computer Tips
5. Mr. Sohaib Saif - Pakistan Mobile Communications Limited (Jazz)
6. Mr. Taimoor Ahmed - 360 Degree Creative Solutions Private Limited
7. Mr. M. Nauman Malik - Megaplus Pakistan

PSDF team provided a brief introduction of the pre-qualification document's instructions and requested the applicants to ask any queries they may have.

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

**1. Representative from Pakistan Mobile Communications Limited (Jazz) asked:**

- i. Could you please provide further clarification regarding the Vendor Managed Inventory (VMI) clause of the scope of work? Specifically, we'd like to understand whether the clause pertains solely to the management of inventory at vendor's warehouse before the delivery occurs, or if it is regarding the responsibility of vendor for the retrieval of the desktops from trainees after the completion of the training program.
- ii. As per the Pre-Qualification Document (PQD), it is mandatory to furnish a Tier 1 or Tier 2 partnership Manufacturer Authorization Letters (MALs) from Original Equipment Manufacturers (OEMs). However, we have encountered certain OEMs who do not typically have such tier partnership levels. Could you please advise on the appropriate way forward in such cases.
- iii. Is there any possibility of requesting samples or demos from the applicants as part of the evaluation process.

**Reply from PSDF Team:**

- i. Under the VMI arrangement that is specified in the scope of work, the vendor will be responsible for managing the inventory prior to delivery. The PSDF team will conduct visits to the vendor's warehouse for inspection purposes before delivery takes place and once the desktops are delivered to the trainees by the supplier, the ownership of the desktops will be transferred to the respective trainees.

Moreover, during the training period, the supplier shall only be contacted by PSDF in case complaints regarding repair/replacements under the warranty are received from the trainees.

- ii. All the potential applicants are kindly requested to coordinate with their respective principals to furnish the Tier Partnership level information in their MALs as required in the PQD.
- iii. The information regarding whether demos are required from applicants shall be clearly indicated at the Request for Proposal (RFP) stage.

**2. Representative from Infocomm Technology Pvt. Limited asked:**

- i. Could you please confirm whether the supplier will be responsible for delivering the required desktop computer units directly to PSDF, or will the delivery be made directly to the trainees?
- ii. Is there any flexibility in the delivery timelines of Desktop Computers?

**Reply from PSDF Team:**

- i. The selected supplier shall be responsible for delivering the inspected desktop computer units directly to the list of trainees at the designated locations provided by PSDF.
- ii. There shall be no flexibility in the delivery timelines. The final delivery timeline shall be specified in the RFP.

**3. Representative from Computer Tips asked:**

- i. As highlighted in the technical evaluation criteria of PQD that a Purchase Order (PO) of a certain value is required, please confirm if we can attach one PO corresponding to the value of the assignment section, and include additional POs related to other networking projects to demonstrate our company's overall experience.
- ii. Is it permissible for an applicant to furnish a Manufacturer Authorization Letter (MAL) from one OEM partner during the Pre-Qualification stage and a MAL from a different OEM partner in the RFP stage.

**Reply from PSDF Team:**

- i. Please furnish the documentary proofs as required against each section in the Pre-Qualification Document.
- ii. All the potential applicants are required to participate through the "same" OEM partner for both the Pre-Qualification and the RFP processes. Kindly ensure compliance with this requirement to avoid any disqualification.

**4. Representative from Megaplus asked:**

If it would be acceptable to quote a chipset equivalent to the H series chipset specified in the technical specifications by PSDF?

**Reply from PSDF Team:**

Applicants are allowed to quote chipset that is equal to or better than the specified which is “H series” chipset. Please note that the terms “or equivalent” and “or better” have been explicitly included in the technical specifications section of the Pre-Qualification Document (PQD). Therefore, the quoted chipset will be considered compliant if it is equivalent or is better than H series chipset.

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

Furthermore, PSDF team requested to ensure the submission on the EPADS portal by the submission deadline i.e., June 2, 2025 on & before 3:00 p.m.

The procurement team lastly added, if you have any further queries, you can ask by clarification deadline i.e., May 26, 2025, 6:00 pm through EPADS portal.

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On behalf of PSDF Procurement