

Minutes of Meeting

Hiring of a Firm / Company for Third-Party Stipend Disbursement Services

Punjab Skills Development Fund

Date: June 5, 2025

The Pre-Bid Meeting for “Hiring of a Firm / Company for Third-Party Stipend Disbursement Services” was held on Tuesday, June 3, 2025, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on Hiring of a Firm / Company for Third-Party Stipend Disbursement Services and submission of applications on EPADS portal

One (1) bidder attended the pre-bid meeting:

1. Mr. Umair Aftab – Zindigi by JS Bank

PSDF team provided a brief introduction of the tender document instructions and requested the bidder to ask any queries they may have.

Following questions were asked during the meeting by the representative:

1. Representative from Zindigi by JS Bank asked:

- i. Could you please provide overview of Financial Bid again.
- ii. Could you please clarify whether the stipend will be disbursed only through the CNIC option or via MWallet?
- iii. What is the frequency of stipend release per month after lump sum at the end training?

Reply from PSDF Team:

- i. PSDF Team explained the **Bid Form 8.9. - Financial Bid Form/Price Schedule** in detail and requested the bidder to carefully review the bid form and terms specified before filling the same. to carefully review the Financial Bid Form/Price Schedule and the associated terms and conditions before proceeding to fill out the form.
- ii. PSDF Team clarified that as specified in Bid Form 8.9. - Financial Bid Form/Price Schedule, PSDF reserves the right to adopt any or combination of both options for execution of services as per requirement.
- iii. The frequency of stipend release will depend on the specific requirements of each project.

PSDF may request the bidder to release the stipend on a monthly basis or as a lump sum at the end of the training program, depending on the project's needs.

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 bidding document are acceptable to them.

Furthermore, PSDF team requested to ensure the submission on the EPADS portal by the submission deadline i.e., June 16, 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., June 5, 2025, 05:00 pm through EPADS portal.

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On behalf of PSDF Procurement