

Pre-Application Meeting for Hiring of a Firm/Company for Third Party Monitoring Services

Punjab Skills Development Fund
Meeting Date: June 27, 2025

Agenda of Meeting:

1. Pre-Application Meeting with Prospective Applicants

The Pre-Application Meeting with prospective applicants of “**Hiring of a Firm / Company for Third Party Monitoring Services**” was convened on Friday, June 27, 2025, at 03:00 PM at PSDF Board Room.

Following were the participants of the meeting:

1. Ms. Sabeen (Representative from AASA Consulting)
2. Ms. Saba Ahsan Ali (Representative from GAT Consulting (Pvt.) limited)
3. Mr. Abdus Saboor (Representative from Associates in Development (AiD))
4. Mr. Madiha Ali (Representative from Oxford Policy Management)
5. Ms. Tania (Representative from ECI Consultant)
6. Mr. Asad Ismail (Representative from Fame Consultants)
7. Ms. Zoofishan Malik (Representative from Premier DLC - Beaconhouse Group))
8. Ms. Hammad Shafiq (Representative from RSM Pakistan)
9. Ms. Amnah (Representative from Engineer Access)
10. Ms. Ayesha (Representative from Centre of Public Policy & Governance – FC College)
11. Mr. Aimen Ansar (Representative from KMPG Taseer Hadi & Co., Chartered Accountants)
12. Mr. Mujeeb Khan (Representative from Rehman Habib Consultants)
13. Mr. M. Ahmad (Representative from Aslam Maik & Co., Chartered Accountants)
14. Members of Consultant Selection Committee (CSC)
15. Management Team of PSDF

The Secretary of the Consultant Selection Committee (CSC) begins meeting by providing a comprehensive overview of the assignment, along with the Eligibility and Technical requirements outlined in the Expression of Interest (EOI) document.

a. In response to the above, following questions were asked from the representatives:-

- i. **Question:** On page 5, it is stated that firms with more than 3 but less than or equal to 5 years of experience will be awarded 10 points. Could you kindly confirm whether firms with more than 5 years of experience would also receive 10 points, or if a different score applies?

Reply from Members of CSC: Yes, as specified in evaluation criteria A-1: Experience of the Firm any firm with more than 5 years of experience would also receive 10 points.

- ii. **Question:** It is required that the firm/company demonstrates penetration ability/office outreach by having offices in Punjab, Sindh, KPK, and Balochistan. However, in the Terms of Reference (TORs), it is mentioned that the monitoring activities are currently mainly focused in Punjab. Could you please clarify us on this evaluation criteria?

Reply from Members of CSC: As part of our ongoing evaluation process, we are assessing the capability and capacity of firms/companies, with particular emphasis on their geographic footprint.

Our prime focus is on operations in Punjab; however, we also recognize that some classes and activities may be conducted in other provinces that is why this evaluation criteria has been incorporated.

- iii. **Question:** Could you please provide information about the current number of training institutes that PSDF has as partners.

Reply from Members of CSC: There is no fixed number of Training Service Providers (TSPs) we partner with. The number can vary depending on the courses we offer and the existing contracts we have in place with TSPs.

- iv. **Question:** Provide further details or clarification on why the Estimated Budget i.e., 16.11 Million is disclosed at the EOI stage and how this budget was determined? Given the complexity and stringent requirements outlined in the Terms of References (TORs), we believe the stated price seems relatively low.

Reply from Members of CSC: The allocated budget for the stated Terms of References (TORs) has been disclosed in accordance with the requirement of rules and as a procuring agency, we have thoroughly reviewed and rationalized the budget to ensure it aligns with the requirements for PSDF.

Moreover, please note that while PSDF reserves the right to adjust the number of visits based on project needs, any such adjustments will be made strictly within this estimated budget.

- v. **Question:** Please clarify regarding the difference between the personnel/staff listed in the technical evaluation criteria and those mentioned in the Terms of Reference (TORs).

Additionally, kindly confirm whether a Chartered Accountant firm is eligible to apply for personnel/staff that specify requirements for candidates having bachelor's or master's degrees.

Reply from Members of CSC: The personnel/staff specified in the technical evaluation criteria are required for the purpose of evaluating the firm/company at the EOI stage only.

In contrast, the personnel/staff specified in the TORs represent the actual requirements of staff for the consultancy assignment and as already specified at the end of the TORs, PSDF will be seeking these specific personnel/staff during the subsequent Request for Proposals (RFP) stage.

Additionally, we confirm that a Chartered Accountant Firm is eligible to apply for the positions required in the EOI technical evaluation criteria, given that their qualification has equivalence from HEC.

- vi. **Question:** Is there any job description available for the required personnel/staff?

Reply from Members of CSC: There is no specific job description available yet. Moreover, kindly ensure that information related to personnel/staff should be inserted in the CV template provided as Annex – C form to meet the requirement of EOI Document.

- vii. **Question:** Provide clarification regarding BSS and AMS. Are these applications currently in use? Additionally, will PSDF be sharing the necessary credentials with the successful firm/company?

Reply from Members of CSC: Android Management System (AMS), was developed by our previous consultant firm and is used to monitor and record visit activities. This AMS is integrated with our internally developed Business Support System (BSS). When field monitors perform their monitoring tasks, they record the results directly via AMS, and these records are then linked seamlessly with our BSS.

In the event that the business is awarded to a new consultant firm/company, PSDF Team will provide API access to enable them to ensure full integration with our BSS.

- viii. **Question:** Please confirm if the required dashboards will be created using Excel?

Reply from Members of CSC: The field reports can be presented in Excel, Power BI, or Tableau etc., depending on the requirements specified by PSDF.

- ix. **Question:** Please confirm if the CVs need to be submitted on the firm/company's letterhead? Additionally, are the personnel/staff required to be permanent employees of the firm/company?

Reply from Members of CSC: Please ensure that the CVs are submitted on your official letterhead, as specified in the instructions for each Annexure/Bid form. Also, it was clarified to all the prospective applicants that the proposed personnel/staff should be regular employees of the firm/company.

Furthermore, Secretary of the CSC apprised all that the clarifications (attached as Annexure – A) were received from Associates in Development (AiD) Global. The clarifications were addressed by the members of CSC, and it was requested that representatives to thoroughly review the documents before uploading and submit their applications before the submission deadline to avoid any unforeseen issues.

Also, if you have other queries regarding the EOI, you may ask before clarification deadline i.e., June 30, 2025 at 06:00 pm. At last, the meeting concluded with a vote of thanks and no further questions/objections on the EOI document were raised by the applicants.

Masooma

On behalf of PSDF Procurement

Annexure – A

Clarifications by Associates in Development (AiD) Global

Sr. No	EOI Reference	Query	PSDF Response
1.	A – 1: Experience of the Firm	On page 5, it is stated that firms with more than 3 but less than or equal to 5 years of experience will be awarded 10 points. Could you kindly confirm whether firms with more than 5 years of experience would also receive 10 points, or if a different score applies?	Yes, as specified in evaluation criteria A-1: Experience of the Firm any firm with more than 5 years of experience would also receive 10 points.
2.	A-4: Personnel/Staff	There appears to be a discrepancy between the team positions listed on page 6 and those on page 21. Are bidders expected to submit CVs for all positions mentioned on both pages, or should we follow one specific list?	<p>The personnel/staff specified in the technical evaluation criteria are required for the purpose of evaluating the firm/company at the EOI stage only.</p> <p>In contrast, the personnel/staff specified in the TORs represent the actual requirements of staff for the consultancy assignment and as already specified at the end of the TORs, PSDF will be seeking these specific personnel/staff during the subsequent Request for Proposals (RFP) stage.</p> <p>All applicants are requested to furnish the CVs of personnel/staff required in technical evaluation criteria on provided format of Annex-C of the EOI Document.</p>