

Minutes of Pre-Bid Meeting

**Hiring of Training Service Provider for Reintegration of
Returnees**

Punjab Skills Development Fund

Date: September 02, 2025

The Pre-bid meeting for “Hiring of Training Service Provider for Reintegration of Returnees” was held on Tuesday, September 02, 2025, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on Hiring of Training Service Provider for Reintegration of Returnees Punjab Skills Development Fund

Fifteen (15) bidders attended the pre-bid meeting:

1. Atlas Vocational Training Institute Sheikhupura - Muhammad Pervaiz
2. Cryptic Solution Services Pvt Ltd Rawalpindi - Nauman Ali
3. Cyber Vision International Islamabad - Salman Ahmed
4. ATIN NLC Mandra - Hafiz Waheed ur Rahman
5. Skill Technology Upgradation institute Faisalabad - Muhammad Rafique Khan
6. Hashoo Foundation - Arfaa Sabbah
7. Mansol - Hafiz Bilal
8. Quaid e Azam Technology College - Muhammad Shahid Iqbal
9. Tusdec – Javaid
10. Mansol Manpower Solutions - Amir Aziz
11. Paidar- Shoaib Faisal
12. Qurat-ul- Ain – PRGTI
13. Muhmmad Zeeshan- IUSE
14. Izza Umar- TDCP-ITHM
15. Atlas Honda (AVTI)- Abrar Hussain

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:

Question (Muhammad Rafique Khan- Skill Technology Upgradation):

What is the amount of Stipend?

Response (PSDF Team):

The total stipend amount of Rs. 30,000 is provided to the trainees over a two-month course duration. It is disbursed in two installments of Rs. 15,000 each during the training period.

Question (Muhammad Rafique Khan - Skill Technology Upgradation):

What is the expected start date of training?

Response (PSDF Team):

The expected start date for the classes is either November 1 or November 15, 2025.”

Question (Muhammad Rafique Khan - Skill Technology Upgradation)

Explain the payment terms percentage?

Response (PSDF Team):

The payment terms for this project are structured as 70:10:20:

- **70%** will be divided equally over the training duration and paid monthly based on eligible actual enrolment, satisfactory attendance, and trainee performance.
- **10%** will be paid upon completion of training classes, examinations, and certification.
- **20%** will be paid after the Training Service Provider submits the employment report.

Question (Muhammad Pervaiz - Atlas Vocational Training Institute Sheikhpura)

Can I participate in an IT-related trade in KPK with a Punjab registered PSDA certificate?

Response (PSDF Team):

“No, you cannot participate in any trades in KPK with a Punjab-registered PSDA certificate or if your institute is located in Punjab. To take part in IT trades in KPK, you must have an institute located in KPK and be registered with a recognized TEVT body in the province

Question (Muhammad Pervaiz - Atlas Vocational Training Institute Sheikhpura):

Can KPK based returnees enrolled in the Punjab announced trade?

Response (PSDF Team):

Yes, KPK-based returning trainees can enroll in the trades announced in Punjab.”

Question (Nauman Ali - Cryptic Solution Services Pvt Ltd Rawalpindi):

I have a diploma certificate in an IT trade—does it consider for all announced IT-related trades?

Response (PSDF Team):

No trade will be shortlisted based solely on diploma certificates. A specific trade registration certificate is required for trade shortlisting.”

Question (Nauman Ali - Cryptic Solution Services Pvt Ltd Rawalpindi):

How we submitted bid security?

Response (PSDF Team):

Training Service Providers must submit separate bid securities for each lot they participate in, as combined bid securities for multiple lots will not be accepted. Additionally, they must attach scanned copies of the bid securities with the technical proposal for each lot and submit the hard copies to the PSDF office before the closing date.

Question (Amir Aziz - Mansol Manpower Solutions):

Returnees who have recently returned from a 6-month work visa are considered.

Response (PSDF Team):

Yes, individuals who have returned on a work visa of 6 months to up to 7 years are eligible for consideration under this project.”

Question (Amir Aziz - Mansol Manpower Solutions)

Is it mandatory for the training service provider to deploy returnees overseas?

Response (PSDF Team):

No, training service providers are not required to deploy returnees overseas. The primary aim of this project is to equip returnees with skills that enable them to start their own businesses or secure formal employment, allowing them to contribute to the Pakistani economy through employment or self-employment.

Question (Pakistan Readymade Garments Technical Training Institute-Lahore- E-PADS):

Need document to be filled in Ms. Word. How I get that?

Response (PSDF Team):

We are unable to provide the Word version of the tender document. However, there are many online tools available that can easily convert PDF files into Word format.

Question (PI-Technical Institute – E-PADS)

If a company is already registered with an approved TEVT body, can it use any location in KPK under its registration, or must each location also be registered? Is the Trade Test Board KPK acceptable to meet the required registration criteria? Training outside KPK-can training for KPK beneficiaries be conducted at an institute in Islamabad if it meets all accreditation requirements?

Response (PSDF Team):

Please find below the responses to the questions raised in the clarification.

Institutes must hold a valid registration certificate from any recognized TVET body, specific to the trade and location. For KPK, as mentioned in the bidding documents, the training targets for KPK, as specified in the bidding documents, must be conducted in institutes located within any district of KPK that possess a valid registration certificate for the specified trade and location. No training for KPK targets can be conducted in Islamabad or any other city outside KPK.

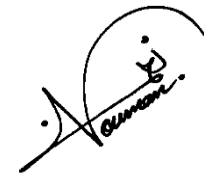
Note:

Those Training Service Providers participating in this project through a NAVTTC certificate must verify their certificates for each location in which they are participating through the NAVTTC and attach the letter from the NAVTTC representative with their certificate. If the Training Service Providers cannot carry out this activity themselves, then the Procuring Agency will verify their NAVTTC certificate at the time of evaluation from NAVTTC. If the certificates provided are found invalid, the Procuring Agency has the right to disqualify their bid at any stage of the evaluation (Technical and Financial).

Secondly, we also informed you that Training Service Providers must submit the evaluation cost of each lot before the submission time at the PSDF office, and attach the scanned copies of the evaluation cost bank draft in each lot, and ensure that separate bank drafts are provided for each lot

Eligibility Evaluation Cost = Rs. 10,900

Technical Evaluation Cost= 15,500 (against each lot/trade)



On behalf of PSDF
Procurement