

Minutes of Pre-Bid Meeting

Hiring of Textile Industries or Establishments for Training under Economic Empowerment Initiatives for Rural Females in Textile Sector

Punjab Skills Development Fund

Date: September 11, 2025

The Pre-Bid Meeting for “Tender - Hiring of Textile Industries or Establishments for Training under Economic Empowerment Initiatives for Rural Females in Textile Sector” was held on Tuesday, September 9, 2025, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on and submission of bids on EPADS portal

Six (6) prospective bidders attended the pre-bid meeting:

1. Ms. Mahnoor Aslam from US Group Apparel and Textiles (Stylers International)
2. Mr. M Bilal from the Professional Institute Layyah
3. Mr. Waqas from Interloop
4. Mr. Sohaib Faisal from Paidar
5. Mr. Sajawal Ali Bhalli Sports from Sialkot
6. Mr. Bilal from the Sarena

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

Following questions were asked during the meeting by the representatives:

1. Representative from Interloop asked:

- i. We have to send these documents through Mail as a hard copy?

Reply from PSDF Team:

- i. As per the bidding document instructions, the submission of Technical & Financial Bids is exclusively permitted through the EPADs Punjab Portal. However, following original documents must be submitted in hard copy by the stipulated deadline i.e. 18th September, 2025
 - a. Original affidavit for non-blacklisting
 - b. Original bid security
 - c. Bank drafts for evaluation of trade-wise/lot-wise technical bids in which the textile industries/establishments are applying for

2. Representative from US Group Apparel and Textiles (Stylers International) asked:

- i. Kindly explain the term of rural women and what is the criteria for selection on these bases?
- ii. How we can target such rural women and be sure that we have selected the right candidate. How we can see it through CNIC.
- iii. Bid Security is one amount as whole or different percentages as per number of trainees?
- iv. What you have mentioned about curriculum and toolkits?

Reply from PSDF Team:

- i. This training program is exclusively for rural women and for clarity, only women whose CNICs reflect a rural address are eligible for training.
- ii. It is important for the TSPs to focus on the mobilization of the right rural females. Your role as the training service provider is pivotal in this process, as effective mobilization will directly impact both 100% employment and one-month retention for trained female post-training.

For verification of “Rural Females” through addresses mentioned on CNIC from Urban Unit’s database, we kindly request the following that:

- a. TSPs must carefully verify the CNICs of all trainees to confirm rural residency before enrolment.
- b. PSDF will also be cross-verifying and validating the rural status of enrolled trainees with the help of Third-Party Behaviour Change firm. The firm will be responsible to ensure that:
 - The trainee is not an existing employee of your industry/establishment
 - The trainee belongs to rural areas of Punjab, verifiable through the data of Urban Unit of Government of Punjab.
 - The trainee meets all other eligibility criteria specified in the bidding document.

This measure is critical to maintaining the program’s targeted impact.

- iii. Please refer to Section-III (3.2. Detail of Trade-Wise/Lot-Wise Data) of the tender document, which outlines the required bid security amounts for each trade/lot.

Kindly ensure submission of the bid security for the amount specified against your selected trade(s)/lot(s) in the aforementioned section.

- iv. Following is the link to access the curriculum and toolkits list:-

- a. [Curriculums WDD](#)
- b. PSDF Team added that as mentioned in the bidding document Maximum Class Capacity acceptable by PSDF is **25** determined by the Third-Party Field visits. Class limit shall vary depending on available tool, equipment, designated area of training and room size.

There will be surprise visit(s) of the training facility for the evaluation of the training premises and PSDF reserves the right to physically verify training facility at any time prior or during training.

3. Representative from Sarena asked:

- i. Please clarify the basis of the estimated Cost per Trainee per Month (CTM) calculation.

- ii. Please share insights on how to improve trainee retention, as we've observed that many trainees leave during the training program.

Reply from PSDF Team:

- i. PSDF typically calculates the Estimated Cost per Trainee per Month (CTM's) by accumulating factors such as estimated training cost, monitoring cost, and mobilization cost.

The TSPs may now calculate their CTM's by accumulating the factors they deem appropriate for the training programs.

It is however recommended that TSPs to not quote CTM less than 10% of the estimated lot-wise/trade-wise cost. Otherwise, PSDF reserves the right to reject any bid where the quoted CTM is found to be below this threshold.

- ii. Ensuring the employment and 1-month post-training retention of the right trainees is a key responsibility of the Training Service Providers (TSPs). It is not sufficient for trainees to merely receive a decent amount stipend and leave without securing employment. The goal is to ensure that trainees complete their training, transition into meaningful employment, and sustain it for at least one-month post-training.

To further support this process, PSDF will be onboarding a behavior change firm. This firm will play a critical role in:

- a. Motivating trainees to actively participate in and complete their training.
- b. Educating them on the importance of the training program for their long-term career prospects.

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 Tender document are acceptable to them.

Furthermore, PSDF team requested to ensure the submission on the EPADS portal by the submission deadline i.e., September 18, 2025 on & before 03:00 p.m. and if you have other queries regarding the Tender Document, you may ask before clarification deadline i.e., September 11, 2025 at 05:00 p.m.

At last, the meeting concluded with a vote of thanks and no further questions/objections on the tender document were raised by the prospective bidders.

Masooma

On behalf of PSDF Procurement