

Minutes of Pre-Bid Meeting

Procurement of Tool Kits (General Order Supplies)

Punjab Skills Development Fund

Date: September 24, 2025

The Pre-Bid Meeting for “Procurement of Tool Kits (General Order Supplies)” was held on Monday, September 22, 2025, at 11:00 a.m. at PSDF Office, Lahore.

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

Two (2) prospective bidders attended the pre-bid meeting:

1. Mr. Shahrooz Sajid from Divine Marketing
2. Mr. Ali Akhtar from 4 Star Technologies

PSDF team provided a brief introduction of the guidelines listed in tender document 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 4 Star Technologies asked:

- i. Kindly confirm whether it is mandatory to submit the samples for this stage of the process and will the samples be returned to bidders?
- ii. Please advise on the methodology or criteria PSDF will apply for the inspection and evaluation of the submitted samples.

Reply from PSDF Team:

- i. All bidders are required to submit the samples for inspection as specified in Clause 18 of Bid Data Sheet of the tender document:

Inspection of Samples:

As part of the tender process, all interested bidders are requested to furnish their samples (marked with Lot Number & Lot Name in which bidder is applying) to the PSDF office on or before the submission deadline.

Please ensure that the samples are submitted in compliance with the technical specifications outlined above in Annexure – A of Section. III - Technical Specifications of the tender document. The PSDF team will conduct an inspection of the submitted samples. Bidders whose samples meet the specified requirements will proceed to the next stage of the technical evaluation process.

However, bidders whose samples are found to be non-compliant will be declared as non-responsive and disqualified from further technical evaluation process.

After the technical evaluation, PSDF may return the samples to all bidders upon request.

- ii. The PSDF evaluation team will conduct an inspection of the submitted samples to assess conformity with the specifications specified in Section-III. & 3.1. - Scope of Work. Upon completion of the inspection process, the samples will be returned to the respective bidders in their original, unopened condition.



On behalf of PSDF Procurement