

Minutes of Pre-Bid Meeting

Hiring of a Firm or Company for Provision of Trainers for Management of Online Training Delivery and Mentorship

Punjab Skills Development Fund

Date: October 07, 2025

The Pre-Bid Meeting for “Tender - Hiring of a Firm or Company for Provision of Trainers for Management of Online Training Delivery and Mentorship” was held on Thursday, October 2, 2025, at 11:00 a.m. at PSDF Office, Lahore.

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

Seven (7) prospective bidders attended the pre-bid meeting:

1. Mr. Qumber Ali from Punjab Information Technology Board
2. Mr. Zain Ul Abideen from Cyber Vision International
3. Mr. Shafiya Chaudry from Upstandards
4. Ms. Ayesha from NFC Institute of Engineering Technology
5. Mr. Habib Nawaz from KBM Institute of Vocational Training
6. Mr. Sohaib Faisal from Paidaar
7. Mr. Hafiz Faisal Bilal from Dev Valley

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 Punjab Information Technology Board asked:

- i. Consortium participation was not permitted in the previous round of the tender, whereas it is allowed in the current round. Could you kindly clarify the rationale behind this change in policy?
- ii. Please clarify the actual training hours and days of training.

Reply from PSDF Team:

- i. Consortiums in this round are allowed as per business requirement.

Moreover, please be informed that only one consortium partner is allowed, and Lead partner shall be responsible for the successful execution of training.

- ii. The total training credit hours are 460 for a duration of 6 months. Accordingly, the training firm is required to complete approximately 76.67 credit hours per month, which equates to 19.1 credit hours per week.

The bidder may decide whether to conduct the training sessions over 5 or 6 days per week in order to meet the weekly requirement of 19.1 credit hours.

2. Representative from KBM Institute of Vocational Training asked:

- i. Kindly clarify the batch-wise distribution of trainees from the total target of 2,000.
- ii. Will the training firm be responsible for mobilization of trainees?

- iii. The number of trainers required has been specified, however, the criteria do not indicate the number of mentors. Please clarify how many mentors are required.

Reply from PSDF Team:

- i. Kindly review Section 8.9 – Financial Bid Form/Price Schedule and clause no. 23 of the Bid Data Sheet:

Contract shall be awarded based on Least Cost based Selection Method.

The total trainee target under this procurement is 2,000.

The 1st Ranked Bidder will be awarded the contract on Least-Cost Based Selection (LCBS) for a batch of 400 trainees (This number may increase or decrease as per business requirement).

Subsequent qualified bidder(s) will be offered contracts at the same unit price quoted by the 1st Ranked Bidder until the target of training is fully met.

Explanation:

The total training target is 2,000 trainees, allocated in batches of 400 trainees per Training Service Provider(s) (TSP (s)). However, in the event that the remaining targets are not awarded, PSDF reserves the right to increase or decrease the trainee allocation among the qualified TSP(s) in order to ensure that the overall training target of 2,000 trainees is fully met.

- ii. The mobilization of trainees will be handled by PSDF, while the training firm will be responsible exclusively for conducting the training.
- iii. Please review the clause no. 14 - Compliance of trainer and mentor management & recruitment of the Scope of Work for total mentor number.

3. Representative from NFC Institute of Engineering Technology asked:

- i. Is it mandatory for the trainers and mentors to be female.
- ii. Is it required to present evidence of training carried out through Google Classroom, or does the requirement only apply to proof of training delivered through any Learning Management System (LMS) to validate experience?

Reply from PSDF Team:

- i. Yes, it mandatory for the trainers and mentors to be female.
- ii. Please review Clause No. 6 of the Eligibility Criteria, which explicitly requires bidders to have at least two years of experience in offering trainings through a Learning Management System (LMS).

And for clause No. 1.1 of the Technical Evaluation Criteria, bidders are allowed to furnish any documentary proof (such as copies of contracts, service orders, or completion letters of training google classroom or LMS) demonstrating their experience of working for more than 2 years but less than or equal to 3 years, or more than 3 years (as per the required slabs of the technical evaluation criteria) in managing and delivering training programs.

4. Representatives inquired about the explanation of taxes for financial bid:

Reply from PSDF Team:

As per the 8.9. – Financial Bid Form/Price Schedule: For the purpose of ranking determination during financial bid evaluation, PSDF shall consider the *Unit Price in PKR (inclusive of all applicable taxes)* of the Financial Bid Form as quoted by the bidder.

“In case of tax exemption as a Government/Autonomous Body (s), the Bidder shall furnish the relevant SRO/Notification of tax exemptions. In case the prospective bidder (s) are unable to furnish the tax exemption certificate, PSDF shall consider that Unit Price is inclusive of all applicable taxes”.

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., October 13, 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., October 6, 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.

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On behalf of PSDF Procurement