

Minutes of Pre-Bid Meeting

Hiring of a Firm or Company to Provide Learning Management Solution (LMS)

Punjab Skills Development Fund

Date: September 12, 2025

The Pre-Bid Meeting for “Tender - Hiring of a Firm or Company to Provide Learning Management Solution (LMS)” was held on Wednesday, September 10, 2025, at 11:00 a.m. at PSDF Office, Lahore.

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

Three (3) prospective bidders attended the pre-bid meeting:

1. Ms. Zain ul Abideen from Cyber Vision International
2. Mr. Wasama Imran from Onyx
3. Mr. Qamar from Neuworx Telecom Systems (Pvt) Ltd

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 Onyx asked:

- i. Will each class have a different course, or one course have different classes running at one time.
- ii. Specifically, I would like to confirm:

Is the LMS accessible from desktop systems/laptop? Or can it also be accessed via tablets or mobile phones?
- iii. Please clarify regarding user access levels for courses on whether:
 - a. Each user is restricted to accessing only one course at a time, or users can enrol in and access multiple courses simultaneously.

Reply from PSDF Team:

- i. We prefer scheduling one course per class session.

For example: If the first course is English, the entire class batch would dedicate to English and subsequent batch would then focus on technical courses separately
- ii. Users can access Learning Management Solution (LMS) through web link, whether they are using a desktop computer or a mobile phone.
- iii. Each user can access only one course at a time. Simultaneous access to multiple courses is not allowed.

2. Representative from Neuworx Telecom Systems (Pvt) Ltd asked:

- i. Please clarify the rationale behind requesting financial in USD initially, given that the final payment will be ultimately converted to Pakistani Rupees.

Reply from PSDF Team:

- i. Kindly review Section 8.9 – Financial Bid Form/Price Schedule of the bidding document. The requirement to submit financial bids in USD has been incorporated as most service providers do not have local hosting of licenses. Moreover, the form also specifies the conversion methodology and all related details for clarity.

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 19, 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 12, 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