

Minutes of Pre-Bid Meeting

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

Punjab Skills Development Fund

Date: October 21, 2025

The Pre-bid meeting for “Hiring of Training Service Provider for Reintegration of Returnees” was held on Tuesday, October 21, 2025, at 2:30 p.m. at PSDF Office, Lahore.

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

Fifteen (14) bidders attended the pre-bid meeting:

1. Atlas Vocational Training Institute Sheikhpura–Muhammad Pervaiz
2. Hashoo Hunar Association– Arfaa
3. Up standards – Shafiya Chaudhry
4. UVAS – Muhammad Farooq
5. ASK Development – Danish Ali
6. TUSDEC – Javaid
7. Vocational Education Consultant Diplex Group – Shafiah Fazal Syed
8. DTTI – Mubarak Ali
9. Paidar Development Organization – Muhammad Shahid Iqbal
10. STEP – Shehryar Tariq
11. Paidar- Shoaib Faisal
12. Web Sol Institute of Career Building & Vocational Training– Naveed Awan
13. COTHM–Jaffer Hussain
14. SOS Multan representative

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 (COTHM- Jaffer Hussain):

Is bid security mandatory for this project?

Response (PSDF Team):

PSDF team replied that bid security is not mandatory for this project. Additionally, kindly clarify to the training service providers that the bid security column is not included in Section 3.2 (Details of Trade Table) of the bidding document.

Question (COTHM - Jaffer Hussain):

Has the training service provider indicated whether the bidding document is original or a copy watermarks?

Response (PSDF Team):

PSDF team replied that this is an e-submission, training service providers are not required to mark their uploaded bidding documents with "original" or "copy" watermarks. They should simply upload the relevant documents along with the PSDF bidding document, in accordance with the criteria outlined in the bidding document. Submissions must be uploaded under the correct envelope and lot(s) selected by the service provider.

Question (Atlas Vocational Training Institute Sheikhpura-Muhammad Pervaiz)

Since Atlas Vocational Training Institute participated in Round-I, are they required to submit the evaluation cost and bid security again?

Response (PSDF Team):

The PSDF team confirmed that the Training Service Providers have submitted the evaluation cost for each lot they participated in. Additionally, they clarified that bid security is not required for Round-II. Furthermore, the team explained that the evaluation cost submitted in the previous round is exclusively linked to that round and does not carry over to the current round. Yes they need to submit again, this is a separate round of procurement.

Question (COTHM - Jaffer Hussain):

Cothm are registered in federal PPRA as a sole proprietor, so they participate in the Punjab tenders?

Response (PSDF Team):

PSDF team replied that first they registered in the Punjab PPRA and then they participated in the current active tenders of PSDF.

Question (Atlas Vocational Training Institute Sheikhpura-Muhammad Pervaiz)

PSDF mentioned 40 percent of the disadvantages group criteria in the bidding document so kindly confirm any fresh candidates or any candidates which already completed any technical skill course fall in this category?

Response (PSDF Team):

PSDF team replied that only if any candidates fall into the following mentioned disadvantage group are enrolled in the announced trades and evaluation criteria are also mentioned in the table. Furthermore, team also clarify that if any candidates already completed and enrolled in any PSDF technical course cannot take admission again.

Disadvantage Groups defined as:

Criteria	Verification Method
<i>Inclusion of Persons with Disabilities</i> <i>Must identify as a person with a disability</i>	<i>Medical certificates, disability identification cards, or verification through disability advocacy groups.</i>
<i>Inclusion of non-Muslims</i> <i>Must identify as belonging to a non-Muslim community</i>	<i>Self-identification, religious community records, or verification through local community leaders.</i>
<i>Inclusion of Women</i> <i>Must identify as female.</i>	<i>CNIC</i>
<i>Economic Status</i> <i>Priority given to those from economically disadvantaged backgrounds within the marginalized communities.</i>	<i>Income assessment through financial documents, household surveys, or declarations of income status.</i>

Question (Atlas Vocational Training Institute Sheikhpura-Muhammad Pervaiz)

Any returnees who were already trained in these announced courses/trades or in the same or similar sector enrolled in the currently announced project trades?

Response (PSDF Team):

This is at PSDF discretion to allow enrollment of trainees as per PSDF rules.

Question (Atlas Vocational Training Institute Sheikhpura-Muhammad Pervaiz)

Any returnees who are already enrolled in the same or similar trades under GIZ or NAVTTC projects also enrolled in the currently announced PSDF project?

Response (PSDF Team):

This is at PSDF discretion to allow enrollment of trainees as per PSDF rules.

Question (Atlas Vocational Training Institute Sheikhpura-Muhammad Pervaiz)

Is job placement compulsory for this project?

Response (PSDF Team):

PSDF team replied that placement of enrolled returnees is compulsory and 20% of total Contract price after receiving the employment report by Service Provider within three months of completion of classes and subject to verification by call center for one month along with other employment verification methods.

Note:

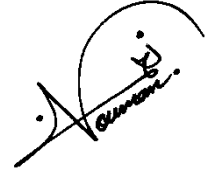
Those Training Service Providers participating in this project through a NAVTTC certificate must verify their certificates for each location in which they are participating through the NAVTTC and attach the letter from the NAVTTC representative with their certificate. If the Training Service Providers 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 affidavit and 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)

Affidavit of blacklisting



On behalf of PSDF
Procurement