

**Pre-Proposal Meeting for
Hiring of a Firm/Company for Third Party Monitoring Services**

**Punjab Skills Development Fund
Meeting Date: November 26, 2025**

Agenda of Meeting:

1. Pre-Proposal Meeting with Qualified Consulting Firms/Companies

The Pre-Proposal Meeting with prospective applicants of ***“Hiring of a Firm / Company for Third Party Monitoring Services”*** was convened on Wednesday, November 26, 2025, at 11:00 AM at PSDF Office Lahore.

The below mentioned consulting firms/companies participated in the Pre-Proposal meeting:

1. Mr. Muhammad Adil Javed (Representative from Himat Consulting Private Limited)
2. Mr. Ali Fahim (Representative from KPMG Taseer Hadi & Co. Chartered Accountants)
3. Mr. Kamran Javed (Representative from Rehman Habib Consultants Private Limited)
4. Ms. Anum Mughal (Representative from Empowerment Thru Creative Integration (ECI))
5. Mr. Muhammad Bilal (Representative from Institute of Social and Policy Sciences (I-SAPS))
6. Mr. Muhmmad Adi Sheikh (Representative from associate in development Private Limited)

The Secretary of the Consultant Selection Committee (CSC) begins meeting by providing a comprehensive overview of the assignment, along with the Technical and Financial requirements outlined in the Request for Proposal (RFP) document.

a. In response to the above, following questions were asked by the representatives of the firms/companies:

1. **Question:** Could you please clarify us about the Perception survey/visit which is mentioned in the tentative monitoring visit section of TORs?

Reply:

The Trainee Perception Survey is part of the monitoring tool developed by PSDF and will be shared with the TPM firm. The survey questionnaire is completed by the TPM during the final part of the visit. It is filled at the class level, not at the individual trainee level.

2. **Question:** Could you please provide information how online monitoring visits are conducted in this assignment?

Reply:

- It was informed that all online visits will be conducted through the designated online portal.
- TPM firm/company will be provided portal access along with login credentials.
- Online monitoring will be performed remotely, and no physical visit is required for online classes.

3. **Question:** Could you please provide how we bifurcate the onsite visits?

Reply:

- The number of classes at each location may vary depending on the contract awarded to the respective Training Service Provider (TSP).
- Monitors assigned to onsite visits will be required to physically visit the class location as per the schedule.

4. Question: Please provide the current specification of your already developed AMS?

Reply:

- The AMS (Android Management System) is an Android-based monitoring application developed by PSDF. It is used for planning monitoring activities, conducting visits, reviewing monitoring data, and submitting AMS reports. The AMS is linked to the PSDF database (Business Support System – BSS). Its use and functionalities are detailed in the SOW of the RFP document. However, PSDF will provide the selected firm with a complete orientation on the AMS and its utilization.
- AMS will be updated as per the requirement as and when needed.
- The existing AMS development details are as below.

5. Question: Could you please confirm your current AMS is web or android based?

Reply:

Yes, our current Android Management System (AMS) is both web and android based.

6. Question: Please confirm the hosting of this application is it cloud or server based?

Reply:

The application is currently hosted on a Cloud-based Dedicated VPS.

7. Question: Please confirm the server specifications?

Reply:

Following are the server specifications

Component	Current Version
Server	CentOS 7
PHP	5.5.38
Cake PHP	2.2
Angular JS	1.8.2
NodeJS	0.10
MySQL	5.6.51

8. Question: Please confirm we developed the module from scratch or changes in the existing module?

Reply:

No new module development is required; only modifications and integration within the existing module are needed.

Clarification Through EPDS by Consulting Firms/Companies

1. Question: Can financials for 2025 be added to the Financial Capability?

Reply:

Yes, consulting firms/companies can submit the audited financial statement and report or tax returns for the **FY 2024-2025**.

2. Question: The proposal will need to be uploaded in the EOI section of the advertised opportunity?

Reply:

Please upload the technical and financial proposals in active tenders' section of EPADS Punjab.

3. Question: On Page No.60 & 61, it is written that the inputs would be required on intermittent basis?

Reply:

As per the clarification, at the time of submitting the RFP only one CV for the field monitor is required. However, once the contract is awarded, the bidder shall arrange the number of field monitors in accordance with the criteria mentioned in TORs.

System Cost

S #	Item	Questions	Response														
1	Android Monitoring System																
a	Cloud Hosting (12 months)	- What is the current infrastructure of hosting? - Please provide the server/hosting specifications	Current Server Specifications: - Processor: Dual Xeon E5-2630 @ 2.3 GHz (12 Cores / 24 Threads) - RAM: 32 GB - SSD Storage: 240 GB <table><tr><th>Component</th><th>Current Version</th></tr><tr><td>Server</td><td>CentOS 7</td></tr><tr><td>PHP</td><td>5.5.38</td></tr><tr><td>Cake PHP</td><td>2.2</td></tr><tr><td>Angular JS</td><td>1.8.2</td></tr><tr><td>NodeJS</td><td>0.10</td></tr><tr><td>MySQL</td><td>5.6.51</td></tr></table>	Component	Current Version	Server	CentOS 7	PHP	5.5.38	Cake PHP	2.2	Angular JS	1.8.2	NodeJS	0.10	MySQL	5.6.51
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b	Cloud Security (12 months)	What security service is used?	Issued by Common Name (CN) Certera DV SSL CA Organization: Certera Validity period: Issued on: January 21, 2025, Expired on: January 22, 2026														

C	SSL (12 Months)	Is there any normal SSL of advance level SSL to be used?	Issued by Common Name (CN) Certera DV SSL CA Organization: Certera Validity period: Issued on: January 21, 2025, Expired on: January 22, 2026
d	AMS Maintenance	Please specify the maintenance task, what kind of tasks are included?	AMS Maintenance Tasks • Regular server, hosting, and database health checks. • Security updates, SSL renewal, and vulnerability monitoring. • Bug fixing, performance optimization, and module updates. • User support, role management, and issue resolution. • Backup management and disaster recovery testing. • API/integration checks and error log monitoring etc.,
2	AMS Upgrade & Integration	• What does up to 3 upgrade means? • Does the new module or features will be included in this? • Up-to what extent the upgrade is required. • Does it require minimum man hours for the upgradation?	As stated above, PSDF will request only three upgrades to the existing application through Change Requests. PSDF and the successful Firm/Company will mutually agree on and determine the required man-hours for each Change Request. Accordingly, the cost will be provided by the Firm/Company for the 3 upgradations and integrations.

3.4 Continuous Development & improvement of Android Management System (AMS)

Item	Questions	Response
Adoption of the existing Android Based Monitoring System (AMS).		
Upgradation and continuous development, customization, support (SLA) and improvement of existing AMS for effective & robust controls and operations.	What is the current platform and technology is used in the mobile application and web-based platform?	The application is currently hosted on a Cloud-based Dedicated VPS.

Upgradation and development of all data collection tools and integration with AMS in consultation with PSDF.		
API Development to fetch and post data into BSS.	Is there any API integrated with the system? Please list. What are the expected APIs in future planning	A number of APIs are currently in use. Additional APIs required for further development will be shared as per the requirements.
Mobile Application development Capability to Modify or develop new Mobile Application for Field Monitoring.	For Modification: Is the complete source code along with the documentation available? For New Development: What is the expected timeframe, if plan to develop new application?	The complete source code is available and supporting documents will be shared during the deployment with the successful consulting firm. At present, there are no plans to develop a new application. However, enhancements to the existing system will be carried out as needed through Change Requests, in alignment with evolving business requirements. Details of the current application have been provided above.
Development of Customized Reports as an output of field monitoring process.	Are there any reports?	Yes, there are several system-generated reports, such as trainee attendance, violation summaries, and class-level reports. However, any customized report based on specific requirements will be required to develop on a need basis.
Submission of all mandatory reports through AMS in PSDF BSS.		
The selected firm will manage data migration, ensure the complete and secure transfer of the Android-based management system/ application, including source code, documentation, databases, and other relevant components, from the existing firm.	Is all the documentation completed of the existing system?	The source code and data of the existing system are available. The PSDF IT team will provide complete support and guidance as and when required for the migration.

Page 27 (Clause 14.2) states: "Lumpsum Contract shall be signed; payment shall be made for actual number of visits conducted in a month and AMS maintenance cost on monthly." Page 27 (Clause 14.3) states: "Lumpsum Contract shall be signed; payment shall be made based on deliverables."	These two statements contradict each other. Is the payment per visit/monthly AMS cost or based on deliverables?	The AMS maintenance cost will be paid monthly, while payments for visits will be made based on the actual number of visits conducted each month.
TORs (Page 58–59) require continuous development, customization, API integration, and mobile app development for AMS.	What is the extent of AMS development expected? Is it limited to 3 upgrades or full-scale development?	The application has already been developed; however, the required upgrades will be implemented within the same application in line with new business rules and requirements. The AMS upgrade cost for 12 months covers up to three upgrades.
Financial forms (Page 47) mention AMS upgrade cost for 12 months not more than 3 upgrades & integrations.		Yes 3 upgradation and integration as per the business requirement in the 12 months.
Pages 49–50 outline penalties (up to 5% per month) and additional deductions for undue cooperation. "PSDF will deduct the entire payments of all past visits of alleged monitor(s) in case any instance of undue cooperation between third party monitor and TSP"		The clause indicates PSDF's zero-tolerance policy for undue cooperation. If any such instance is established, PSDF may deduct payments for all past visits conducted by the involved monitor(s), in addition to other applicable penalties.
Page 31 (Clause 28.1) mentions agreement negotiations expected on January 5, 2025, and Page 32 (Clause 30.9) states commencement on January 10, 2025.	Update the correct year for negotiations and commencement. 2026 instead of 2025	Negotiations will commence in January 2026
TORs mention scope may extend to Sindh, Balochistan, KP, GB, AJK, but estimated cost and logistics seem Punjab-centric.	Will additional compensation be provided for out-of-Punjab visits?	No additional compensation will be provided. The cost of the visits has already been requested for visits within Punjab, outside Punjab, and online.
Page 29 lists mandatory positions and firm to furnish only one (1) key management staff member against each position. Page 61 TORs also	Please confirm the exact number of CVs required for Field Monitors.	As per clarification, at the time of submitting the RFP only one CV for the field monitor is required. However, once the contract is awarded, the bidder shall arrange

list similar positions but mention 8–10 Field Monitors.		the number of field monitors in accordance with the criteria mentioned in TORs.
Page 49 mentions that “Female monitor must conduct the visit to female classes”	Can you please specify as to how many field monitors should be included.	It is expected that 50% of the classes will be female. Female classes shall be monitored by female monitors, whereas male classes can be monitored by monitors of either gender.
Fin-1 form mentions “sum of [Insert amount(s) in words and figures ¹ ”, is this the total amount mentioned in Fin-2 i.e. A+B+C?		Yes, this is correct and mentioned the amount i.e. A+B+C

1. Question (KPMG)

Clarification Details

Mobile Number

+923224043987

Committee Clarification Information

Clarification Question

Question: TORs mention scope may extend to Sindh, Balochistan, KP, GB, AJK, but estimated cost and logistics seem Punjab-centric. Will additional compensation be provided for out-of-Punjab visits? Question: Page 29 lists mandatory positions and firm to furnish only one (1) key management staff member against each position. Page 61 TORs also list similar positions but mention 8–10 Field Monitors. Please confirm the exact number of CVs required for Field Monitors. Question: Page 49 mentions that “Female monitor must conduct the visit to female classes” Can you please specify as to how many field monitors should be included. Question: Fin-1 form mentions “sum of [Insert amount(s) in words and figures¹”, is this the total amount mentioned in Fin-2 i.e. A+B+C?

Clarification Answer

Cancel

Reply:

- No additional compensation will be provided. The cost of the visits has already been requested for visits within Punjab, outside Punjab, and online.
- As per your clarification, at the time of submitting the RFP only one CV for the field monitor is required. However, once the contract is awarded, the bidder shall arrange the number of field monitors in accordance with the criteria mentioned in TORs/SOW.
- It is expected that 50% of the classes will be female. Female classes shall be monitored by female monitors, whereas male classes can be monitored by monitors of either gender
- Yes, this is correct and mentioned the amount i.e. A+B+C

2. Question (KPMG)

Clarification Details

Mobile Number

+923224043987

Committee Clarification Information

Clarification Question

Question: Development of Customized Reports as an output of field monitoring process. Are there any reports? Question: Submission of all mandatory reports through AMS in PSDF BSS. Please provide more clarity on this. Question: The selected firm will manage data migration, ensure the complete and secure transfer of the Android-based management system/ application, including source code, documentation, databases, and other relevant components, from the existing firm. Is all the documentation completed of the existing system? Question: Page 27 (Clause 14.2) states: "Lumpsum Contract shall be signed, payment shall be made for actual number of visits conducted in a month and AMS maintenance cost on monthly." Page 27 (Clause 14.3) states: "Lumpsum Contract shall be signed, payment shall be made based on deliverables." These two statements contradict each other. Is the payment per visit/monthly AMS cost or based on deliverables?

Clarification Answer

Cancel

Reply:

- Several system-generated reports, such as trainee attendance, violation summaries, and class-level reports are submitted through the AMS into the BSS monthly. The visit reports are reviewed in the AMS prior to submission. However, any customized reports required for specific needs will have to be developed as per the requirement.
- The source code and data of the existing system are available. The PSDF IT team will provide complete support and guidance as and where required for the migration.
- The AMS maintenance cost will be paid monthly, while payments for visits will be made based on the actual number of visits conducted each month.

3. Question (KPMG)

Clarification Details

Mobile Number

+923224043987

Committee Clarification Information

Clarification Question

Question: Can you please provide clarity on "Adoption of the existing Android Based Monitoring System (AMS)." Question: Upgradation and continuous development, customization, support (SLA) and improvement of existing AMS for effective & robust controls and operations. What is the current platform and technology is used in the mobile application and web-based platform? Question: Can you please provide clarity on Upgradation and development of all data collection tools and integration with AMS in consultation with PSDF. Question: API Development to fetch and post data into BSS. Are there any API integrated with the system? Please list. Also, what are the expected APIs in future planning? Question: Mobile Application development Capability to Modify or develop new Mobile Application for Field Monitoring. For Modification: Is the complete source code along with the documentation available? For New Development: What is the expected timeframe, if plan to develop new application?

Clarification Answer

Cancel

Reply:

- AMS Maintenance Tasks
 - Regular server, hosting, and database health checks.

- Security updates, SSL renewal, and vulnerability monitoring.
 - Bug fixing, performance optimization, and module updates.
 - User support, role management, and issue resolution.
 - Backup management and disaster recovery testing.
 - API/integration checks and error log monitoring etc,
- Current system Specification

Component	Current Version
Server	CentOS 7
PHP	5.5.38
Cake PHP	2.2
Angular JS	1.8.2
NodeJS	0.10
MySQL	5.6.51

- Current SSL
 - Issued by Common Name (CN) Certera DV SSL CA
 - Organization: Certera
 - Validity period: Issued on: January 21, 2025, Expired on: January 22, 2026
- The application is currently hosted on a Cloud-based Dedicated VPS.
- A data collection tool for field monitoring is currently available and already deployed in the existing AMS. However, any upgrades required in the tool based on business needs or program design will be carried out with mutual understanding and inputs from the firm/company
- A number of APIs are currently in use. Additional APIs required for further development will be shared as per the requirements.
- The complete source code is available and supporting documents will be shared during the deployment.
- At present, there are no plans to develop a new application. However, enhancements to the existing system will be carried out as needed through Change Requests, in alignment with evolving business requirements. Details of the current application have been provided above.

4. Question (KPMG)

Clarification Details

KPMG Taseer Hadi & Co. Chartered Accountants

taizanmujahid@kpmg.com

Mobile Number

+923224043987

Committee Clarification Information

Clarification Question

Question: TORs (Page 58–59) require continuous development, customization, API integration, and mobile app development for AMS. Financial forms (Page 47) mention AMS upgrade cost for 12 months not more than 3 upgradations & integrations. What is the extent of AMS development expected? Is it limited to 3 upgrades or full-scale development? Question: Page 31 (Clause 28.1) mentions agreement negotiations expected on January 5, 2025, and Page 32 (Clause 30.9) states commencement on January 10, 2025. Update the correct year for negotiations and commencement. 2026 instead of 2025.

Clarification Answer

Cancel

Reply:

- The application has already been developed; however, the required upgrades will be implemented within the same application in line with new business rules and requirements. The AMS upgrade cost for 12 months covers up to three upgrades.
- Negotiations will commence in 2026

1. Question (EY)

Clarification Details

Mobile Number

+923224075339

Committee Clarification Information

Clarification Question

TORs Section: AMS Upgradation and Integration Queries: We would like to seek clarification regarding the PSDF's Android-based Management System (AMS) for conducting onsite and online monitoring visits. From our experience, we understand that this system was developed in 2016 and that it now requires major updates to ensure smooth functioning and continued operational reliability. Based on our experience, implementing these upgrades would involve significant costs. In this context, could you please clarify whether the project budget estimates provided in the RFP include the costs associated with this major upgradation of the AMS?

Clarification Answer

Cancel

Reply:

The existing budget includes the cost of all mandatory development. The required development will be undertaken through a Change Request. PSDF and the Firm/Company will mutually assess and agree on the required man-hours for Change Request.

2. Question (EY)

Clarification Details

Mobile Number

+923224075339

Committee Clarification Information

Clarification Question

With reference to the onsite monitoring requirements outlined in the RFP, we would appreciate clarification regarding the geographical spread of the planned monitoring activities within & outside Punjab. Specifically, could you please confirm the estimated number of districts in which onsite monitoring visits are expected to take place? This information is essential for accurately estimating the staffing needs and associated costs, including travel, accommodation, and meal expenses, particularly in cases where teams may be required to travel to distant districts. It would also be critical for making sure that the onboarded firm complies with PSDF staff rotation policy under which different monitors are required to visit training centers over a specified period of time.

Clarification Answer

Cancel

Reply:

At this stage, we are unable to determine the exact spread and number of districts. The number of classes at each location may vary depending on the contract awarded to the respective Training Service Provider (TSP). However, it is expected that 90% of the visits will be held within Punjab.

3. Question (EY)

Clarification Details

Mobile Number

+923224075339

Committee Clarification Information

Clarification Question

We would also like to get information on estimated percentage of the total onsite monitoring visits that will relate to community-based schemes. Based on our previous experience, training service provider locations under the community-based scheme are often situated in very remote areas. As a result, it is typically not feasible to conduct monitoring using public transport, which significantly increases travel-related costs particularly in case of female classes which have to be monitored by female field monitors as per PSDF guidelines. Understanding the expected proportion of visits to community-based scheme locations will help us more accurately estimate travel, logistics, and cost implications for the project

Clarification Answer

Cancel

Reply:

In the current project, no scheme has been designed for community-based programs. Therefore, the estimated number of visits for community-based programs cannot be provided.

It was apprised by the CSC that consulting firms/companies must submit a presentation addressing each point listed in Section 3-A (Approach, Methodology, and Work Plan) along with their proposal. The same presentation submitted will be presented by the firm/company to the CSC, and no changes will be accepted after submission.

The CSC members replied to all the clarifications and requested the representatives to thoroughly review the documents before uploading them and submit their applications ahead of the deadline to avoid any unforeseen issues. Also, if you have other queries regarding the Request for Proposal (RFP), you may ask before clarification deadline i.e., November 28, 2025, at 05:00 pm. All the firm/companies raised no concern about the RFP including the evaluation criteria at the time of pre-bid meeting.

On behalf of PSDF Procurement

