

## **Minutes of Pre-Bid Meeting**

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

## **Punjab Skills Development Fund**

**Date:** March 02, 2026

The Pre-Bid Meeting for “Tender - Hiring of a Firm or Company to Provide Learning Management Solution (LMS)” was held on Monday, March 02, 2026, at 11:00 a.m. at PSDF Office, Lahore.

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

Nine (9) prospective bidders attended the pre-bid meeting:

1. Ms. Kalsoom Fatima from Devlearn Dynamics
2. Mr. Amin from TK Turners
3. Ms. Aqsa Nadeem and Mr. Hassan Javaid from Trillium
4. Mr. Atif Khan, Mr. Muhammad Laraib and Mr. Hammad from Texitech
5. Ms. Sumaira and Ms. Hanifa from MRGT
6. Ms Neelam Aamir and Mr. Mohammed Elseddik form Classera
7. Mr. Khaliq Ur Rehman from HR Resource Global
8. Mr. Salman Khan and Mr. Kamran Khan from KBM Institute of Vocational Trainings
9. Ms. Saliha from Mobligate

PSDF team provided a brief introduction of the tender document’s instructions including detailed explanation of Financial Bid Form 8.9 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 Devlearn Dynamics asked:**

- i. In Post-Deployment support you require 24/7 technical support and helpdesk services, how will these costs be covered in the Financial Bid?
- ii. Would you be using the LMS that you currently have side by side with the new LMS?
- iii. After successful completion of training and uploading of results would you like to issue electronic training certificates to students via LMS Portal?

#### **Reply from PSDF Team:**

- i. All post-deployment costs shall be made as a part of and incorporated in the financial bid in the given form 8.9 and no extra payment shall be made in this regard.
- ii. Both these LMS are for two separate projects.
- iii. We currently don’t have any requirement for issuance of e-certificates since we are already issuing certificates of relevant testing body to successful students.

#### **2. Representative from TK Turners asked:**

- i. Would you be providing a demo of the existing LMS solution?

#### **Reply from PSDF Team:**

- i. No, PSDF will not be providing any demo of the existing LMS solution.

**3. Representative from Trillium asked:**

- i. What is the breakdown of your rural and urban users?
- ii. Who will be providing the content for LMS portal and is there any requirement for content generation/creation?

**Reply from PSDF Team:**

- i. PSDF will provide the trainees data for training through LMS.
- ii. It is purely an instructor led program and content will be uploaded by instructor only. You will not be required to create any additional content as you will only be providing a medium to facilitate the training.

**4. Representative from KBM Institute of Vocational Trainings asked:**

- i. What will be the roll out timeline of this project?

**Reply from PSDF Team:**

- i. The classes are expected to start in May so we will try to onboard the successful bidder and share the relevant data for API and development in order to complete the process at least 15 days prior to the commencement of classes.

**5. Representative from Classera asked:**

- i. Do we need SSO integration and security certification for ISO 27001 for this procurement activity?
- ii. Since there will be a lot of different training courses you are going to provide will there be any need for content migration from existing LMS to a new LMS (Content might include automated assessments, question banks or video repository)?
- iii. In your existing LMS do you have all the digital assets i.e. videos or PDFs?
- iv. Have you kept any training timeline for trainers so they get familiar with the training platform?

**Reply from PSDF Team:**

- i. We don't require any SSO integration or Security certification for ISO 27001 with proposal, but it is understood that you will be having these certifications and integrations along with all internet security protocols while implementing the LMS.
- ii. We will be needing a tab like resource link where users can save content like assignments in the system that will be saved for around six (6) months and after that we

will ask for a downloaded copy of such content prior to removing this content from system.

- iii. Since it is an instructor led program, such lectures and supporting content is uploaded by instructors on lecture day and such content shall be made available to students on their IDs through portal from where they can download supporting content and recorded lectures after class. PSDF will only share course curriculum, and it's outline with you that you will have to upload onto the portal. Apart from that all uploading shall be done by instructors or students based on needs of lectures.
- iv. Yes, we want training to be conducted 1 week prior to commencement of classes and for that purpose we will require training videos/content to be uploaded in respective sections for trainers as well as students to facilitate their training process.

#### **6. Representative from Texitech asked:**

- i. Can you allow Texitech to participate in the bidding process since we are sole proprietors and we want to participate as a Joint venture (JV) with Classera for this project. Are Joint ventures allowed since Classera has the professional experience and Texitech is legally registered in Pakistan?

#### **Reply from PSDF Team:**

- i. JVs/Consortium and sole proprietors are not allowed but in case you are registered as a Single Member Company (SMC) with SECP you can participate by providing suitable evidence/SECP registration certificate.

#### **7. Representative from MRGT asked:**

- i. Do we need to submit the presentation along with the bid submission?

#### **Reply from PSDF Team:**

- i. Yes, presentation is a mandatory component of your proposal and shall be attached with your bid. After submission PSDF may or may not invite you for a physical presentation. For Purpose of physical presentations same content must be used as submitted along with proposals and no deviations in the content will be accepted.

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., March 11, 2026 on & before 11:00 a.m. and if you have other queries regarding the Tender Document, you may ask before clarification deadline i.e., March 04, 2026 at 01:00 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.

*Iqra Aleem*

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**On behalf of PSDF Procurement**