

Minutes of Bid Meeting

Hiring of a Bidder for Pre-Departure Training

Punjab Skills Development Fund

Date: March 27, 2026

The Pre-Bid Meeting for “Hiring of a Bidder for Pre-Departure Training” was held on Friday, March 27, 2026, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting and Submission of Bids on EPADS Portal Punjab

Following participants attended the pre-bid meeting:

1. Representative from CHIP Training and Consulting (CTC)
2. Representative from KBM Group
3. Representative from Premier DLC
4. Representative from Time House Technologies
5. Representative from The Scope Technologies
6. Representative from Interconnect Global Pvt. Limited
7. Representative from Tkturners
8. Representative from Empowerment thru Creative Integration (ECI)
9. Representative from COTHM Global
10. Representative from International Consulting Associates Pvt. Limited
11. Representative from Kamayi
12. Representative from Paidar Development Organization (PDO)
13. Representative from Amal Academy
14. Representative from LOGIX College Sargodha

PSDF team provided a brief introduction to the bidding 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. Question:** With reference to PSDF clarification that trainee allocation per bidder will be capped at 500 to achieve the overall target of 23,000 trainees, and that this target may be completed over a period of 2–3 years, subject to the availability of Parwaaz card holders for pre-departure training through PSDF, kindly confirm the total cumulative allocation per bidder over the entire contract duration.

Reply from PSDF Team: There is no fixed cumulative allocation per bidder for the entire contract duration, as it will depend on the total number of selected bidders. Each bidder will initially be assigned up to 500 trainees. Upon completion of this batch, performance will be evaluated, and any further allocation will be based on satisfactory performance. Additionally, if the overall target of 23,000 trainees is achieved earlier than expected, PSDF may consider extending the contract of the bidder, subject to satisfactory performance and program requirements.

- 2. Question:** Can a bidder choose to provide training across all delivery mediums (online, in-person, and hybrid) based on their preference, or are they required to select only one medium?

Reply from PSDF Team: Yes, bidders may choose to provide training in one, multiple, or all delivery mediums based on their preference. However, they must clearly specify their training strategy in Form 8.7 (Training Plan).

3. **Question:** If a batch of 50 trainees is selected by a bidder, is it required that their training be conducted and completed within two days?

Reply from PSDF Team: Yes, the total training duration shall be 10 hours, to be completed within two (02) days.

4. **Question:** What will be the language of instruction for the training?

Reply from PSDF Team: The training may be conducted in a bilingual format, depending on the nature and requirements of the training/job.

5. **Question:** Say, x number of trainees are allocated to a bidder and some of the trainees do not attend the training, who will be responsible for this?

Reply from PSDF Team: It will be the responsibility of the bidder to assess and ensure the engagement and interest of the trainees provided by PSDF.

6. **Question:** As mentioned by PSDF, training must commence within five (05) working days after receiving the list of trainees. If x number of trainees are allocated to a bidder, what will be the deadline for completion of the training?

Reply from PSDF Team: The completion timeline will depend on the bidder's training plan and the capacity proposed by the bidder.

7. **Question:** As mentioned in the bidding document, the estimated cost per trainee per day is PKR 8,000. Is this amount inclusive of all applicable taxes?

Reply from PSDF Team: Yes, the estimated cost per trainee per day, as well as the total estimated budget, is inclusive of all applicable direct & indirect taxes and taxes (direct & indirect) will be deducted in accordance with the provisions of Government Rules amended from time to time.

8. **Question:** As mentioned by PSDF, a training environment is required for online training as well. Kindly clarify whether only an online training platform (Zoom & Teams etc.) is required, or if a proper virtual learning lab must also be established.

Reply from PSDF Team: No, bidders are required to ensure access to proper paid versions of online learning platforms such as Zoom or Microsoft Teams, etc., to facilitate the uninterrupted completion of the 10-hour training over two (02) days. A virtual learning lab is not required.

9. **Question:** Will the cost remain the same across all training delivery mediums? As physical (in-person) training involves certain additional costs.

Reply from PSDF Team: Yes, the same cost will be offered by PSDF across all training delivery mediums. It is the bidder's choice to select any training medium, however, PSDF will offer the same pricing regardless of the medium selected.

10. **Question:** Please confirm the details of documents required in hard form to PSDF office.

Reply from PSDF Team: Bids (technical and financial) as specified in the bidding document must be submitted through the **EPADS Punjab portal** with proper document indexing.

In addition, certain documents are required to be submitted in original hard copy to the PSDF office, as outlined below:

- i. Original **affidavit for non-blacklisting**, attested by an oath commissioner/notary public (as per Form 8.5 of the tender document), on stamp paper of not less than PKR 300.
- ii. Bid security amounting to 0.1% (PKR 184,000) in the form of a pay order or demand draft in favor of Punjab Skills Development Fund.
- iii. Bank drafts for evaluation costs, including:
 - a. PKR 10,900 for evaluation of eligibility
 - b. PKR 9,900 for evaluation of responsiveness
 - c. PKR 15,500 for evaluation of the technical bid

All the above documents must also be submitted in hard copy to PSDF before the submission deadline.

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 provided detailed tutorial of bid submission of EPADS portal. PSDF team requested to ensure the submission on **EPADS Punjab portal** by the submission deadline **i.e., April 6, 2026, on or before 03:00 PM.**

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**