

Minutes of Bid Meeting

Hiring of a Bidder for Pre-Departure Training

Punjab Skills Development Fund

Date: April 14, 2026

The Pre-Bid Meeting for “Hiring of a Bidder for Pre-Departure Training” was held on Tuesday, April 14, 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 Amal Academy
2. Representative from KBM Group
3. Representative from Interconnect Global Pvt. Limited
4. Representative from Adan Inventions Private Limited
5. Representative from Mansol Private Limited
6. Representative from Paidar Development Organisation (PDO)
7. Representative from The Star Mughal Industries Private Limited
8. Representative from Momikh Institute
9. Representative from Ayma Institute
10. Representative from Allama Iqbal Technology College
11. Representative from Tifwa Institute

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:** Please elaborate on the *Client Portfolio* section of the Technical Evaluation Criteria bidding document.

Response (PSDF Team): The *Client Portfolio* section was explained in detail to the bidders during the session.

2. **Question:** If, at the final awarding stage, PSDF has a limited number of qualified bidders, how will the award be distributed among Bidders, considering the requirement of a maximum of 1,000 trainees per Bidder?

Reply from PSDF Team: Kindly review Clause No. 23, Sub-clause 2.5.8 of the Bid Data Sheet, where the awarding strategy has been specified.

3. **Question:** For the requirement of 50 trainees per online session, if a bidder is awarded 1,000 trainees, this would result in 20 batches of 2-day training sessions. please clarify the applicable payment mechanism.

Reply from PSDF Team: As specified under Payment Terms (Clause 8.9 of the Financial Bid Form/Price Schedule), PSDF will process payment within 30 days upon successful completion of every training session conducted, subject to successful verification of all required modalities.

4. **Question:** Please confirm the invoicing mechanism: should invoices be raised monthly for all delivered batches, or separately after the successful completion of each individual 2-day training batch?

Reply from PSDF Team: Invoices will not be submitted on a monthly basis. Instead,

invoices may be raised upon completion of each training batch, following successful delivery and completion of the session.

5. **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 up to PKR 300.
- ii. In case of consortium, consortium partners to please submit Consortium Agreement as per form 8.13 - printed on Rs. 200/- Stamp Paper.
- iii. 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.
- iv. 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.

The responses to the clarifications are provided in **Annexure A** below.

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 22, 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.

Masooma

On behalf of PSDF
Procurement

Annexure – A

Clarifications and Replies

1. **Question from Research and Solution Institute:** We intend to apply for this project in consortium with NFC Institute of Engineering and Technology, Multan (a Federal Degree Awarding Institute). Kindly clarify whether past relevant experience can be in any one or two of the listed modules (e.g., soft skills, health & safety, cultural orientation, or financial literacy). Also, NFC IET has departments of Business Administration and Environmental Sciences with over 1,000+ graduates, will this experience be considered eligible?

Reply from PSDF Team: Kindly review the documentary evidence requirements specified under the eligibility and technical criteria. Marks shall be awarded on the basis of the documentary evidence submitted in support of the stated requirements.

2. **Question from Ghakkhar Institute of Technology:** 1. It is Possible the Formal Training Institute can apply for this Project if They meet the Criteria mentioned in the Data sheet 2. It's Possible we can attach Past Experience of PSDF Trainees 3. Client Portfolio can we attach PSDF.NAVTTC, PTEGP theses are valid?

Reply from PSDF Team: Kindly review the documentary evidence requirements specified under the eligibility and technical criteria. Marks shall be awarded on the basis of the documentary evidence submitted in support of the stated requirements.

3. **Question from The Star Mughal Industries Private Limited:** We intend to apply for the Pre-Departure Training Program under your esteemed organization. Before proceeding with our application, we would like to request your kind support in ensuring clarity and transparency regarding the evaluation process. In this regard, we humbly request that you please provide and upload the following details on your official website and PPRA portal: - Complete list of evaluation parameters / marking criteria - Detailed equipment requirements list - Required training material list - Any other infrastructure and Compliance requirements necessary for eligibility Having access to these standardized lists will greatly facilitate training providers in preparing their facilities in accordance with your requirements. It will also ensure that during physical inspections, all required items can be presented promptly, avoiding any ambiguity or confusion.

Reply from PSDF Team: Evaluation is carried out based on the documentary evidence submitted in line with the requirements defined in the bidding documents. Bidders are advised to carefully review their submissions at their end to ensure full compliance with all stated criteria and documentation requirements prior to bid submission. Also as stated in the bidding document PSDF holds the right to physically verify any information at any point.

4. Queries from SABHAMBA Builders

Question: Kindly clarify whether the required experience of the bidder must cover all specified training modules/domains (such as legal awareness, if experience in one or more relevant domains will be considered sufficient for qualification).

Reply from PSDF Team: Only one domain is sufficient for qualification.

Question: Kindly confirm whether partnerships with specialized institutions (e.g., law colleges, legal

consultancy firms, or law chambers) will be considered valid?

Reply from PSDF Team: If it is relevant to the courses/modules mentioned in the bidding document, only then it will be considered valid.

Question: Kindly confirm whether language training institutes will be considered valid partners for delivering communication skills and soft skills modules.

Reply from PSDF Team: If the language training institutes offer the relevant courses/modules mentioned in the bid document, only then they will be considered valid.

Question: Kindly clarify whether a bidder, having strong financial and administrative capacity but limited or non-relevant technical experience in pre-departure training, can participate as the Lead Partner in a Joint Venture with a firm possessing relevant training experience. In such a case, how will the technical evaluation be carried out, and will the experience of the JV partner be considered sufficient to meet the qualification requirements?

Reply from PSDF Team: Yes, they can be considered as a Lead Partner. The technical evaluation will be based in the criteria mentioned in the bidding document.

Question: Kindly confirm whether domain-specific experience of JV/consortium partners will be evaluated collectively during technical evaluation.

Reply from PSDF Team: The evaluation will be done either for Lead or the Consortium Partner. Not collectively.

Question: "In case a bidder has trained 500 individuals, is it mandatory to submit 500 individual completion certificates as part of the bid documents, or will a consolidated list of trainees be acceptable?

Reply from PSDF Team: Please submit individual certificates or relevant documents as mentioned in the bidding document.

Question: Kindly confirm whether JV partners having their principal offices in different districts of Punjab are eligible to form a consortium for this project.

Reply from PSDF Team: Yes, they are eligible.

Question: Can training be conducted at multiple locations or sub-campus of the bidder, or is a single approved location mandatory?

Reply from PSDF Team: The training can be conducted at multiple locations.

Question: Are there any minimum or maximum financial thresholds per trainee that bidders should consider while quoting prices?

Reply from PSDF Team: No there are no minimum or maximum financial thresholds, however reference budget is given.