Minutes of Pre-Bid Meeting

Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Transgender Persons

Punjab Skills Development Fund

Date: October 27, 2026

The pre-bid meeting for the tender titled “Hiring of Training Service Providers for “Umeed – Skills for Inclusion” Program for Transgender Persons was held on Tuesday, October 27, 2026, at 11:00 A.M. at the PSDF Office, Lahore.

1. Meeting Details

Tender	Hiring of Training Service Providers for “Umeed – Skills for Inclusion” Program for Transgender Persons
Date and Time	Thursday, October 20, 2026, at :00 p.m.
Venue	PSDF Office, Lahore
Participants	Eleven (11) prospective bidders and the PSDF team
Agenda	Pre-bid clarifications and submission of bids on the e-Procurement Portal

2. Proceedings

The PSDF team gave a brief introduction to the instructions in the tender document and invited the prospective bidders to raise any queries they might have.

The following queries were raised by the bidders’ representatives during the meeting, and the PSDF team responded as recorded below.

3. Queries and Responses

1. **Query: Could you please clarify the total payment allocated to the Guru for this project and explain the mechanism through which the payment will be disbursed?**

   PSDF Response: PKR 1,500 per trainee will be paid to the GURU for mobilization through a pay cheque. The GURU incentive may be revised by PSDF at its discretion.

2. **Query: Could you please let us know how much stipend each transgender trainee will receive and how much conveyance allowance will be provided to them?**

   PSDF Response: Each trainee will receive a monthly stipend of PKR 5,000 and a transportation allowance of PKR 3,500.

3. **Query: Could you also please clarify that how stipend amount and conveyance allowance payments will be disbursed to the trainees?**

   PSDF Response: Stipend and transportation allowance will be disbursed to the trainee’s Jazz Cash / Easypaisa account upon verified attendance confirmation against the prescribed attendance threshold.

4. **Query: Could you also please clarify how many classes we are required to conduct per week during the three-month training period and the duration of each class?**

   PSDF Response: A minimum of 20 hours of training shall be conducted per week throughout the three-month training period.

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5. . Video Tutorial

1. Bidders may watch the following YouTube tutorial on how to submit the Bidders how to register on e-Procurement:
   https://youtu.be/M29ojCWUOIs?si=QsoNSHVXkwVYp3e5

2. Bidders may watch the following YouTube tutorial on how to participate in the active tender and submitted their bids through the e-Procurement Portal:
   https://youtu.be/CYSRaABR02A?si=-I-i5jtVa2Z5wbIL

3. Bidders may watch the following YouTube tutorial on how to submit the Bid Security and Performance Guarantee through the e-Procurement Portal:
   https://youtu.be/A8ClcW144QM?si=-vp2o4bpTIQEmAnu

Note: The submission deadline for this tender has been extended. All potential bidders are now requested to submit your technical bids by 16 November 2026 at 3:00 PM.

On behalf of PSDF Procurement