Minutes of Pre-Bid Meeting

Tender: Hiring of a Firm/Company for Provision of Trainers for Online Training Delivery and Mentorship (FY 2026-27)
Procurement No. 134/PSDF/TDM
Punjab Skills Development Fund (PSDF)
Date: Monday, October 19, 2026

The pre-bid meeting for the tender "Hiring of a Firm/Company for Provision of Trainers for Online Training Delivery and Mentorship (FY 2026-27)" was held on Monday, October 19, 2026, at 03:00 p.m. via Microsoft Teams.

Agenda: Pre-Bid Meeting and Submission of Bids on the Punjab e-Procurement System

The following ten (10) prospective bidders attended the pre-bid meeting:

1. Mr. Kashif Najam from ITComm (Pvt.) Ltd.
2. Mr. Tariq Ali from Farmers Development Organization of Pakistan
3. Ms. Mariam Rehman from Atomcamp
4. Ms. Minahil Asim from Premier Institite
5. Mr. Yousaf Majeed from Service Excellence academy
6. Mr. Nouman Ali from Cryptic solution Services
7. Ms. Areesha from CyberVision
8. Mr. Tamoor Shahbaz from Paidar Development Organization
9. Mr. M. Habib Nawaz from KBM Institute of Vocational Training
10. Mr. Arham Khan From Research And Solutions
11. Ms. Ayesha from NFC Institute of Engineering and Technology
12. Ms. Sana Saleem from The University of Lahore
13. Mr. Waqas Ali from Birdview logic Private limited
14. Ms. Saima zaman from ECI
15. Ms. Zainab Abrar from Encoder Bytes Pvt Ltd.
16. Ms. Wajeeha Malik from MAX education services
17. Mr. Asim Idrees from Premier institute

The PSDF team gave a brief overview of the instructions contained 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:

1. Query from a representative:

i. The tender requires separate trainers for English and for digital/IT skills. If a trainer has the required experience, can the same person also serve as a mentor?

Reply from PSDF Team:

i. Yes. The same trainer may also serve as a mentor for the class, provided the mentor requirements are met. Mentoring hours are recorded by the Firm/TSP and reported to PSDF.

> ***Tender Reference:*** *Section III, 2.3 Recruitment of Mentors – "Trainers can be mentors" (p. 37); 5.1(d) Trainer Selection Criteria – a firm may hire one trainer to conduct both areas with prior approval of PSDF (p. 38); 10 – Minimum mentorship time (p. 40).*

2. Query from a representative:

i. Should the trainers be female, or can they be male or female?

Reply from PSDF Team:

i. This is a female-led, female-run programme targeting rural women, so trainers must be female and preference is given to female trainers.

ii. PSDF reserves the right to add male trainers only upon approval, in exceptional circumstances.

> ***Tender Reference:*** *Section III, 2.1 Hiring of Trainers (Female) (p. 36); 2.2(a) Recruitment of Trainers (female) – PSDF reserves the right to add male trainers (p. 36); 13(d)(iv) Changes to Approved Profiles – "Upon approval PSDF reserves the right to hire male trainers" (p. 42).*

3. Query from a representative:

i. What are the GST/tax-registration requirements, especially where a bidder participates through an association, JV or consortium?

Reply from PSDF Team:

i. The bidder must be an Active Taxpayer with FBR and on the Active Taxpayer List of GST/PST (where applicable).

ii. In the case of a consortium, the Lead Partner (and both partners, as specified) must provide the respective registration/active-taxpayer evidence.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 13 – Eligibility/Knock-Down Criteria, Sr. 2 (FBR Active Taxpayer) and Sr. 3 (GST/PST Active Taxpayer) (pp. 47–48).*

4. Query from a representative:

i. What is the acceptable JV/consortium structure, and which documents must be attached?

Reply from PSDF Team:

i. A consortium of one Lead Partner plus one Consortium Partner is allowed (only one consortium partner is permitted). A declaration on letterhead confirming participation as a joint venture must be attached, and the Lead Partner is responsible for successful execution.

ii. The consortium agreement must be provided in the format at Section XI (Consortium Agreement). This requirement does not apply to an independent (single) firm, company or university.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 3 (ITB 2.1.3(iv)) – consortium allowed, one consortium partner, Lead Partner responsible (pp. 44–45); Eligibility Sr. 5 – consortium agreement, Section XI (pp. 48–49); Section VIII, Form 8.2 – Bidder's JV Members Information Form (p. 75).*

5. Query from a representative:

i. How should a bidder prove its online-training / LMS experience?

Reply from PSDF Team:

i. The bidder (or, for a consortium, either the Lead Firm or the Consortium Partner) must have at least two (2) years' experience of delivering training through a Learning Management System (LMS).

ii. Provide copies of service orders/contracts, completion letters, or evidence of participant engagement. A live or recorded LMS demonstration is mandatory.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 13 – Eligibility Sr. 6 (LMS experience, 2 years) (p. 49); Section IV, Technical Evaluation Criteria – Sr. 1 Relevant Experience (pp. 53–54).*

6. Query from a representative:

i. What is the financial / revenue eligibility requirement?

Reply from PSDF Team:

i. The bidder (or, for a consortium, either the Lead Firm or Consortium Partner) must have financial turnover/revenue/sales equal to or more than PKR 60 million, supported by audited accounts for 2024-25/2025-26 or the corresponding tax return.

ii. In technical scoring, turnover above PKR 80 million scores highest (15), PKR 70–80 million scores 12, and PKR 60–70 million scores 9.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 13 – Eligibility Sr. 7 (turnover ≥ PKR 60 million) (p. 50); Technical Evaluation Criteria – Sr. 5 Financial Capability / Annual Turnover (p. 55).*

7. Query from a representative:

i. What relevant assignment experience is required?

Reply from PSDF Team:

i. The bidder (or, for a consortium, either the Lead Firm or Consortium Partner) must have experience of offering online training to at least 1,000 trainees/students.

ii. Provide copies of contracts/service orders and completion letters reflecting the number of trainees, plus evidence of student enrolment (CNIC, name, course and email of enrolled students on the bidder's letterhead).

> ***Tender Reference:*** *Section IV, BDS Sr. No. 13 – Eligibility Sr. 8 (online training to ≥ 1,000 trainees) (p. 50); Technical Evaluation Criteria – Sr. 1.2 (pp. 53–54).*

8. Query from a representative:

i. Can an individual / sole proprietor participate as a bidder?

Reply from PSDF Team:

i. No. Only tax-registered companies, firms, universities or consortium partners may submit bids. Individuals and sole proprietors shall not be entertained for this tender.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 13 – note following the Eligibility Criteria table (p. 51); Section II, ITB 2.1.3 – Eligible Bidders (p. 7).*

9. Query from a representative:

i. Will multiple providers be engaged, and how are trainees allocated across providers?

Reply from PSDF Team:

i. Yes. The total tentative target is 850 trainees for one (1) year, allocated in batches of 200 trainees per Training Service Provider (TSP). PSDF may increase or decrease this per-TSP number as per business requirement.

ii. The contract is awarded on Least-Cost Based Selection: the 1st Ranked (lowest-cost) bidder is considered first, and subsequent qualified bidders are offered contracts until the overall target of 850 is met.

> ***Tender Reference:*** *Section III – Objective: Total Tentative Trainee 850 for one (1) year; 200-trainee batch (PSDF may increase/decrease) (pp. 35–36); Section IV, BDS Sr. No. 23 – Award Strategy / Financial Evaluation (p. 52).*

10. Query from a representative:

i. How is the price applied when multiple bidders are engaged?

Reply from PSDF Team:

i. Subsequent qualified bidders are offered contracts at the same unit price quoted by the 1st Ranked Bidder; the prices quoted by second- or third-ranked bidders are not used.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 23 – Financial Evaluation Criteria, Least-Cost Based Selection (p. 52); Section III – Objective: Rank 1 bidder awarded on Least-Cost Based Selection (p. 35).*

11. Query from a representative:

i. What is the class size, and how are classes staffed and monitored?

Reply from PSDF Team:

i. The maximum class size is 30 trainees (or as otherwise approved/specified by PSDF). For a batch of 200 trainees, 5 trainers are required; PSDF may ask for additional trainers if the number of classes increases.

ii. The Firm/Company oversees day-to-day delivery, attendance and reporting, and must maintain infrastructure to accommodate at least 10–15 trainers at one training place.

> ***Tender Reference:*** *Section III, 9 – Maximum class size (p. 40); 5.4 Operational plan and 5.4(c) infrastructure for 10–15 trainers (pp. 38–39); Technical Evaluation note (p. 53).*

12. Query from a representative:

i. How are trainee attendance, retention and any participant incentives/assets handled?

Reply from PSDF Team:

i. Trainee attendance, retention and income-generation tracking are governed by the PSDF Business Rules; any participant incentives/assets are linked to participation and monitoring as set out in those rules.

> ***Tender Reference:*** *Section III, 12 – Compliance of business rules; payment per trainee per month and penalties (pp. 40–41); Tentative Business Rules for Online Training (link, p. 43).*

13. Query from a representative:

i. We faced issues registering on the e-Procurement portal. How should this be resolved?

Reply from PSDF Team:

i. The e-Procurement portal is operated by PPRA (Punjab Procurement Regulatory Authority), not by PSDF. Bidders must register and activate their login on the Punjab e-Procurement System and contact PPRA for registration support or helpline 1248.

> ***Tender Reference:*** *Section I – Invitation to Bid: bids to be submitted through the E-Procurement System of PPRA Punjab (https://ep.punjab.gov.pk; PPRA: www.ppra.punjab.gov.pk) (pp. 5–6); Section IV, BDS Sr. No. 14 – submission on the E-Procurement PPRA Punjab portal (p. 51).*

14. Query from a representative:

i. What is the bid security requirement and how is it submitted?

Reply from PSDF Team:

i. Bid security is 0.2% of the estimated contract price, i.e. Rs. 86,600, in the form of a pay-order, bank guarantee, demand draft or Call Deposit Receipt (CDR) favouring Punjab Skills Development Fund.

ii. It must be submitted/transferred online by generating a PSID on the e-Procurement system before the bid can be submitted — the system will not proceed without it.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 18 (ITB 2.3.6) – Bid Security (p. 51); Section II, ITB 2.3.6 – Bid Security (p. 15).*

15. Query from a representative:

i. What evaluation costs / bank drafts are required?

Reply from PSDF Team:

i. Two bank drafts favouring “Punjab Skills Development Fund” are required: Rs. 13,678 for evaluation of eligibility and Rs. 20,726 for evaluation of the technical bid.

ii. The bank drafts must be submitted in hard copy along with an affidavit to PSDF before the submission deadline. (Bid evaluation is outsourced, hence the evaluation cost.)

> ***Tender Reference:*** *Section IV, BDS Sr. No. 12 – Evaluation Cost (two bank drafts: Rs. 13,678 and Rs. 20,726) (p. 46).*

The procurement team then asked whether there were any further queries. All representatives confirmed that their queries had been satisfactorily addressed and that the details of the tender document were acceptable to them.

The PSDF team requested the bidders to ensure that their bids are submitted on the Punjab e-Procurement System by the submission deadline, i.e. **October 28, 2026, on or before 03:00 p.m.** Technical bids will be opened the same day at **03:30 p.m.** Any further queries regarding the tender document may be submitted through the Punjab e-Procurement System before the clarification deadline, i.e. **October 21, 2026, before 11:00 a.m.**.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 15 – Deadline for Bid Submission (p. 51); Sr. No. 16 – Technical Bid Opening (p. 51); Sr. No. 6 – Clarification of Bidding Documents, by October 21, 2026 before 11:00 AM (p. 45).*

Bank drafts for the evaluation cost must be made in favour of “Punjab Skills Development Fund”. PSDF’s NTN **3704870-8** may be used for processing the bank drafts. *(PSDF NTN to be confirmed against current records.)*

> ***Tender Reference:*** *Section IV, BDS Sr. No. 12 – Evaluation Cost, bank drafts in favour of Punjab Skills Development Fund (p. 46).*

The meeting concluded with a vote of thanks. No further questions or objections regarding the tender document were raised by the prospective bidders.

Masooma Zainab

_____

On behalf of PSDF Procurement