Minutes of Pre-Bid Meeting

Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Person with disabilities (PWDs)

Punjab Skills Development Fund

Date: November 4, 2026

A company set up under section 42 of Companies Ordinance 1984

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The pre-bid meeting for the tender titled “Hiring of Training Service Providers for “Umeed – Skills for Inclusion” Program for Person with disabilities (PWDs) 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 Person with disabilities (PWDs)
Date and Time	Wednesday, November 4, 2026 11:00 AM - 1:00 PM
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

PSDF held an online pre-bid meeting with prospective Training Service Providers (TSPs) for its training program for person with disabilities (PWDs). The meeting briefed bidders on the scope of work, eligibility and technical criteria, and e-procurement requirements, followed by a question-and-answer session.

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: Will PSDF help TSPs find employment for trainees through industry linkages?**

   PSDF Response: The 30% employment commitment is a contractual obligation of the TSP and is linked to payments. While PSDF may facilitate connections between TSPs and potential employers where possible, it cannot guarantee or arrange all placements. Verified self-employment will also be counted towards the employment target. Letters of intent or MoUs with employers will be considered for the award of technical marks.

2. **Query: Will evaluators have disability expertise, and how will they inspect specialized trades?**

   PSDF Response: The third-party firm evaluates organizations based on documentary evidence rather than individual candidates. Therefore, specialized expertise in disability inclusion is not required on the evaluation panel. Evaluators assess training centers against the requirements of the approved curriculum.

3. **Query: Will experienced instructors without high formal degrees qualify as trainers?**

   PSDF Response: Technical trainers must hold qualifications one or two levels above the trainee entry-level qualification, along with a relevant diploma or certificate and the experience specified in the technical criteria. A master’s degree is required only for soft-skills trainers and placement officers.

4. **Query: Is affiliation with Punjab Welfare Trust for the Disabled enough, and how do we bid for several locations?**

   PSDF Response: The registration certificate must specify the trades and training capacities, along with the location. For multiple training locations, bidders must submit separate technical

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forms and registration certificates for each location, along with a separate bank draft for the field visit fee for each location.

5. **Query: Our NGO lacks some certificates the portal asks for. Is a deaf trainer acceptable?**

PSDF Response: Mandatory portal fields are prescribed by PPRA based on the bidder's legal status and cannot be waived by PSDF. Bidders are advised to consult a tax consultant and obtain GST registration to fulfil the mandatory requirements. A deaf trainer may be considered acceptable, provided they meet the prescribed qualification criteria and have the required sign-language proficiency. PSDF reserves the right to call trainers for an interview, if required.

6. . **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

On behalf of PSDF Procurement