Minutes of Pre-Bid Meeting

Tender: Provision of Desktop Computers (FY 2026–27)
Procurement No. 141/PSDF/DCE2
Punjab Skills Development Fund (PSDF)
Date: Wednesday, November 11, 2026

The pre-bid meeting for the tender "Provision of Desktop Computers (FY 2026–27)" was held on Wednesday, November 11, 2026, at 11:00 a.m. online through Microsoft Teams.

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

The following 3 prospective bidders attended the pre-bid meeting:

1. Mr. M.Umair and Mr. Farhad Khan from AstronTech Pvt Ltd
2. Mr. Muhammad Hamza from Trans World Associates
3. Mr. Mohammad Awais Abid and Ms. Rabbia Javaid from Jazz

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. Given current market volatility, the 180-day bid validity period makes it difficult to prepare a business case and financials. Can it be reduced to 90 or 120 days?

Reply from PSDF Team:

i. A bid validity of 180 days from the date of bid opening is standard in all PSDF bidding documents. It caters for delays arising from unforeseen events, re-tendering or delivery timelines.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 20 – Bid Validity (p. 46); Section II, ITB Clause 2.3.8 – Period of Validity of Bids (p. 18).*

2. Query from a representative:

i. What are the dimensions and design of the branding, so that its cost can be included in the bid? Can samples of the previous branding be shared?

Reply from PSDF Team:

i. Branding will be done on the CPU (single-colour UV printing or laser engraving) and the mouse pad (four-colour UV printing) only. The branding design will be shared with the successful bidder. Bidders should incorporate the cost of branding in their bids.

> ***Tender Reference:*** *Section III, 3.4 – Branding (p. 36); Accessories Specification, Sr. No. 2 – Standard Mouse Pad (p. 39).*

3. Query from a representative:

i. Are the desktops to be delivered to PSDF's designated locations / service centers in different cities, or to the PSDF Head Office?

Reply from PSDF Team:

i. As specified in the bidding document, the desktop computers with all accessories are to be delivered at the designated locations provided by PSDF, i.e. Lahore, Faisalabad, Multan, Bahawalpur, Gujranwala and Islamabad/Rawalpindi, as per business requirement, within a maximum delivery period of six (6) weeks from the date of signing of the contract and issuance of the purchase order.

ii. The goods shall be handed over to PSDF's authorised resource at the distribution centres after successful pre-inspection by PSDF at the bidder's warehouse.

> ***Tender Reference:*** *Section IV, BDS Sr. No. 1 (p. 42); Section III, 3.6 – Delivery Plan Breakdown (p. 37); 3.3 – Delivery Schedule (p. 40); Payment Terms (p. 76).*

4. Query from a representative:

i. Why is warehouse space required?

Reply from PSDF Team:

i. The successful bidder must have a warehouse that can hold all 560 desktops with accessories in stock until inspection and delivery, as required under Vendor Managed Inventory.

ii. PSDF will inspect each batch at the bidder's warehouse; inspection of 560 units is expected to be completed within one week. Any unit failing inspection must be replaced on the spot.

iii. Once the inspection is cleared, the desktops will be delivered at the designated locations.

> ***Tender Reference:*** *Section III, 3.5 – Vendor Managed Inventory (p. 36); Technical Criterion 6 – Project Execution Plan: inspection and inventory holding at bidder's warehouse (pp. 48–49); Payment Terms (p. 76).*

5. Query from a representative:

i. OEM warranties do not cover components that are burnt or damaged, e.g. due to power fluctuation. What is expected of the bidder regarding spares and such cases?

Reply from PSDF Team:

i. The warranty must cover hardware defects, including components such as the motherboard, RAM and power supply, as stated in the scope of work. This is binding and will form part of the contract.

ii. The bidder should maintain a stock of spares so that trainees' classes are not disrupted during the contract period.

iii. Under the previous contract, issues were mostly Windows or software related and were resolved through repair or replacement; there were no cases of burnt components.

> ***Tender Reference:*** *Section III, 3.7 – Warranty (p. 37); 3.8 – Service Centers (p. 37); 3.9 – Exclusions and 3.9.1 – Bill of Material (p. 38).*

6. Query from a representative:

i. Can the response and resolution times for High and Medium severity issues in the Service Level Agreement be relaxed?

Reply from PSDF Team:

i. The SLA timelines cannot be changed. The previous vendor complied with these timelines. Exceptional situations are covered under force majeure. The SLA is part of the bidding document and will be binding under the contract.

> ***Tender Reference:*** *Section III, Service Level Agreement (SLA) – Desktop Computers, Response and Resolution Timelines (p. 41).*

7. Query from a representative:

i. How long after inspection will the payment be processed?

Reply from PSDF Team:

i. 100% payment is made upon successful pre-inspection by PSDF and delivery of the desktop units with all accessories at the designated locations. Payment is processed within 30 days of the inspection and submission of the invoice, after internal finance checks and budget release.

The procurement team then asked whether there were any further queries. All representatives confirmed that their queries had been addressed and that they had no further queries.

The PSDF team further explained the bid submission requirements:

- The evaluation cost is to be paid through two (2) bank drafts in favour of "Punjab Skills Development Fund": Rs. 13,678 for evaluation of eligibility and Rs. 11,664 for evaluation of the technical bid. Both must be submitted in hard copy to the PSDF office before the bid submission deadline.

- The bid security of PKR 420,000 must be submitted online by generating a PSID on the Punjab e-Procurement System at least 24 hours before the bid submission deadline.
- All documents must be attached to the bid on the Punjab e-Procurement System. No hard copies are required other than the bank drafts and the original affidavit, which must be delivered to the PSDF office before the submission deadline.
- Corrigendum Document to be issued with updated submission date and criteria. Corrigendum notice attached as Annexure-A.

The PSDF team requested the bidders to ensure that their bids are submitted on the Punjab e-Procurement System by the corrigendum submission deadline, i.e. **November 23, 2026, on or before 03:00 p.m.**. Any other queries regarding the tender document may be submitted through the Punjab e-Procurement System before the clarification deadline, i.e. **November 13, 2026, at 05:00 p.m.** The minutes of the meeting will be published on the Punjab e-Procurement System and the PSDF website.

> ***Tender Reference:*** *BDS Sr. No. 16 – Deadline for Submission of Bids (p. 45); BDS Sr. No. 6 – Clarification of Bidding Documents (p. 43); BDS Sr. No. 19 – Bid Security and Evaluation Cost (p. 46); BDS Sr. No. 14 – Eligibility Criteria, Sr. No. 4 – Affidavit (p. 44).*

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

Iqra Aleem

On behalf of PSDF Procurement

PUNJAB SKILLS DEVELOPMENT FUND

(A not-for-profit company set up by the Government of the Punjab)

INVITATION TO BID
Provision of Desktop Computers (FY 2026-27)
CORRIGENDUM-01

Punjab Skills Development Fund (PSDF), established in 2010 by the Government of the Punjab (GoPb) as a not-for-profit company, is the largest skills development fund in Pakistan. PSDF invites bids from reputable, experienced and tax-registered bidders for the supplies listed below, under the **single stage – two envelopes** bidding procedure.

The bidding document, including the evaluation criteria and terms & conditions, can be downloaded from the **Punjab e-Procurement System** (https://ep.punjab.gov.pk/admin/auth/login), the **PPRA** website (www.ppra.punjab.gov.pk) and the **PSDF** website (www.psdf.org.pk).

Originally advertised as:

Sr. No.	Description	Procurement No.	Tenure of Contract	Bid Submission Deadline	Technical Bid Opening	Estimated Cost (PKR)
1	Provision of Desktop Computers (FY 2026-27)	141/PSDF/DCE2	One (1) year (extendable to cover the warranty period after delivery is completed)	November 18, 2026 by 03:00 PM	November 18, 2026 at 03:30 PM	Rs. 140,000,000/- (Rupees One Hundred and Forty Million Only)

Now to be read as:

Sr. No.	Description	Procurement No.	Tenure of Contract	Bid Submission Deadline	Technical Bid Opening	Estimated Cost (PKR)
1	Provision of Desktop Computers (FY 2026-27)	141/PSDF/DCE2-C	One (1) year (extendable to cover the warranty period after delivery is completed)	November 23, 2026 by 03:00 PM	November 23, 2026 at 03:30 PM	Rs. 140,000,000/- (Rupees One Hundred and Forty Million Only)

Amendment to Bidding Document: The following sections of the bidding document have also been revised, with the changes highlighted in red in the updated bidding document: **Bid Data Sheet** (Clauses No. 1 and 14), & the **Delivery Schedules** in **Section 3 (Sub-Section - 3.3), Section VII (Sub-Section – 7.1)**, and **Section-VIII (Bid Form - 8.10)**. Bidders are advised to download the updated bidding document and prepare their bids in accordance with the revised requirements.

FOR FURTHER DETAILS, THE UPDATED BIDDING DOCUMENT & TERMS OF REFERENCE ARE AVAILABLE ON:

PSDF website: www.psdf.org.pk | PPRA website: www.ppra.punjab.gov.pk

IMPORTANT INFORMATION

- Bids will be accepted only through the Punjab e-Procurement System. Bids submitted by any other means, or received after the deadline, will be rejected.
- Bids will be opened in the presence of any bidders' representatives who choose to attend, at the address below, on the date and time stated above.
- If the submission date falls on an official holiday, the next working day will be treated as the closing date; the closing and opening times will remain unchanged.
- The procurement will be conducted strictly in accordance with the **Punjab Procurement Rules 2014** through national competitive bidding.
- A **Pre-Bid Meeting** will be held on **November 11, ~~2026~~ at 11:00 AM** via **MS Teams**: https://teams.microsoft.com/meet/417164671024140?p=KbAvBTYJ8OrZQnB91Q
- **Meeting ID:** 417 164 671 024 140 **Passcode:** nC7gK2DF
- The PPRA URL is http://eproc.punjab.gov.pk/ViewTender.aspx. The response time will be calculated solely from the date the advertisement is published on the PPRA website.

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