

Minutes of Pre-Bid Meeting

Hiring of a Company/Firm to Provide Learning Management Solution (LMS)

Punjab Skills Development Fund

Date: December 18, 2024

The Pre-bid meeting for "Hiring of a Company/Firm to Provide Learning Management Solution (LMS)" was held on Wednesday, December 18, 2024, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on Hiring of a Company/Firm to Provide Learning Management Solution (LMS) and submission of bid on EPADS portal

Three (3) bidders attended the pre-bid meeting:

1. Mr. Usman Kazi from MAGMA3C
2. Mr. Amer Gilani from XnRel Private limited
3. Mr. Muhammad Ali Zaheer from Edkasa Private Limited

PSDF team provided a brief introduction of the bidding document's instructions and requested the bidders to ask any queries they may have.

Following questions were asked during the pre-bid by the representatives:

1. Representative from XnRel Private limited asked:

Could you please provide clarity on estimated budget which is 5 million? This figure serves as a benchmark for the project, or it is simply an initial estimate subject to change.

Reply from PSDF Team:

Estimated budget is PKR 5 Million which is allocated budget for this project.

2. Representative from Edkasa Private Limited asked:

- i. Could you please clarify if reseller organizations are eligible to take part in this project? Since we hold exclusive distribution rights for a learning management system (LMS) in Pakistan.
- ii. It is mentioned in the Scope of Work (SOW) that tentative concurrent users are 5000. However, we would like to know the expected number of users who will be utilizing the LMS at the initial phase of its rollout.
- iii. Could you please confirm whether the cost per user will be quoted on an annual or monthly basis?

Replies from PSDF Team:

- i. We have not restricted or specified any particular technology for the Learning Management System (LMS). Our primary requirement is that the LMS must comply with the Scope of Work (SOW) mentioned in the bidding document.

We encourage all interested bidders to propose LMS that best meet our SOW, regardless of the technology used.

- ii. We are aiming to onboard 200 - 300 users during the first month of launch, with plans to gradually increase this number by June 2025. Please follow the instructions

mentioned in bidding document - section 8.9 of the Financial Bid Form/Price Schedule when quoting for the tender. Moreover, PSDF reserves the right to increase or decrease the tentative concurrent user number mentioned in the bidding document that is 5000.

- iii. The per user cost is required on monthly basis. Additionally, please refer to the financial-related information outlined in section 8.9 of the Financial Bid Form/Price Schedule of the bidding document.

3. Representative from MAGMA3C asked:

- i. Please clarify regarding the cost involved with integration component for video conferencing, via Zoom, & Microsoft Teams, etc. as highlighted in the bidding document.
- ii. Will the LMS provider firm be solely recording the classes, or will they also be responsible for editing the recorded content?
- iii. Please explain regarding the job portal aspect mentioned in the Statement of Work (SOW).

Reply from PSDF Team:

- i. Regarding the video conferencing aspect bidders can add all associated costs in their per-user pricing whether bidder has an inbuilt integration with any video conferencing tools, or integration relies on third-party service provider.
- ii. The LMS firm will be responsible for recording lectures and a separate firm will be responsible for the editing of the recorded lectures.
- iii. As mentioned in the SOW real-time access to job opportunities relevant to the training via API integration with provided job portals is required. The LMS should facilitate the tracking of employment outcomes, placement of data for reporting purposes and should allow employers to view certified candidate profiles and match them with job openings.

Afterwards, the procurement team inquired as to whether there are any other queries. All the representatives replied to the queries have been addressed successfully and confirmed that they don't have any further queries, and details of the bidding document are acceptable to them.

Furthermore, the PSDF team requested to ensure submission on the EPADS portal by the submission deadline i.e., December 27, 2024 on & before 3:00 Pm and added, if you have any further queries, you can ask by clarification deadline i.e., December 20, 2024, 5:00 Pm through EPADS portal.



On behalf of PSDF
Procurement