

Minutes of Pre-Bid Meeting

Provision of HR Outsourcing Services

Punjab Skills Development Fund

Date: February 6, 2025

The Pre-bid meeting for "Provision of HR Outsourcing Services" was held on Thursday, February 6, 2025, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on Provision of HR Outsourcing Services and submission of bids on EPADS portal

Two (2) bidders attended the pre-bid meeting:

1. Mr. Khurram Baig from Miraj Innovative Solution
2. Mr. Danish Ali from Ask Development

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 Miraj Innovative Solution asked:

Will PSDF be providing all the CVs?

Reply from PSDF Team:

CVs will be arranged by a third-party service provider, while PSDF will assist in the recruitment process.

2. Representative from Ask Development asked:

- i. How many resources will be onboarded against the estimated budget of 37 million?
- ii. The service charges will include EOBI and Social Security?

Replies from PSDF Team:

- i. This will vary as per the business needs and PSDF will pay quoted service charges % as per the actual business requirement.
- ii. The percentage of service charges will be paid on the total salary (s), which will be inclusive of all Social Security and EOBI Taxes.

Furthermore, the PSDF team requested to ensure submission on the EPADS portal by the submission deadline i.e., February 17, 2025 on & before 3:00 Pm and added, if you have any further queries, you can ask by clarification deadline i.e., February 10, 2025, 5:00 Pm through EPADS portal.



On behalf of PSDF Procurement