Minutes of the Pre-Bid Meeting

A pre-bid meeting was held to clarify the contents of the RFP for Hiring of Consultancy Firm(s) for Provision of Digital Skills Training Services. The forum discussed package-wise bidding, training delivery modalities, curriculum development responsibilities, assessment, certification, accreditation requirements, and the evaluation / scoring criteria.

Date	Monday, July 21, 2025
Time	02:00 PM
Venue	KPITB Office, Peshawar
Chairperson	Mr. Muhammad Shoaib, Project Manager, KP-EDSIY

Committee Members Attendance:

1. Mr. Wajid Anwar, Project Manager, MADC – (Member/Secretary)

2. Mr. Jabber Khan, Deputy Director, Projects Implementation, KPITB – Member

3. Mr. Imran Mohmand, Deputy Director (Procurement), KPITB – Member

4. Ms. Tooba Shah, Planning Officer (S&T), ST&IT Department – Member

Firms/Participants Attendance:

1. Details of in-person in attached attendance sheets.

2. Details of online participants are as follows:

i.   Mr. Imran Khan, Hazza Institute of Technologies

ii.   Mr. Shahid Rasool Qazi, ECI Pvt. Ltd

iii. Mr. Shahbaz Gul, Solochoices

iv.   Mr. Behzad Naeem, Capital Technologies

v.   Ms. Laila Eman, Grow Solutions

vi.   Mr. Kashir Khan, Laison Corporation

vii. Mr. Rashid Liaqat, Excellence Delivered

viii. Mr. Nouman Khan, WQ Softwares

1. Generic Discussion / Key Clarifications

The session commenced with a comprehensive briefing on the distribution of courses across the seven defined technical lots. It was clarified that interested firms are permitted to apply for one or multiple lots; however, each application must be submitted separately, with distinct technical and financial proposals corresponding to each lot.

In response to queries regarding training locations and logistical arrangements, it was conveyed that KPITB is actively coordinating with the Higher Education Department (HED) to secure training venues at public sector universities and colleges across Khyber Pakhtunkhwa. While these institutional venues will be prioritized, firms may propose alternative locations, subject to compliance with the infrastructure checklist to be provided by KPITB at the time of contract award. Importantly, any costs associated with venue utilization—including operational or incidental expenses—shall be the responsibility of the selected consultants. The anticipated batch size per course is approximately 35–40 trainees, though minor variations may occur depending on final venue capacity.

Firms were reminded that curriculum development is a core component of this assignment. All applicants are expected to undertake contextual market research to ensure that their proposed training curricula are aligned with prevailing industry demand and technological trends. While broad outlines for each course package have been developed by KPITB, consultants will be responsible for finalizing curricula within this framework. Standardized templates and quality benchmarks were shared during the session, and detailed outlines for specific packages will be shared with interested bidders upon written request. A number of participants suggested revisiting the contact hours and overall training duration, noting that the current structure may pose challenges in retaining participants and may also have cost implications.

Regarding certification and post-training support, it was emphasized that each training course must conclude with a final assessment and a capstone project. Only those trainees who achieve a minimum score of 80% in the final evaluation shall be eligible for the certificate of completion. Firms are further expected to facilitate meaningful post-training linkages with freelance platforms, technology employers, and other relevant industry actors to support graduate employability.

On the matter of institutional accreditation, bidders sought clarification regarding whether the requirement applies solely to trainers or to the consultancy firms as a whole. It was confirmed that for Packages 6 (Cybersecurity), 8 (Cloud Computing), and 9 (Networking), it is mandatory for the bidding firms themselves to be accredited with relevant principal bodies or certifying institutions. While the specific requirements are detailed under Mandatory Criteria Nos. 17, 20, and 23, bidders may also provide evidence of accreditation or formal recognition from other reputed national or international institutions relevant to their domain of expertise.

2. Suggestions from Bidders & Decisions Taken:

Details	Discussion	Decision
Proposal Submission Deadline	Bidders requested an extension to the proposal submission deadline, citing the complexity of the proposal preparation process, particularly where multiple lots were involved.	The Chair clarified that the proposal timeline is linked with broader implementation dependencies within the project. Therefore, the deadline will remain July 30, 2025, at 02:30 PM, as originally stated in the RFP.
Earnest Money / Bid Security	Several firms pointed out that the RFP does not mention any requirement for bid security in the form of Earnest Money. They suggested this be added to align with standard bidding practices.	It was confirmed that as per KPPRA procurement rules, bid security is not mandatory for consultancy services. Hence, no bid security will be required, and the RFP document will remain unchanged in this regard.
Access to Course Outlines	Firms requested that course outlines for each training package be shared to allow them to better understand content requirements and structure proposals accordingly.	It was informed that course outlines are available and will be shared upon written request. Interested bidders can email yousafzai.shoaib@kpitb.gov.pk specifying their lot of interest, and outlines will be sent via email.
Training Duration & Contact Hours	Multiple participants expressed concern over the high number of contact hours mentioned in the RFP. They argued that such extended durations may affect trainee retention and diverge from global training standards. They proposed a reduction in duration for improved feasibility and cost-efficiency.	The concern was acknowledged as genuine and valid. It was shared that revised, more optimal durations will be reviewed and proposed for internal approval, ensuring quality is maintained while improving trainee engagement.

Packages	Digital Skills	Suggested Model	Suggested Contact Hours
Package 1	IT Governance	4 hours/session and 3 sessions week i.e. 12 contact hours per	144
	IT Service Management and IT Auditing		

	Microservices Architecture	week	
Package 2	Basic IT Automation (Office Automation)	3 hours/session and 3 sessions week i.e. 9 contact hours per week	108
Package 3	E-Commerce		
	Search Engine Marketing		
	Social Media Marketing		
	Blogging and Content Writing		
	V-logging and YouTube		
Package 4	Graphics Design / UI-UX Design		
	Motion Graphics/Animation		
Package 5	Full Stack Web Development	4 hours/session and 3 sessions week i.e. 12 contact hours per week	144
	Mobile Development Frameworks		
Package 6	Cyber Security		
	Digital Forensics		
Package 8	Cloud Computing		
	Computer Networking		
Package 9	Game Development		
	Augmented Reality/Virtual Reality		

JVs/Consortiums	Bidders sought clarity on the allowance for Joint Ventures (JVs) or consortiums. While some	It was clarified that JVs/consortiums are allowed under the RFP. There will be no restriction on the number of partners, provided that each

	participants proposed restricting the number of partners in a JV to avoid overly complex consortiums, others suggested that no such restriction should be applied to enable firms to bring in diverse expertise, particularly where multiple competencies are required.	partner is registered with the relevant regulatory authority and the roles and responsibilities of each partner are clearly defined in the proposal. Also, that the lead bidders are clearly defined for which the core capabilities related to the project will be taken into account, and that the support partners role in the joint venture must clearly be defined in the JV/Consortium document.
Mandatory Requirement for Qualified Trainers	Participants raised concerns about the requirement for three trainers per digital skill, especially for packages where multiple but similar digital skills are bundled (e.g., Package 5, 6, 8, 9). They argued that in such cases, a single qualified trainer might be capable of delivering content for more than one skill. Questions were also raised about trainer duplication across bids or packages.	It was clarified that for Packages 5, 6, 8, and 9, a trainer with demonstrable experience in both skillsets within a single package may be proposed for both skills — provided the total number of trainers proposed for the package still amounts to three (3). However, trainers cannot be proposed across multiple packages by the same firm/JV. Violation of this rule will lead to disqualification. Additionally, Tech Form-8 must be used and signed by both the trainer and the firm to confirm exclusive engagement.

3. Discussion on Technical Evaluation Criteria

Requirement as per RFP	Discussion	Decision
A1. Experience of Training in Digital Skills on National or Provincial Level with Government Entity (E) • Training of 2000 trainees in one single Contract = 15 Marks • Training of 5000 trainees in one single contract = 25 Marks	The firms raised concern that training 5000+ participants under a single contract is a very high threshold. They suggested reducing the threshold.	It was clarified that this criterion is critical for ensuring large-scale delivery capability and quality. Hence, no changes were made to this requirement.

• Training of 5000+ trainees in one Single Contract = 50 Marks		
A3. Financial Strength – Average Annual Turnover during the Last 03 Years (G) • Average annual turnover less than PKR 20 million → 0 Marks • Average annual turnover of PKR 20 million – 30 million → 30 Marks • Average annual turnover of PKR 31 million – 50 million → 60 Marks • Average annual turnover of PKR 51 million or more → 100 Marks	Participants suggested slight increase in the financial evaluation to accommodate a wider range of firms and ensure better competitiveness.	The suggestion was accepted. The revised scoring is: • Average annual turnover less than PKR 30 million → 0 Marks • Average annual turnover of PKR 31 million – 40 million → 30 Marks • Average annual turnover of PKR 41 million – 60 million → 60 Marks • Average annual turnover of PKR 61 million or more → 100 Marks

Mr. Wajid Anwar
Secretary of the Committee
Project Manager, MADC

Ms. Tooba Shah
Planning Officer (S&T)
ST&IT Department

Mr. Jabber Khan
Deputy Director (Projects Implementation)
KPITB, Peshawar

Mr. Imran
Deputy Director (Procurement)
KPITB, Peshawar

Mr. Muhammad Shoaib
Chairman of the Committee
Project Manager, KP-EDSIY,

The decisions were recommended for the approval of the Project Director. The meeting ended with vote of thanks.