

PRE – APPLICATION MEETING MINUTES

e-PQ - Hiring of Training Firms/Institutes and Individual Trainers for Conducting Trainings through Framework Agreements

File No.: IFB NO. 002/50/Proc-I

Pre-Qualification Notice Published Date: 15-Oct-2025 – NDRMF's Website and PPRA EPADS

18-Oct-2025 – Daily Newspapers

21-Oct-2025 – PPRA Website (www.ppra.gov.pk)

e-PQ Application Submission Date & Time: 5th November 2025 @ 1000 Hours via PPRA EPADS

Pre-Application Meeting Date & Time: 27th October 2025 @ 1030 Hours

Pre-Application Meeting Venue: NDRMF Board Room, 5th Floor EOBI House G-10/4 Islamabad

1. NDRMF's Representations:

- | | |
|--------------------------------|-----------------------|
| 1 Deputy Manager (Procurement) | 2 Deputy Manager (HR) |
| 3 HR Assistant | |

2. Firms' / Individual Trainers' Participation:

Two (2x) representatives participated in person and Four(4x) participated through online link in the subject Pre-Application Meeting

3. Proceeding of the Meeting:

The Pre-Application Meeting started with brief introduction. Participants/representatives of the firms shared queries related to pre-qualification process and preparation of e-PQ applications. All queries were responded accordingly and are recorded hereunder:-

No.	Participants' Queries	PQ Doc. Reference	NDRMF Responses
1	Whether the trainings will be conducted online or in classroom based mode.	Section VI- Broader Scope of Work	Training(s) may be conducted online, in-person or blended modalities depending on the specific requirement of each training session. It was further clarified that current process is of prequalification stage wherein training firms and individual trainers will be assessed and pre-qualified in accordance with their relevant expertise. Whereas all pertinent details /information regarding the specific trainings/deliverables, target audience/training modes and other training-related aspects will be included at the second stage of procurement.
2	Mode of submission of applications and requirement for hard copies.	Prequalification Notice Clause 4 PQ Doc – Invitation for Prequalification Clause-3 Section-II PDS- ITA 17.1	Applications shall be submitted electronically through PPRA EPAD system (www.eprocure.gov.pk). Interested Firms /Institutes and Individual Experts/Trainers (applicants) must be registered on EPAD System to participate in the prequalification process and submit their e-PQ application(s) against desired Category/Lot based on their expertise through EPAD. It is pertinent to mention that original application(s) along with the supporting documents duly signed and stamped, shall be properly scanned and uploaded at EPAD. No hard copies are required at this stage unless specifically requested by the Procuring Entity for clarification.
3	Submission of applications based on packages /Lots.	Section IV – Application Forms	Applicants (Firms and Individual) will select the relevant Lot (s) and submit their applications along with the relevant supporting documents through EPAD system.

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			It is further explained that in EPAD total Seven (07) Lots are created <i>(that are based on the packages mentioned in the prequalification document)</i> as per following details: - <table><tr><th>Lots as per EPAD</th><th>Details</th></tr><tr><td>Lot-1</td><td> Lot-1 is for Training Firms. Under Lot 1 Four areas of expertise/packages [i.e. (1) <i>Technical Training</i>, (2) <i>IT & Digital Training</i> (3) <i>Soft skills and Leadership Development</i> (4) <i>Specialized Trainings</i>] are included in the prequalification document. For submitting the application(s) through EPAD, the Interested Training Firms will refer to the Prequalification Document and select/check the relevant area(s) of expertise (package) as listed in the “Application Submission Letter (for Firms/Institutes)”, besides, align the relevant supporting documents w.r.t the eligibility requirements, historical contract performance, financial capacity and relevant experience specifically pertaining to the technical category/area for which prequalification is being applied for. </td></tr><tr><td>Lot-2- Lot 7</td><td> Lots 2 to 7 are for Individual Trainers and cover the following thematic areas:- <table><tr><th>Lots included in EPADS</th><th>Relevant Packages mentioned in the PQ Doc</th><th>Thematic Area (Individual Trainers)</th></tr><tr><td>Lot 2</td><td>Package-1</td><td>(a) Disaster Risk Reduction & Management and (b) Climate Change Adaptation.</td></tr><tr><td>Lot-3</td><td>Package-2</td><td>Climate Finance & Disaster Risk Financing</td></tr><tr><td>Lot-4</td><td>Package-3</td><td>Technical Risk Analysis & Modelling</td></tr><tr><td>Lot-5</td><td>Package-4</td><td>Information Technology</td></tr><tr><td>Lot-6</td><td>Package-5</td><td>Soft Skills & Leadership development</td></tr><tr><td>Lot-7</td><td>Package-6</td><td>Workforce Integrity</td></tr></table> To submit applications through EPAD, individual trainers shall select the relevant Lot from the EPAD and also consult the Prequalification Document - “Application Submission Letter (for Individual Trainers)” to check the relevant area(s) of expertise/package, besides align the supporting documents w.r.t eligibility criteria and relevant experience pertaining to the specific thematic area/package being applied for. </td></tr></table> Firms & Individual Trainers can apply for one or more Lots under their relevant domains as per their areas of Expertise	Lots as per EPAD	Details	Lot-1	Lot-1 is for Training Firms. Under Lot 1 Four areas of expertise/packages [i.e. (1) <i>Technical Training</i>, (2) <i>IT & Digital Training</i> (3) <i>Soft skills and Leadership Development</i> (4) <i>Specialized Trainings</i>] are included in the prequalification document. For submitting the application(s) through EPAD, the Interested Training Firms will refer to the Prequalification Document and select/check the relevant area(s) of expertise (package) as listed in the “Application Submission Letter (for Firms/Institutes)”, besides, align the relevant supporting documents w.r.t the eligibility requirements, historical contract performance, financial capacity and relevant experience specifically pertaining to the technical category/area for which prequalification is being applied for.	Lot-2- Lot 7	Lots 2 to 7 are for Individual Trainers and cover the following thematic areas:- <table><tr><th>Lots included in EPADS</th><th>Relevant Packages mentioned in the PQ Doc</th><th>Thematic Area (Individual Trainers)</th></tr><tr><td>Lot 2</td><td>Package-1</td><td>(a) Disaster Risk Reduction & Management and (b) Climate Change Adaptation.</td></tr><tr><td>Lot-3</td><td>Package-2</td><td>Climate Finance & Disaster Risk Financing</td></tr><tr><td>Lot-4</td><td>Package-3</td><td>Technical Risk Analysis & Modelling</td></tr><tr><td>Lot-5</td><td>Package-4</td><td>Information Technology</td></tr><tr><td>Lot-6</td><td>Package-5</td><td>Soft Skills & Leadership development</td></tr><tr><td>Lot-7</td><td>Package-6</td><td>Workforce Integrity</td></tr></table> To submit applications through EPAD, individual trainers shall select the relevant Lot from the EPAD and also consult the Prequalification Document - “Application Submission Letter (for Individual Trainers)” to check the relevant area(s) of expertise/package, besides align the supporting documents w.r.t eligibility criteria and relevant experience pertaining to the specific thematic area/package being applied for.	Lots included in EPADS	Relevant Packages mentioned in the PQ Doc	Thematic Area (Individual Trainers)	Lot 2	Package-1	(a) Disaster Risk Reduction & Management and (b) Climate Change Adaptation.	Lot-3	Package-2	Climate Finance & Disaster Risk Financing	Lot-4	Package-3	Technical Risk Analysis & Modelling	Lot-5	Package-4	Information Technology	Lot-6	Package-5	Soft Skills & Leadership development	Lot-7	Package-6	Workforce Integrity
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4	Only the English language will be used as the mode of training.	—	The medium of instruction will be finalized based on the technical nature and requirements of each specific training at the second stage of procurement.
5	Whether foreign trainers can be included by the firms in their panel.	—	Firms can have foreign trainers in their panels/ resource pool. However, firms must fulfill all the eligibility requirements mentioned in the pre-qualification documents for participating in the respective categories for prequalification.
6	Applicability of Joint Venture (JV)	Section-II PDS- ITA 4.2	Joint Venture arrangements are not applicable for this prequalification process
7	Acceptability of Provincial Sales Tax registration	—	Firms registered under Provincial Sales Tax shall be considered eligible, subject to submission of valid registration documentation vide PPRA EPADS (www.eprocure.gov.pk).