

**Government of Pakistan**  
**Revenue Division**  
**Federal Board of Revenue**  
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Islamabad, the 16<sup>th</sup> December, 2025

**MINUTES OF THE PRE -BID MEETING**

**SUBJECT: HIRING OF SERVICES OF INSTITUTION FOR CERTIFICATION BASED UPSKILLING PROGRAMS FOR GRADE 17-18 OFFICERS OF FBR**

To hire the services from eligible and experienced institutions for the Design, Delivery, and Certification of Professional Upskilling Programs for officers of the Federal Board of Revenue (FBR) in Grades 17 and 18, an advertisement was floated in Daily "Dunya" and daily, "The News" on 09.12.2025 (Tuesday). The advertisement was also published on FBR and PPRA websites. The bidding documents were also uploaded on ePads and FBR websites. The VLC link was provided in the advertisement for firms to participate in the meeting online. As per PPRA Rules, 2004, a pre-bid meeting (in person and online) was convened on 16.12.2025 at 11:00 am in Committee Room No.358, 3<sup>rd</sup> Floor, FBR, Islamabad. The Members of Procurement Committee & Technical/Financial Evaluation Committee were present (Annex-A).

2. Mr. Waqas Ahmad, representative from Lahore University of Management Sciences (LUMS) attended the pre-bid meeting through the given VLC link.

3. During the pre-bid meeting, the Delivery Unit officers briefed the representative of the LUMS about the bidding document. Representatives of the LUMS was asked to put questions about bidding documents which were responded by the committee members and Delivery Unit team. Representative of the University was requested to kindly submit their queries and suggestions through email provided in the advertisement so that a written reply can be provided to them (Annex-B). Secretary Procurement Committee also assisted the pre-bid meeting.

4. The meeting concluded with a vote of thanks from the chair to the participants.

  
(Farrukh Amir Sial)  
(Secretary Admin)/  
Secretary Procurement Committee

Distribution:

- Members of Procurement Committee.
- Members of the Technical/Financial Evaluation Committee.

**Annex-A**

S.No.	Name & Designation	Portfolio in Committee	Remarks
1.	Mr. Muhammad Ali Khan Secretary (Exp)	Secretary Technical/Financial Evaluation Committee	Present
2.	Mr. Farrukh Amir Sial Secretary (Admn)	Secretary Procurement Committee	Present
3.	Syed Shabbir Raees Zaidi, Second Secretary (TDU)	For Assistance of Committees	Present
4.	Ms. Qandeel Alam, Second Secretary (TDU)	For Assistance of Committees	Present

SUBJECT: **RESPONSES TO THE CLARIFICATIONS AND RECOMMENDATIONS RECEIVED IN PRE-BID MEETING REGARDING HIRING OF SERVES OF INSTITUTION FOR CERTIFICATION BASED UPSKILLING PROGRAMS FOR GRADE 17-18 OFFICERS OF FBR**

S. No.	RFB Section / Clause	Clarification / Recommendation	Response
1.	Section VI – Bid Forms	Is a Letter of Authorization required for signing the bid documents?	Yes, the Letter of Authorization in the name of official authorized to sign the bid may be attached with the bid.  Further, as per Form of Bid Securing Declaration, the person signing the bid shall have the power of attorney given by the bidder attached to the bid.
2.	Section III – Bid Data Sheet (BDS)	Are original documents required to be attached with the proposal submission?	Yes, as required in the Bid Data Sheet clause 15 referring to ITB clause 18.1 at Pg 23 of the bidding document, one original hard copy of bid containing original documents is required to be submitted in person at the time and venue mentioned in the bidding documents in addition to the e-bid which needs to be uploaded on EPADS.
3.	Section III – Bid Data Sheet (BDS)	Is submission of the bid via courier service acceptable, or is a personal submission mandatory?	Submission of hard copy of bid in person is recommended to avoid any delay and/ or misplacement of bids through courier.

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_