

**Government of Pakistan
Revenue Division
Federal Board of Revenue

Islamabad, the 16th April, 2025

MINUTES OF THE PRE -BID MEETING

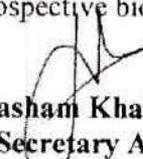
SUBJECT: HIRING OF ACCREDITED ACADEMIC INSTITUTION/TESTING AGENCIES FOR CONDUCTING LICENSING EXAMINATION OF CUSTOMS CLEARING AGENTS

To hire the services of Accredited Academic Institutions/Testing Agencies for Conducting Licensing Examination of Customs Agents for Financial years 2024-25, 2025-26 & 2026-27, an advertisement was floated in Daily "Dunya" and daily, "The News" on 29.03.2024 (Saturday). 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 the firms to participate in the meeting online. As per PPRA Rules, 2004, a pre-bid meeting (in person and online) in Committee Room No.358 was convened on 14.04.2025 at 11:00 am. The representatives of the Procurement Committee, Technical/Financial Evaluation Committee along with relevant member of Delivery Unit were present (Annex-A). Two (02) representatives of firm were present personally and three (03) representative attended the pre-bid meeting through the given VLC link. (Annex-B)

2. The purpose of the Pre-bid Meeting was to provide clarifications on queries/questions raised by the representatives of the prospective bidders on the Bidding Document for subject procurement activity, to facilitate them in preparation of effective technical and financial bids. After brief background, the prospective bidders' representatives asked questions/gave observations. The FBR team clarified the same in light of the relevant clauses of the bidding document.

3. In addition, the representatives were also given two (02) days' time, to share their queries in writing, to avert any confusion. In this regard, it was clarified that the Federal Board of Revenue would reply all the queries of the prospective bidders in the form of Minutes of Pre-bid Meeting which would be shared with all the prospective bidders who have participated in the Pre-Bid Meeting. Besides, the Minutes would also be uploaded on the website of the Federal Board of Revenue www.fbr.gov.pk/tenders.

4. Accordingly, the following table provides all queries, and response thereof, either asked during Pre-bid and/or submitted in writing after the Meeting, by the prospective bidders.


**(Hasham Khalid Malik)
Secretary Admin/
Procurement Committee**

Distribution:

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

SR #	RFB Serial	RFB Heading	Queries/Observations	Amendment/Response
01	TEC# 1(c)	Registration with HEC	The bidder requested that testing agencies are registered with SECP, therefore, same may be incorporated	Incorporated as Amendment 1 to ITB
02	TEC# 1(d)	Ranking	The bidder informed that Testing agencies are not being ranked/Accredited internationally or locally, therefore heading can be amended and marks can be divided suitably.	Incorporated as Amendment 1 to ITB
03	TEC# 1(e)	ISO Standardization for Test Administration and Academic Excellence	The bidder informed that the testing agencies have to comply with various important ISO certifications required for overall test administration therefore heading can be suitably amended for testing agencies.	Incorporated as Amendment 1 to ITB
04	TEC# 2	Experience in Conducting Written Test	The bidder requested to rationalize marks per project.	Incorporated as Amendment 1 to ITB.
05	TEC# 3(d)	Security Apparatus to Manage examination Process	The bidder requested to clarify the type of Security as to Physical/Cyber/Data/Test or Material Security.	All the securities like physical/cyber/data/test material securities are included in this.
06	TEC# 5	Quality of Technical Proposal	The bidder requested to specify the number of sample papers required to be attached since development of sample questions also involves cost.	At least 2 sample papers.
07	TEC# 5(g)	Meeting of Contract Timeline	Any specific duration/no of days to complete the project from client side once advertisement is published be shared.	The duration will be finalized once the contract is signed between parties. However, this specific requirement mentions the previously

				completed projects within stipulated timelines as mentioned in the TORs.
08	Section V, 1.3(i)	Terms of Reference	The bidder requested clarification as to whether bidder or FBR will bear cost of advertisement in the Newspaper to call for applications from candidates.	The advertisement will be published under the joint stamp of FBR and the successful bidder. However, the cost will be borne by the bidder.
09	Sec V 1.3 (ix)	Terms of Reference	The bidder suggested to include biometric as mentioned in Sec V 1.3 (ix) be made compulsory and part of evaluation criteria to avoid impersonation and be mentioned as under since all universities/testing agencies do not have access to NADRA for biometric verification and number machines for Biometric be mentioned (at least 50 machines) for entire test at one day.	N/A
10	Sec (V) 1.3 (viii)	Terms of Reference	The bidder requested to provide list of provisional license holders to avoid any impersonation.	FBR will provide a list of Provisional license holders.
11		Terms of Reference	The bidder informed that it can effectively conduct the WeBOC/PSW training if training material is provided by FBR but it will bear separate additional expenditures/cost which will be provided later if selected.	This is a prospective clause, FBR would extend the contract scope later. The bidder will be paid additionally by the candidates. However, the cost should not be included in this financial proposal.
12	Section (V),3		The bidder requested to provide reference/location where content weightages/syllabus of licensing exam can be viewed by Testing agencies/universities to prepare sample paper	SRO 2071(I)/2024 dated 24th December,2024 and Customs Agents Rules,2001. Already

				provided at Section(V) Point 3
13			The bidder requested to provide detailed format with heading of Financial quotation given in the RFP.	Incorporated as Amendment 1 to ITB
14	Section (V), 4.	Mode of Payment	The bidder requested to confirm that whether 100% test fee be collected from candidates.	Yes. The Accredited institution/testing agency shall collect testing fee directly from the candidates applying for examination of Licensing of Clearing Agents.
15			The bidder requested extension in the time period for submission of bid.	N/A
16	Section (V) 1.3(xi)	Terms of Reference	The bidder sought clarification for the nature of question paper.	Only MCQs questions.
17			The bidder inquired that whether any skill test required for passing this exam.	No.
18			The bidder sought clarification regarding HEC-verified bachelor's degree.	The candidate may be provisionally allowed to appear in the examination submitting their bachelor's degrees. However, the final selection for award of license would be contingent upon verification/authentication of bachelor's degree.
19			The bidder requested to clarify minimum qualification for appearance in examination and also if any specific field of study required.	Bachelor's degree. Min 14 years of education. No specific subjects required.

20		The bidder requested clarification as to whether government or private sector universities/testing agencies may participate in the bidding process.	Both private and government sector universities/agencies may participate.
21		The bidder requested to waive off the requirement of bid security.	Incorporated as Amendment 1 to ITB
22		The bidder sought clarification regarding applicability of the provincial sales tax.	Yes, provincial sales tax is applicable.

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FOR CONDUCTING LICENSING EXAMINATION FOR CUSTOMS AGENTS**

S.No.	Name & Designation	Portfolio in Committee	Remarks
1.	Mr. Waqar Ahmed Second Secretary (CPF)	Secretary Technical/Financial Evaluation Committee	Present
2.	Ms. Umme Kalsoom Second Secretary (CA)	For Assistance of Committees	Present
3.	Mr. Hasham Khalid Malik Secretary (Admn)	Secretary Procurement Committee	Present

Annex-B

SUBJECT: HIRING OF ACCREDITED ACADEMIC INSTITUTION/TESTING AGENCIES FOR CONDUCTING LICENSING EXAMINATION OF CUSTOMS AGENTS

S.No.	Name of Firm	Name of Representative	Remarks
1.	Mr. Yousaf Jamal	NTS, Pakistan rhfed@nts.org.pk faisal.iqbal@nts.org.pk 61101-42082781	Present
2.	Mr. Usama Khan	NTS, Pakistan usama.khan@nts.org.pk 15603-03507757	Present
3.	Mr. Abid Burki	LUMS	On-Line
4.	Mr. Faizan Ahmed	Central Testing Service (CTS), Lahore	On-Line
5.	Ms. Sumreen Noman Ansari	ICMAP	On-Line