

Government of Pakistan
Revenue Division
Federal Board of Revenue

Islamabad, the 19th June, 2025

MINUTES OF THE PRE -BID MEETING

SUBJECT: **Hiring of Services for the Design and Delivery of a Post Graduate Diploma (PGD) Program**

To hire the services of a University/Institute for Post Graduate Diploma (PGD) Program, an advertisement was floated in Daily "Dunya" and Daily "The Tribune" on 13.06.2025 (Friday). The advertisement was also published on FBR and PPRA websites. The bidding documents were also uploaded on ePads and FBR website. The Zoom link was provided in the advertisement for the Universities/Institutes 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 19.06.2025 at 11:00 am. List of the Members of Procurement Committee & Technical/Financial Evaluation Committee who were present in the pre-bid meeting is at **Annex-A**.

2. 06 representatives from Three (03) different Universities/ Institutes have attended the meeting online through Zoom link (**Annex-B**).

3. During the pre-bid meeting, the Delivery Unit briefed the representatives of the Universities/Institutes about the bidding document. Representatives of the firms asked various questions about minimum number of participants, mode of payment, engagement of FBR as domain experts, and other related issues. Mr. Muhammad Khalid Jamil, Chief (Tax Reforms), Syed Shabbir Raees Zaidi, Second Secretary, Delivery Unit and Ms. Qandeel Alam, Second Secretary, Delivery Unit responded to the queries raised by the representatives of the Universities/Institutes. Mr. Muhammad Khalid Jamil, Chief (Tax Reforms) requested the representatives to kindly submit their queries and suggestions through email provided in the advertisement before 12:00 midnight on 19.06.2024 so that a written reply can be provided to them. Secretary Procurement Committee assisted the pre-bid meeting.

4. The meeting concluded with a vote of thanks.


(Hasham Khalid Malik)
(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. Ahmed Shuja Khan Member (Audit/CRM)	Member Technical/Financial Evaluation Committee	Present
2.	Mr. Muhammad Khaid Jamil Chief (Tax Reforms)	Member Technical/Financial Evaluation Committee	Present
3.	Dr. Muhammad Khurram Chief (Mgt-HR-IR)	Member Technical/Financial Evaluation Committee	Present
4.	Mr. Muhammad Ali Khan Secretary (Expenditure)	Member Technical/Financial Evaluation Committee	Present
5.	Mr. Hasham Khalid Malik Secretary (Admn)	Secretary Procurement Committee	Present
6.	Syed Shabbir Raees Zaidi, Second Secretary Delivery Unit	For Assistance of Committees	Present
7.	Ms. Qandeel Alam, Second Secretary Delivery Unit	For Assistance of Committees	Present

Annex-B

S.No.	Name of University/ Institute	Name of Representative	Contact No. email	Status
1.	Bahria University, Islamabad Campus	Mr. M. Atif Shahzad Akbar, Deputy Director	0321-9837121 ddlpsc@bahria.edu.pk	Online
2.	Bahria University, Islamabad Campus	Ms. Sundus Mushtaq, Manager	mlde.buic@bahria.edu.pk	Online
3.	Bahria University, Islamabad Campus	Dr. Bushra Bibi	-	Online
4.	LUMS,	Dr. Omair Haroon	0300-8415537 omair.hroon@lums.edu.pk	Online
5.	Ask Development	Mr. Danish Ali	0321-21807434 pm@askdevelopment.org	Online
6.	Ask Development	Ms. Uswa Azhar	0313-0587203 bde@askdevelopment.org	Online

FBR Response Queries for Tender

Hiring of Services for the Design and Delivery of a Post Graduate Diploma (PGD) Program

Questions		FBR Response on queries																																
1	Would this be a replacement or complementary for official training?	Complementary. Officers will undergo the common training program as usual. The specialized training program (STP) is being redesigned to align with and complement the PGD. Please note that during the PGD timeline, officers will be fully available to the university for full-time engagement.																																
2	Would FBR commit to cooperate for teaching materials development for the program?	Yes, FBR will cooperate in the development of teaching materials for the program.																																
3	Can we request commitment to capstone project from FBR Management in terms of availability of supervisors and access to data and people?	Yes, FBR supervisors will be available to provide domain expertise. Access to data shall remain within the ambit of law and will be anonymized where necessary. Access to FBR personnel will be facilitated by FBR, while access to external stakeholders will be the university's responsibility. Academic supervision will also remain the responsibility of the university.																																
4	Can assessments be exams only or we can suggest continuous assessments (like projects, labs, presentations etc.)?	We encourage a well-rounded assessment model, including projects, labs, and presentations. A rigorous in-person final exam remains a mandatory element of that model.																																
5	Can FBR commit minimum number of officers per cohort?	FBR cannot commit a minimum number as it depends on CSS allocations each year. However, we can share IRS and PCS officer numbers for the 52nd CTP (which shall be the first PGD batch in October 2025) and previous batch data to indicate trends.																																
		<table border="1"> <thead> <tr> <th>CTP</th> <th>IRS</th> <th>PCS</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>52nd (first batch of PGD)</td> <td>39</td> <td>12</td> <td>51</td> </tr> <tr> <td>51st</td> <td>43</td> <td>16</td> <td>59</td> </tr> <tr> <td>50th</td> <td>25</td> <td>21</td> <td>46</td> </tr> <tr> <td>49th</td> <td>41</td> <td>12</td> <td>53</td> </tr> <tr> <td>48th</td> <td>47</td> <td>07</td> <td>54</td> </tr> <tr> <td>47th</td> <td>41</td> <td>23</td> <td>64</td> </tr> <tr> <td>46th</td> <td>42</td> <td>32</td> <td>74</td> </tr> </tbody> </table>	CTP	IRS	PCS	TOTAL	52 nd (first batch of PGD)	39	12	51	51 st	43	16	59	50 th	25	21	46	49 th	41	12	53	48 th	47	07	54	47 th	41	23	64	46 th	42	32	74
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