



REQUEST FOR PROPOSAL

RFP No. GSD (Proc.) / 7094 / Compensation Survey / 2014

December 18, 2014

Procurement Division, General Services Department, SBP BSC (HOK) invites sealed proposals for **“Procurement of Services of a Consulting firm for Conducting Compensation & Benefit Survey for Employees of SBP & SBP BSC”**. Bidding will be conducted under open Competitive Bidding pursuant to Rule-3 (C) “Least Cost based Selection method” as per Procurement of Consultancy Services Regulations, 2010 (PCSR-2010) and is open to all eligible Bidders as defined in Public Procurement Rules, 2004 who meet the following minimum eligibility criteria.

1. The consulting firm should be registered with Tax authorities
2. The consulting firm should have minimum of 5 years experience of HR Consultancy
3. The consulting firm should have completed minimum of 6 Compensation & Benefit Surveys for organizations of comparable scale and complexity
4. The qualified Team Leader & Team members of consulting firm should have experience of compensation analysis, benefits analysis, salaries & personnel emoluments and HR Surveys.

The details of score based Evaluation Criterion is given in the bidding document.

2. The rates quoted must remain valid for a period of One hundred twenty (**120**) days after opening of the bids. Bid Security of **2%** of the bid price (bank draft / pay order drawn in favor of SBP BSC) must be accompanied by **Financial Proposal** in sealed envelope. Late bids will be rejected. Bids submitted without signed **Bid Form** by authorized nominee of the bidder will be rejected. Bid with material deviation, exception, objection, conditionality or reservation shall be rejected. Bid found without bid security will also be rejected. Bidders will submit bids for **COMPLETE REQUIREMENTS**.

3. Interested eligible Bidders may obtain further information if required and purchase the bidding documents on submission of a written application, upon payment of nonrefundable fee of **Rs.1000/-** (Rupees one thousand only) through Bank Draft / Pay Order drawn in favor of SBP BSC from the address given below from **9:00 am to 5:30 pm** after the publication of Request for Proposal till closing thereof. A non-refundable fee of Rs.1500/- (Rupees fifteen hundred only) will be charged if the bidding documents are requested by post. This RFP is also uploaded for display on the websites: <http://www.ppra.org.pk> and <http://www.sbp.org.pk>.

4. A Pre-Bid meeting will be held on December 29, 2014 at 11:00 am Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.

5. Bids must be delivered to the address below on or before **January 7, 2015 at 11:00 am**. Bids will be opened in presence of the bidders’ representatives who choose to attend at **11:30 am** same day at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.

Joint Director

Procurement Division-II

General Services Department

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