



## PRE-PROPOSAL MEETING MINUTES

### **Procurement of Services of a Consultancy Firm for Conducting Remuneration Survey** **RFP No. GSD (Proc. II)/Remuneration Survey/9156/2023**

1. A Pre-Proposal conference for the captioned procurement was arranged by GSD on **February 23, 2023, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Corporate Services & Strategic Planning Department (CS&SPD) and prospective Consultants attended the meeting.
3. The meeting commenced with a welcome note followed by brief introduction of the participants. At the outset, all participants were briefed about the purpose of the meeting that was to provide an overview of the bidding process, explain the scope and Terms of References (TORs), and clarify relevant queries of the participants. Further, it was conveyed that any unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries and relevant responses by the Bank's representatives are given in **Annexure A**.
5. Furthermore, the following guidelines may please be noted for submission of Request for Proposals (RFP) Documents:
  - a. The Consultants must submit the complete and comprehensive response as per the requirements outlined in the RFP Documents. Non-compliance in this regard shall result in rejection of the Bid.
  - b. The Consultants may write seeking any clarification or modification of the RFP Documents no later than seven (07) days before the deadline of submission of bids. The response from SBP would be provided as soon as possible.
  - c. The Consultants must retain with them soft copy of Technical proposals to be shared with us, if required during evaluation stage.
  - d. The response prepared as per the instructions contained in the RFP Documents, Pre-Proposal Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **March 07, 2023, at 11:00 AM (PST)** at the following address;

**Joint Director**  
Procurement Division-II  
General Services Department  
4<sup>th</sup> Floor, BSC House, State Bank of Pakistan  
I.I. Chundrigar Road, Karachi  
Tel: (021) 3311-5420/5477  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)
  - e. No request for extension in the submission deadline of proposals would be entertained.
  - f. All submitted proposals will be opened on **March 07, 2023, at 11:30 AM (PST)** at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
  - g. In case of submission of RFP Documents via courier, an email may be sent at [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk) to enable timely coordination and collection of the documents before the submission deadline. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.



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- h. The submission of two different proposals from the same firm would result in rejection of the both proposals.
- i. For submission of RFP Documents/attending the proposals' opening session, the representative of participating firm shall keep his/her original CNIC and proof of vaccination for entry in the premises of the State Bank of Pakistan (SBP). Furthermore, the following details of the said representative(s) may also be shared in advance for necessary entry arrangements.
- Name
  - CNIC#
  - Vaccination Status (Yes/No)
  - Mobile#
  - Arrival Date & Time:
6. After a detailed briefing, the participants were requested to confirm whether all of their queries had been adequately addressed and that no ambiguity remains related to RFP Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

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### Annexure A

Sr.	Queries	Responses
1.	Can firms submit proposals with some deviation as compared to provisions available RFP documents?	Since conditional proposals are not allowed therefore any such deviation will result in rejection of the submitted proposal.
2.	What will be the composition of comparators pool? Will SBP provide the list of comparator organizations in this regard?	The scope of work to be performed by The Most Advantageous Consultant includes identification and recommendation of a comparator pool of institutions operating in the financial sector of Pakistan. The Most Advantageous Consultant will also be required to provide rationale for selecting the comparator pool.
3.	As SBP is a unique organization in terms of its functions, what would be the benchmarking criteria for the appointments covered under the scope?	Necessary explanation for benchmarking has already been given at para 2 of Terms of Reference (Section 5) of the RFP documents.
4.	Will the consultant be required to consider other regional economies for the purpose of gathering information for comparative study?	No further clarification is required. This aspect has already been explicitly defined in the Section 5-Terms of Reference of RFP document and is reproduced below: <i>"..... the average relevant level of remuneration or fees prevalent in the financial sector of Pakistan for comparable levels of appointment shall be taken into account, ....."</i>
5.	Does the scope of assignment covers only cash based benefits?	The most advantageous Consultant will have to provide information as per Section 5-Clause 3 (ii) as reproduced below: <ol style="list-style-type: none"><li>i. salary/remuneration;</li><li>ii. benefits (cash and non-cash); and</li><li>iii. other terms and conditions which include but not limited to leave, medical benefits for self and family, pension, life insurance, housing, car and driver facility, petrol allowance, security, housing, utilities, education allowance for family, property and other staff loan facility, allowance for domestic help, mobile phone, IT equipment, dislocation allowance, club membership, one-time appointment and termination benefits.</li></ol>



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Sr.	Queries	Responses
6.	Can SBP change the payment schedule or duration of services given in the RFP documents at later stage with mutual consent of Bank and most advantageous consultant?	All the provisions available in the RFP document are final and no further change will be entertained .
7.	Is there any restricted timeline for raising queries or seeking clarifications regarding RFP documents?	Clarifications can be sought well before seven days from the deadline for submission of proposals i.e. <b>March 07, 2023</b> .
8.	The No Zero score condition mentioned in RFP is applicable on which sub-parameters of Parameter I (Experience of the Firm)?	This condition is applicable on all sub-parameters of parameter I as described in the RFP document.
9.	Reference ITB 15.2-Score based Evaluation Criteria Clause 9, what would be the scoring mechanism for less than 14 years of education of any team member?	No score will be awarded for below 14 years of education.
10.	Does the sequence of survey would be as follows; i. Identification and recommendation of comparator pool ii. Collection of data for the target positions iii. Recommendations iv. submission of an implementation plan v. Finalization the project report etc.	No clarification is required as these points are related to the proposed methodology, which would be evaluated as per evaluation parameters given at Clause 15.2 of the Bid Data Sheet of Instructions to Consultant.

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