



PRE-BID MEETING MINUTES

**Procurement for Maintenance Services for Fire Fighting System
Installed at Different Locations of SBP/SBP BSC at Karachi**
ITB No. GSD (Proc. II)/Maintenance of Firefighting System/62999/2023

1. A Pre-Bid meeting for the captioned procurement was held on **December 07, 2023, at 11:00 am** via Zoom Meeting Application.
2. The representatives of General Services Department (GSD-SBP BSC), Internal Bank Security Department (IBSD-SBP BSC) and representatives of the following firms attended the meeting.
 - a. M/s MAB Fire Protection (Pvt.) Ltd.
 - b. M/s Haseen Habib (Pvt.) Ltd.
3. The meeting commenced with a welcome note. At the outset, all participants were briefed about the purpose of the meeting, which was to provide an overview of the bidding process, explain the scope and description of services, and clarify relevant queries of the participants. Further, it was conveyed that the queries submitted by the participants would be sequentially discussed and unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries of the participants and relevant responses by the Bank's representatives are given in **Annexure A**.
5. Furthermore, the following guidelines were reiterated which may please be noted for submission of Bidding Documents:
 - a. The bidders must submit the complete and comprehensive Bid per the requirements outlined in the Bidding Documents. Non-compliance shall result in rejection of the Bid.
 - b. All components of costs must be incorporated in the Price Schedule (Form II) including all the applicable taxes and services charges for maintenance and support service, fire points services, repairs, parts replacement, labor etc. as per applicable laws including the overheads considering the details given in scope of work/description of services. The Bank will not reimburse any ancillary payment other than the amount quoted in the Price Schedule.
 - c. The bidders may seek related clarification or modification of the Bidding Documents no later than seven (07) days before the deadline for submission of bids.
 - d. The bids prepared as per the instructions contained in the Bidding Documents, Pre-Bid Meeting, and subsequent clarifications thereof must be submitted on or before **December 18, 2023, at 11:00 am** at the following address;

Senior Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Telephone No: (021) 3311-5420/5478/5963
Email: gsd.proc2@sbp.org.pk
 - e. Bids will be opened on **December 18, 2023, at 11:30 am** at the Learning Resource Centre/Heritage Meeting Room at State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
 - f. In case of submission of Bidding Documents via courier, an email may be sent at 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.

g. For submission of Bidding Documents/attending the Bid opening session, the representative of participating firm shall keep his/her original CNIC for entry into the premises of the State Bank of Pakistan (SBP). Furthermore, the said representative(s) details may also be shared in advance for necessary entry arrangements.

- Name & CNIC#
- Mobile#
- Arrival Date & Time

6. After a detailed briefing, the participating bidder was requested to confirm whether all of its queries had been adequately addressed and that no ambiguity remains related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

ANNEXURE A

Sr.	Queries	Responses
1.	Which documents should be printed on Firm's letterhead or on stamp paper?	All Forms for Technical and Financial Bid must be printed on Firm's Letterhead except Affidavit for Bidder's Blacklisting Status which should be printed over stamp paper.
2.	Can contract price will be adjusted based on inflation?	No, Bidders are required to quote rates for two years as per the format given in the Bidding Documents by keeping in view of the inflation and any other factors. No extra payment, except for the Contract price, shall be made by the Bank during the currency of the contract. However, in case of any change in taxes/duties imposed by the Govt. during currency of the contract; same would be equally accounted for by both the parties of the Contract. i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new indirect tax or duty, the contract price would be adjusted accordingly.
3.	What would be the parts replacement mechanism in case of any sudden maintenance need for any equipment?	In case of major replacements of parts; Bank will bear the cost as per mechanism defined as per para 9 of Description of the Services, Performance Specifications & Terms of Reference (Appendix A). Further the service provider will carry out the minor repairs/replacements at its own cost.
4.	Can brand names for the existing Fire Alarm Systems be shared with the firms?	A site visit for the purpose have been arranged on <u>Dec 11, 2023 at 11 AM</u> for interested bidders for this purpose.
5.	Since the price schedule contains charges for the maintenance of given number of devices/equipment only. But, in case of Firefighting system/equipment failure for any reason, would the cost related to service points be claimed in the invoice? In such case, what would be the invoicing mechanism?	The charges of maintenance services are applicable w.r.t. equipment detailed in payment schedule. However, the non-operational/defective equipment would not be included for payment for the period during which equipment/system remains non-operational. Furthermore, absence from service points would be penalized additionally.
6.	Quantity of Fire Hydrants (10), Hoses & Nozzles (30) need to be revised.	Quantity of Fire Hydrants is (30) whereas quantity of Hoses & Nozzles is (10). Total quantity remains same i.e. 40.
7.	Suggestion that Bank should keep a budget for corrective maintenance purpose	As responded at 3 above.