



PRE-BID MEETING MINUTES

Procurement of Services of an Insurance Company to provide Insurance Coverage for Loans given to Employees by State Bank of Pakistan and SBP Banking Services Corporation

ITB No. GSD (Proc. II) /GSD & HRD-Insurance Services/64887/2023

1. A Pre-Bid meeting for the captioned procurement was held on December 18, 2023, at 11:00 am via Zoom Meeting Application.
2. The representatives of General Services Department (EBD), Human Resources Department and representatives of the following firms attended the meeting.
 - M/s Jubilee Life Insurance (Pvt.) Ltd.
 - M/s Dawood Family Takaful Ltd
 - M/s EFU Life Assurance
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 including all the applicable taxes.
 - 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 **January 04, 2024, 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 **January 04, 2024, 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.	Point 3, 4 & 10 of eligibility criteria may restrict small companies to participate in said bidding process and may be reviewed in order to enhance open competition.	Eligibility criteria has been defined keeping in view the total loan amount to be insured in order to ensure quality of services/financial strength of the prospective bidder. Further this criteria is being used historically for the same services. Any consideration for a change in criteria on the request of a specific bidder is not justifiable as per the spirit of PPR 2004.
2.	Is the premium amount exclusive of taxes?	As defined in bidding documents, Total Premium Rate will be inclusive of indirect Taxes. For this purpose, services sales tax @ 13% may be considered.
3.	What is the Free Cover Limit (FCL)?	FCL is 70 Million as defined in bidding documents.
4.	Would last 3 years data of loans and claims to be shared with bidders?	Data can be obtained by submitting a request at gsd.proc2@sbp.org.pk .