



PRE-PROPOSAL MEETING MINUTES

Procurement of Services of a Consultancy Firm for Conducting Compensation and Benefits Survey of State Bank of Pakistan (SBP) & SBP Banking Services Corporation (SBP BSC)
RFP No. GSD (Proc. II)/Compensation & Benefits Survey/12154/ 2023

1. A Pre-Proposal conference for the captioned procurement was arranged by GSD on **March 09, 2023, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Human Resource Department (HRD), Human Resource Management Department (HRMD) 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 21, 2023, at 11:00 AM (PST)** at the following address;

Joint Director

Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5477
Email: 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 21, 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 to enable timely coordination and collection of the documents before



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the submission deadline. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.

- h. The submission of two different proposals from the same firm would result in rejection of the both proposals. A firm can participate either as individually or through Joint Venture. However, if a firm is submitting proposal individually, it can't participate as Joint Venture partner with any firm and vice versa.
 - 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.	Whether bid security will have to be submitted along with the financial proposal or technical proposal?	Bid security is required to be submitted along with technical proposal as already mentioned at clause 23.1 – Bid Data Sheet of Instructions to Consultants of the RFP document (Page 23).
2.	Can a firm include experience of an individual as firm's experience?	No, any individual's experience will not be considered as firm's experience.
3.	Whether the projects mentioned under Criteria # 3 will also be considered for evaluation against Criteria # 4?	No, projects mentioned against Criteria # 3 will not be considered for evaluation against Criteria # 4 and vice versa. Participating consultants will have to specify distinct projects against each criteria in their technical proposals.
4.	How many number of employees and unique positions are covered in the scope?	Detail of number of employees of State Bank of Pakistan and SBP Banking Services Corporation (SBP BSC) is given under Terms of Reference (Page 38 of the RFP document). Grading structure includes 7 and 8 unique positions for SBP and SBP BSC respectively.
5.	What will be the target population for selection of comparators and what would be the desirable number of comparators in the pool?	A pool of 20 comparator organization will be selected for compensation and benefit survey with majority of organizations from financial sector i.e. big Banks. Further, client will facilitate the successful/Most Advantageous consultant in obtaining data from comparator organizations.
6.	Is Joint Venture (JV) and Sub-Consultancy allowed.	A firm can participate in the bidding process either individually or through JV. Any firm participating individually will not have the option of participating as JV partner with any other firm. In case of JV, the maximum number of partners is two. Further, participation through sub-consultancy is not allowed.
7.	How score will be assigned in case of participation through JV?	In case of JV, the evaluation will be carried out as follows; <ul style="list-style-type: none"> i. Mandatory eligibility criteria No. 1 & 2 mentioned at Part - A are required to be fulfilled by both JV partners individually. ii. Against Criteria regarding Experience of the Firm, each member/partner of JV will be evaluated separately against each parameter and collective experience of both partners will be considered for scoring against this parameter. iii. In case of Evaluation Criteria regarding Team Leader/Team Member/Approach & Methodology, participating consultants will have to propose one team and approach & methodology. Submission of two teams or



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Sr.	Queries	Responses
		two different methodologies may result in rejection of submitted proposal. Further, in case of participation through JV, the technical proposal must clearly and separately indicate the experience of each JV partner.
