



## 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/64887/2024**

1. A Pre-Bid meeting for the captioned procurement was held on April 03, 2024 at 11:00 AM via Zoom Meeting Application.
2. The representatives of General Services Department (EBD), Human Resources Department and representatives of the various firms attended the meeting.
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 **April 18, 2024 at 11:00 am** at the following address;

**Senior Joint Director**  
Procurement Division-II  
General Services Department  
4<sup>th</sup> 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](mailto:gsd.proc2@sbp.org.pk)
  - e. Bids will be opened on **April 18, 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](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.
  - 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.

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**ANNEXURE A**

<b>Sr.</b>	<b>Queries</b>	<b>Responses</b>
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.	Owing to the expected Eid ul Fitar holidays, may the closing date for bid submission be extended?	The closing date for bid submission may not be extended keeping in view the stringent procurement timelines.
3.	What if a same vendor submits more than one bid from various regional offices across Pakistan?	In this case, said bids would be treated as invalid.
4.	Would last 3 years data of loans and claims to be shared with bidders?	Data can be obtained by submitting a request at <a href="mailto:gsd.proc2@sbp.org.pk">gsd.proc2@sbp.org.pk</a>