



MINUTES OF THE PRE-SUBMISSION MEETING

Engagement of Consulting Services for Designing of New Banknotes Series

1. A Pre-submission meeting for the captioned procurement was held on **March 12, 2024 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Finance Department, PSPC and following prospective consultants joined the meeting:
 - i. M/s Koenig & Bauer Banknote Solutions SA
 - ii. M/s De La Rue International Limited
 - iii. M/s Flecbon Corporation
 - iv. M/s China Banknote Printing and Minting Corp
 - v. M/s G+D Currency Technology
 - vi. M/s SICPA
3. The session commenced with a welcome note. At the outset, all applicants were briefed about the purpose of the meeting which was to provide an overview of the bidding process, explain TORs and shortlisting criteria and clarify relevant queries of the applicants. Further, it was conveyed that the queries submitted by the applicants would be sequentially discussed and any unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries of the participants and their respective responses are given in **Annexure A**.
5. Furthermore, the following guidelines may please be noted for the submission of Expression of Interests (EOI);
 - a. The submitted EOI must be complete and comprehensive in all respects. Any non-compliance with the instructions/ other details mentioned in the Expression of Interests (EOI) documents may lead to rejection. However, if required, the Bank may obtain subsequent clarification(s) in support of the submitted interests. No additional submission/change in the original components of the proposals would be entertained except otherwise mentioned explicitly.
 - b. The EOI prepared, as per the instructions in the EOI Documents, Minutes of the Pre-submission meeting, and subsequent clarifications (if any) must be submitted on or before **April 05, 2024, 03:30 PM (PKT)** 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
Tel: (021) 3311-5420/5477
Email: gsd.proc2@sbp.org.pk
 - c. In case of submission of EOI via courier, please email the tracking details to gsd.proc2@sbp.org.pk to help the procurement team coordinate and collect the documents timely.

- d. All submitted interests will be opened on **April 05, 2024, at 04:00 PM (PKT)** at the Heritage Meeting Room#3, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
 - e. If required, the Bank may demand softcopies of the submitted interests only after the opening. Hence, participating firms should maintain a readable/ scanned PDF version of all submitted documents.
 - f. Interests received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
 - g. For submitting EOIs/attending the EOI opening session in person, the representative of the Consultant must 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
7. After a detailed briefing, the participants were requested to confirm whether all their queries had been adequately addressed and that no ambiguity remained related to the procurement process as associated requirements. Upon acknowledgment, the meeting concluded with a vote of thanks.

**Annexure A
(Queries & Responses)**

Sr.#	Queries	Responses
1.	As required in eligibility criteria # 5 (ii) , will international firms also be required to submit the undertaking on stamp paper?	International consultant(s) are required to submit the required undertaking (as per format given at Section IX) on its letterhead as per the instructions already given in EOI document at Section III.
2.	Are participating firms required to submit financial proposal along with EOI responses at this stage?	Firms are required to submit EOI responses as per the guidelines available in EOI document. Technical and financial proposals are not required at this stage. Only shortlisted firms will be requested through Request For Proposal (RFP) documents to submit technical and financial proposals.
3.	Is any amendment in the eligibility criteria can be made?	Qualification/eligibility criteria given in the EOI document is final and participating Consultants are required to submit their responses as per the criteria outlined in EOI document.
4.	Is the option of online submission of responses available?	Only responses in hard form will be entertained as per provision of EOI document given at Section III. Further, responses are required to be submitted in hard copy (in person or through courier) before the deadline provided in EOI document i.e. April 05, 2024 latest by 03:30 PM. Late responses will not be entertained.
5.	The 2 new designs that are needed, it is not for the end of March right? It is only after we have shown interest. - Based on our understanding after EOI we will have another tender including technical & commercial parts. - Is that correct?	Yes, your understanding is correct. The current process is related to shortlisting of consultants based on the eligibility and qualification criteria given at Para 2 (Section II - Instructions to Consultants) of Expression of Interest (EOI) document. Once this process is completed, Request for Proposals (RFP) document will be issued to the shortlisted consultants for inviting technical and financial proposals.
6.	In design, does SBP also mean originations or just artworks?	It is just for information that the selected consultant/banknote designer would be required to provide complete services from design, to origination and support during the trial run at PSpC. However, complete details will be provided in the RFP document to be issued to shortlisted consultants for inviting technical and financial proposals.
7.	In the expected deliverables, point (b), does this mean printed proofs on real banknote paper with real ink? And if so, on proofing devices or production machines?	As clarified above, such details will be provided in the RFP document at the stage of inviting technical and financial proposals from the shortlisted consultants. It is just for sake of information that the shortlisted consultants/ designers would be required to submit two designs against each denomination, produced through their proofing devices/machines.

Sr.#	Queries	Responses
		Further, the selected consultant would be required to refine the final designs, originations and after that plate making will start.
8.	In the expected deliverables, point (c), will the plates be produced in Pakistan at the bidder's production facility?	The selected consultant would be required to deliver the Master plates of the banknotes to the PSPC. However, necessary clarification in this context will be provided in the RFP document.
9.	In the expected deliverables, point (d), they talk about trial run/testing. I assume this is in Pakistan, on their machine, before finalizing the final files to go into production.	Yes, the selected consultant would be required to support PSPC during trial-run before going full production. Further, specific details regarding this aspect will be provided in the RFP document.
