



## 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/62999/2024**

1. A Pre-Bid meeting for the captioned procurement was held on **February 02, 2024, 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 Fire Safety Trading (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 **February 19, 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 **February 19, 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.	Should the bidder fill all of the rows and columns of the price schedule or a sum in total is enough to be mentioned?	Yes, the bidder is required to quote rates in each and every cell of price schedule to reach a collective amount in total.
2.	Do we need to depute resources physically on site or not as per maintenance schedule?	Yes, bidder is required to depute resources physically on site.
3.	Is bid security mandatory to be submitted with the bid?	Yes, bid security as mentioned in the bidding documents is mandatory to be submitted along-with submission of Bid.