



## MINUTES OF THE PRE-SUBMISSION MEETING

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### **Procurement of Consultancy Services for Development of Application Security Program**

1. A Pre-submission meeting for the captioned procurement was held on **March 04, 2024 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Cyber Security Department and prospective consultant joined the meeting.
3. The session commenced with a welcome note. At the outset, GSD briefed the participant(s) 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 **March 18, 2024, 11:00 AM (PKT)** at the following address.

**Sr. Joint Director**

Procurement Division-II  
General Services Department  
4<sup>th</sup> Floor, BSC House, State Bank of Pakistan  
I.I. Chundrigar Road, Karachi  
Tel: (021) 3311-5420/5477/5963/5478  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

- b. All submitted interests will be opened on **March 18, 2024, at 11:30 AM (PKT)** at the Heritage Meeting Room#3, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
- c. 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.

- d. In case of submission of EOI via courier, please email the tracking details to [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk) to help the procurement team coordinate and collect the documents timely.
  - e. Interests received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
  - f. For submitting EOIs/attending the EOI' opening session, the representative of the Consultant must bring 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.

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**Annexure A  
(Queries & Responses)**

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Sr.#	Queries	Responses
1.	Is there any option for online submission of bids?	Interests have to be submitted in hard copy. Option of online submission is not available.
2.	What would be the measures for financial soundness of participating consultants?	The financial statements of the participating consultants must not show any loss and have annual Sales Volume/Gross Turnover of atleast Rs. 20 Million in any of last three years.

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