



Expression of Interest (EOI)

Procurement of Services of a Firm for Development of Application Security Program

February 2024

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SBP BANKING SERVICES CORPORATION

Letter of Invitation

EOI No. GSD (Proc-II) /CySD-Application Security Program/7962/2024

SBP Banking Services Corporation on behalf of State Bank of Pakistan (SBP) invites Expression Of Interest (EOI) from the firms that are on Active Taxpayers List of the Federal Board of Revenue for the **Procurement of Services of a Firm for Development of Application Security Program**. Bidding will be conducted pursuant to *Regulation-3 (B) - Quality and Cost Based Selection (QCBS)* method of Procurement of Consultancy Services Regulations, 2010. Request for Proposal (RFP) Documents soliciting sealed Technical and Financial Proposals will be issued only to shortlisted firms.

Expressions of Interest (EOI) Documents containing the detailed description of the assignment and Terms & Conditions may be obtained, free of cost upon submission of an email request at gsd.proc2@sbp.org.pk or can be directly downloaded from SBP website at www.sbp.org.pk. In case of any discrepancy/conflict, provisions of EOI Documents including any addenda posted on the procuring agency's website, shall prevail.

A pre-submission meeting will be held **on March 04, 2024 at 11:00 AM** via Zoom Meeting Application. Meeting ID & Password is given in the EOI Documents. The prospective firms can also obtain the Meeting ID & Passcode through an email request at gsd.proc2@sbp.org.pk.

The EOI response, prepared in accordance with the instructions provided in the EOI Documents, must be delivered in the hard form at the address given below. The EOI response must be submitted (in person, or by post) on or before **March 18, 2024 at 11:00 AM** which shall be opened on the same day at **11:30 AM** at the Learning Resource Center, State Bank of Pakistan, I.I. Chundrigar Road, Karachi, Pakistan in the presence of representatives of firms who may choose to be present. This advertisement is also available on websites of SBP: www.sbp.org.pk & www.ppra.org.pk

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

SECTION II – INSTRUCTIONS TO APPLICANTS

A. General																			
1. Scope of Expression of Interest (EOI)	1.1. State Bank of Pakistan – hereinafter referred to as the “ Procuring Agency ”, having its principal place of business at I.I. Chundrigar Road, Karachi, Pakistan, wherever the context requires shall be deemed to include its subsidiaries invites sealed Interests for <u>Procurement of Services of a Firm for Development of Application Security Program</u>																		
2. Qualification & Eligibilities of Applicant	<p>2.1. The Consultancy Firm (hereinafter referred to as the “Applicant”) fulfilling the following criteria is eligible to participate in the procurement process.</p> <p><u>Eligibility/Qualification Criteria</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr.#</th> <th style="text-align: center;">Evaluation Parameter</th> <th style="text-align: center;">Means of Verification</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>The Applicant must appear on the Active Tax Payers List of FBR.</td> <td>Proof of ATL and copy of Tax Registration Certificate</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>The Applicant should be incorporated in Pakistan for at least five (05) years</td> <td>Certificate of Incorporation.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>The Applicant must never have been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).</td> <td>Affidavit on stamp paper of Rs. 100/- as per format given under Section VIII.</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Experience: The Applicant should have completed at least one (01) similar consultancy based project in Financial Industry / other comparable organization during last five (05) years</td> <td>Relevant Supporting Documents/Copies of Completion Certificates/Copies of the oldest contracts.</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Financial Soundness: The Applicant should have a sound financial background and a business volume of at least Rs. 20 million in any of the last three (03) years.</td> <td>Financial Statements/Tax Returns or any other relevant Supporting Documents, etc.</td> </tr> </tbody> </table>	Sr.#	Evaluation Parameter	Means of Verification	1.	The Applicant must appear on the Active Tax Payers List of FBR.	Proof of ATL and copy of Tax Registration Certificate	2.	The Applicant should be incorporated in Pakistan for at least five (05) years	Certificate of Incorporation.	3.	The Applicant must never have been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on stamp paper of Rs. 100/- as per format given under Section VIII .	4.	Experience: The Applicant should have completed at least one (01) similar consultancy based project in Financial Industry / other comparable organization during last five (05) years	Relevant Supporting Documents/Copies of Completion Certificates/Copies of the oldest contracts.	5.	Financial Soundness: The Applicant should have a sound financial background and a business volume of at least Rs. 20 million in any of the last three (03) years.	Financial Statements/Tax Returns or any other relevant Supporting Documents, etc.
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3. One EOI per Applicant	3.1. The Applicant shall submit only one EOI. Joint Venture or Sub-Consultancy is not allowed.																		
4. Cost of EOI	4.1. The Applicant shall bear all costs associated with the preparation and submission of its EOI, and the Procuring Agency will in no case be responsible or liable for such costs whether or not the Applicant qualify for the award of contract.																		
5. Contents of EOI	5.1. The contents of EOI Documents are listed below. These should be read in conjunction with any addenda that may be issued before the closing date. <ul style="list-style-type: none"> i. Request for EOI ii. Instructions to Applicants 																		

	<ul style="list-style-type: none"> iii. Eligibility/Qualification Criteria iv. Terms of Reference v. Guidelines for Submission of Interests vi. Letter of Submission of Interest vii. Applicant Information Form viii. Format of Undertaking
6. Amendment of EOI Documents	<p>6.1. At any time before the deadline for submission of EOI, the Procuring Agency may, for any reason, whether at its initiative or in response to a clarification requested by an Applicant, amend the EOI documents. Amendments will modify or replace/supersede earlier ones.</p> <p>6.2. Amendments will be provided in the form of <i>Addenda</i> to the EOI documents, which will be sent in writing to all the Applicants in receipt of the EOI documents from the Procuring Agency. Addenda will be binding on the Applicants and they will be required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Applicant in its EOI.</p> <p>6.3. To allow the Applicants reasonable time to take the amendment into account in preparing their EOI, the Procuring Agency may, at its discretion, extend the deadline for the submission of EOI.</p>
B. Preparation of Interests	
7. Language of EOI	7.1. The EOI prepared by the Applicants, as well as all the correspondence and documents relating to the EOI, exchanged by the Applicant and the Procuring Agency shall be written in English or Urdu.
8. Documents Comprising the EOI	8.1. The EOI submitted by the Applicants shall comprise all the documents to establish their Eligibility/Qualification including incorporation/registration documents as per prevailing laws which includes but is not limited to copies of incorporation certificates, tax registration certificates, active taxpayer proof, etc. The successful Applicant will ensure compliance with all relevant local tax laws including necessary registration if required.
C. Submission of Interests	
9. Sealing & Marking of EOI	9.1. The Applicants shall submit one original and two copies of EOI documents, , in separate envelopes; duly marked the envelopes as “ORIGINAL EXPRESSION OF INTERESTS DOCUMENTS” and “COPY NO. [number].”
10. Deadline for Submission of EOI	10.1. EOI must be received by the Procuring Agency by the time and at the address specified in the Request for Expression of Interest.
11. Late Submission of EOI	11.1. The Procuring Agency will not entertain the EOI received after the prescribed deadline.
D. Evaluation of Interests	
12. Evaluation and	12.1. Pursuant to Evaluation Criteria contained in these documents, EOIs submitted by the Applicants as per Guidelines for Submission

<p>Comparison of EOI</p>	<p>of EOI (Section V) shall be evaluated in detail as per eligibility criteria given in Section III.</p> <p>12.2. Under the provision of Rule 48 of PPR 2004, any Applicant may file its written complaint against the eligibility parameters or any other terms and conditions as prescribed in the EOI Documents, if found contrary to the provisions of the procurement regulatory framework, the same shall be addressed by the Grievance Redressal Committee (GRC) well before the EOI submission deadline. The details of Grievance Redressal Committee (GRC) is given on the PPRA website: www.ppra.org.pk.</p>
<p>13. Overriding Effect of</p>	<p>13.1. Whenever there is any conflict in these documents the stipulations of Public Procurement Rules,2004 and Procurement of Consulting Service Regulations,2010 shall prevail.</p>

SECTION III – ELIGIBILITY/QUALIFICATION CRITERIA

The Evaluation of Interests will be ascertained based on the following parameters:-

Sr.#	Evaluation Parameter	Means of Verification
1.	The Applicant must appear on the Active Tax Payers List of FBR.	Proof of ATL and copy of Tax Registration Certificate
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4.	Experience: The Applicant should have completed at least one (01) similar consultancy based project in Financial Industry / other comparable organization during last five (05) years	Relevant Supporting Documents/Copies of Completion Certificates/Copies of the oldest contracts.
5.	Financial Soundness: The Applicant should have a sound financial background and a business volume of at least Rs. 20 million in any of the last three (03) years.	Financial Statements/Tax Returns or any other relevant Supporting Documents, etc.

Note:

1. The shortlisted Applicants will be issued the Request for Proposal (RFP) documents soliciting sealed Technical and Financial Proposals under *Regulation-3 (B) Quality and Cost Based Selection Method* of the Procurement of Consultancy Services Regulations, 2010 (PCSR-2010).
2. The EOI response should be submitted in sealed envelopes.
3. Only the EOI submitted in hard form will be entertained.

SECTION IV – TERMS OF REFERENCE

1. Introduction

State Bank of Pakistan (SBP), the Central Bank of Pakistan, is a dynamic organization which is playing a key role in the economic development of country. In order to keep SBP abreast with the domestic and international financial industry; for promotion of efficiency and stability in the financial market, it relies mainly on Information Technology (IT) enabled processes and automated systems.

2. Purpose/Objective

The primary objective of this engagement is to improve Bank's software security by implementing a holistic application security framework (ASF) through automation, monitoring, and application of security at every phase of the software lifecycle.

3. Scope of Work

- a. The Applicant shall perform detailed review of the existing software lifecycle of the Bank to determine and articulate the As-Is state. This includes engagement with multiple internal teams of the Bank and reviewing documents.
- b. Based on the As-Is state, the Applicant shall identify and document all gaps against international best practices and standards for secure software development lifecycle to determine the (To-Be) state.
- c. The Applicant shall also evaluate Bank's maturity level based on As-Is state.
- d. The Applicant shall develop a comprehensive Application Security Framework (ASF) with tailored approach to achieve (To-be) maturity state, that must include;
 - a. Phase wise details of complete software lifecycle,
 - b. Security requirements for each phase of software lifecycle,
 - c. Guidance on how proposed security requirements can be implemented in seamless manner to embed security into software development & operation processes in order to mitigate security risks.
- e. The Applicant should propose and document its recommendations keeping in view domains covering People, Processes and Technology aspects.

Note: Scope of work is subject to adjustments based on discussions with shortlisted applicants and Bank's specific requirements.

4. Work Plan and Methodology

The interested Applicant shall provide outlines of the plan for the main activities / tasks of the assignment, their content and duration, phasing and milestones (including any interim approvals by the Bank), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TORs and ability to translate them into a feasible working plan.

5. Work Requirements

- a. During engagement, the Applicant will ensure complete privacy of the Bank's information. Data and any information related to the Bank and its IT systems will not be allowed to leave Bank's premises in any form.
- b. Entire assignment will be performed onsite i.e. at Bank's physical premises at its Karachi office.

6. Project Completion Timeline

Project should be completed within 16 weeks starting from the date of commencement of contract agreement. However, timelines may be extended by the Bank upon request of the Applicant citing valid justifications.

7. Expected Project Deliverables

The Applicant shall deliver the following in accordance to Section 3 (Scope) of TORs;

- a) Comprehensive Assessment Report; covering (As-Is) Assessment, Gap identification, Maturity rating of the Bank on As-Is basis and as per industry standard(s)/practices.
- b) Application Security Framework (based on To-Be); Comprehensive Framework in accordance with international standards and best practices to be used by the Bank as a standard model for implementing a robust application security program. The Framework will provide detailed step-wise processes with security implementation guidance within each phase of the secure software development, operations and management lifecycle.

8. Non-Disclosure Agreement

- a) The applicant must ensure complete confidentiality of the Client's information. All information obtained during this engagement by the Applicant and its affiliates will be subject to non-disclosure for lifetime. The Client, after completion of the assignment may request the Applicant to destroy/delete all the information obtained during the assignment.
- b) The Applicant will sign a non-disclosure agreement (NDA) with the Client as per the template to be provided in the RFP document.
- c) The Applicant must ensure secure disposal of Client's information including reports and supporting information after completion of engagement.

SECTION V – GUIDELINES FOR SUBMISSION OF INTEREST

1. Only applicants from Pakistan (National Competitive Bidding) are eligible to submit the response for the *Procurement of Services of a Firm for Development of Application Security Program*.
2. Eligible Applicant(s) should submit **Expressions of Interest (EOI)** in English/Urdu language along with relevant complete details of their qualification and experience as requested under **Section III – Eligibility/Qualification Criteria**.
3. A pre-submission meeting will be held on **March 04, 2024 at 11:00 AM** via Zoom. Meeting ID & Password will be shared with prospective bidders along with EOI Documents. Applicants are encouraged to attend the meeting to gain clarity about the procurement process, scope, evaluation criteria or any other related aspects. Official minutes of the Pre-submission meeting shall be issued to all participating Applicants besides uploading on the SBP website.
4. Applicants must provide unambiguous and clear information as per the above requirements and must provide only material that would be specific to the proposed services, and to avoid submitting generic promotional material.
5. If the EOI response consists of more than one volume, the applicant must number the volumes constituting the EOI and provide an indexed table of contents for each volume. All documents should be securely bound.
6. Any further information/clarification by the Procuring Agency can be sought.

SECTION VI – LETTER OF SUBMISSION OF INTEREST

Over Firm's Letterhead

Date: dd-mm-yyyy

EOI Title: Procurement of Services of a Firm for Development of Application Security Program

Reference: EOI No. GSD (Proc-II) /CySD-Application Security Program/7962/2024

To:

Director

General Services Department
SBP Banking Services Corporation (HOK)
4th Floor BSC House, I. I. Chundrigar Road,
Karachi, Pakistan

We, the undersigned, apply to be shortlisted for the referenced Request for EOI and declare that:

- (a) **No reservations:** We have examined and have no reservations to the EOI Documents, including Addendum(s) No(s), issued in accordance with Instructions to Applicants **(ITA):** [insert the number and issuing date of each addendum].
- (b) **No conflict of interest:** We have no conflict of interest;
- (c) **Eligibility:** We meet the eligibility requirements, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration;
- (d) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];*
- (e) **Not bound to accept:** We understand that you may cancel the shortlisting process at any time without incurring any liability to the Applicants. Only applicants who have been shortlisted shall be entitled to participate further in the procurement proceedings
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: [insert signature(s) of an authorized representative(s) of the Applicant]

Name: [insert full name of the person signing the Application]

In the capacity of [insert capacity of the person signing the Application]

Duly authorized to sign the Application for and on behalf of: [insert full name of the Applicant]

Address: _____

Dated: _____

SECTION VII – APPLICANT INFORMATION FORM

Over Firm's Letterhead

Date: dd-mm-yyyy

EOI Title: Procurement of Services of a Firm for Development of Application Security Program

Reference: EOI No. GSD (Proc-II) /CySD-Application Security Program/7962/2024

Applicant's Name:	<i>[insert full name]</i>
Applicant's Country of Registration:	<i>[indicate country of Constitution]</i>
Applicant's year of Incorporation:	<i>[indicate the year of Constitution]</i>
Tax Registration Details	
Applicant's legal address:	<i>[insert street/ number/ town or city/ country]</i>
E-mail Address:	
Telephone/Mobile Number:	
Official Web Site:	
Applicant's Authorized Representative Information	<p>Name: <i>[insert full name]</i></p> <p>Address: <i>[insert street/ number/ town or city/ country]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i></p> <p>E-mail address: <i>[indicate e-mail address]</i></p>
Attached are Copies of Original Documents of	<ul style="list-style-type: none"> • Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. • Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

SECTION VIII – UNDERTAKING

Over Stamp Paper of Rs. 100/-

Undertaking For Non-Blacklisting/Non-Debarment & Non-Sanctioning

Date: dd-mm-yyyy

EOI Title: Procurement of Services of a Firm for Development of Application Security Program
Reference: EOI No. GSD (Proc-II) /CySD-Application Security Program/7962/2024

Dear Concern,

I/We hereby confirm and declare that I/We, M/s -----, has never been blacklisted/debarred under Rule 19 of PPR-2004 by any government/semi-government organization.

Detection of false declaration/statement at any stage of the entire application/Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of the contract.

Seal & Signature of Firm: _____

Date: _____

Signature along with the stamp of authorized representative.