



PRE-BID MEETING MINUTES

Procurement of Services of a Software House/ Firm for Software Development **ITB No. GSD (Proc. II) / ITP&PMD-Software Development Services/6795/2024**

1. A Pre-Bid meeting for the captioned procurement was held on **February 26, 2024, at 11:00 am** via Zoom Cloud Meeting Application.
2. The representatives of General Services Department (GSD-SBP BSC), IT Program & Project Management Department (ITP&PMD-SBP) and representatives of the following firms attended the meeting.
 - a. M/s Sapphire Consulting Services (Pvt.) Limited
 - b. M/s TPS Worldwide
 - c. M/s Avanza Solutions (Pvt.) Limited
 - d. M/s INFOTECH (Pvt.) Limited
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 prospective bidders and relevant responses by the Bank's representatives are given in **Annexure A**.
5. Furthermore, the following guidelines may please be noted for submission of Bidding Documents:
 - a. The bidders must submit the complete and comprehensive Bid as per the requirements outlined in the Bidding Documents. Non-compliance shall result in rejection of the Bid.
 - b. Applicable Price Schedule should be filled in terms of all required parameters. Bidders are required to submit separate sealed bid (both technical & financial) for each package. Evaluation process will be carried out independently for each package.
 - 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 Minutes, and subsequent clarifications thereof must be submitted as follows at the given address;

Package #	Bid Submission Deadline
Package-I	March 12, 2024 11:00 AM
Package-II	March 12, 2024 12:00 PM

Senior Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Telephone No: (021) 3311-5420 / 3311-5477
Email: gsd.proc2@sbp.org.pk

- e. Bids will be opened at the Learning Resource Centre/Heritage Meeting Room at State Bank of Pakistan, I.I. Chundrigar Road, Karachi as follows;

Package #	Bid Opening Schedule
Package-I	March 12, 2024 11:30 AM
Package-II	March 12, 2024 12:30 PM

- f. In case of submission of Bidding Documents via courier, an email may be sent at 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 bidders were requested to confirm whether all of their queries had been adequately addressed and that no ambiguity remains related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

ANNEXURE A

Sr.	Queries	Responses
1.	Is copy of technical bid required to be submitted along with the original bid?	Yes, bidders are required to submit at least one copy of the technical proposal along with their bid(s).
2.	In case of conflict between service provider and the Bank regarding number of work days, what would be the resolution mechanism?	The determination of number of work days shall be based on coordination with the service provider. However, the final authority in this matter shall be the Client.
3.	What is the estimated number of projects?	Around 100 projects (Small/Medium/Large) are received by IT department per year. After assignment of internal teams, remaining (around 20-30) may be awarded to the outsourced firm.
4.	What is the estimated number of resources that will require to be utilized?	The service provider shall deploy the sufficient number of resources for the approved work days for the timely execution / completion of a software development project.
5.	What is the Bid Validity period?	The period of Bid validity shall be <u>One Hundred Eighty (180) Days from the Bid Submission Deadline</u> as specified in ITB Clause#14.1 of BDS. However, if bid security is submitted in the form of Bank Guarantee, the validity of guarantee should be 28 days beyond the bid validity period.
6.	Please explain Clause 34.8 of Section II of the Bidding Documents.	Bidders shall not recruit or hire any agency that is affiliated with the Bank (wholly owned or partially owned by the Bank) or current employees of the Bank.
7.	Please explain point viii & xv of Appendix A (Services Scope for both Packages).	<p>Viii: Code security assessment is for identifying vulnerabilities, weaknesses, and potential threats within an application's source code. Such as:</p> <ul style="list-style-type: none"> - Static Application Security Testing (SAST) tools - Dynamic Application Security Testing (DAST) tools <p>Xv: This will include:</p> <ul style="list-style-type: none"> - Automated Testing Tools - Performance Testing Tools e.g. JMeter.
8.	<p>With reference to the criteria#06 of the Section IV (Minimum Eligibility / Qualification Criteria);</p> <p>i. What is meant by Approved Policies and Procedures (mentioned in means of verification)?</p> <p>ii. Shall service provider sign the Non - Disclosure agreement at the time of bid submission or award of contract?</p>	<p>i. It means Bidder's internal Approved Policies and Procedures that the Bidder shall provide to comply with the given Cyber Security Requirements.</p> <p>ii. Successful Bidder shall sign the Non-Disclosure Agreement (NDA) at the time of award of contract.</p>
9.	What will be the duration of the contract?	Duration of the contract will be three (03) years for each package.
10.	Will the details of security control (to be implemented while executing the project) be defined in Project BRDs?	Yes.

ANNEXURE A

Sr.	Queries	Responses
11.	As per the Bidding documents, no software pre-requisites shall be arranged by the bidder. Are there any such pre-requisites arranged by SBP?	All the required details are already given in the Bidding documents.
12.	As per the payment schedule given in Appendix A, 80% of the payment shall be made after UAT which is different from market practice. Can the payment schedule be reviewed?	No, the payment schedule specified in the Bidding Documents will be followed out only.