



## PRE-BID MEETING MINUTES

### **Procurement of Services of a Firm to Conduct Executive Search for SBP**

**IFB No. GSD (Proc. II)/ HRD-Executive Search Services /9297/2024**

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **April 02, 2024, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Human Resource Department (HRD) and following prospective firms, attended the meeting:
  - i. M/s Human Resource Solutions International
  - ii. M/s HRSG People & Business Partnering
  - iii. M/s Sidat Hyder Morshed Associates
  - iv. M/s Naseeb Online Services Pvt Ltd (Rozee.Pk)
3. The meeting commenced with a welcome note followed by brief introduction of the participants. At the outset, all participants were briefed about the purpose of the meeting that was to provide an overview of the bidding process, explain the scope, and clarify relevant queries of the participants. Further, it was conveyed that any unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries 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 firms must submit the complete and comprehensive response as per the requirements outlined in the Bidding Documents. Non-compliance in this regard shall result in rejection of the Bid.
  - b. The firms may write seeking any clarification or modification of the Bidding Documents no later than seven (07) days before the deadline of submission of bid. The response would be provided as soon as possible.
  - c. The firms must retain with them soft copy of technical proposal to be shared with us, if required during evaluation stage.
  - d. The response prepared as per the instructions contained in the Bidding Documents, Pre-bid Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **April 25, 2024, at 11:00 AM (PST)** 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  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

- e. No request for extension in the submission deadline of bids would be entertained.
- f. All submitted bids will be opened on **April 25, 2024, at 11:30 AM (PST)** at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.



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- g. 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.
  - h. The submission of two different bids by the same firm would result in rejection of the both bids.
  - i. For submission of Bidding Documents/attending the technical bid opening session, the representative of participating firm shall keep his/her original CNIC and proof of vaccination for entry in the premises of the State Bank of Pakistan (SBP). Furthermore, the following details of the said representative(s) may also be shared in advance for necessary entry arrangements.
    - Name
    - CNIC#
    - Mobile#
    - Arrival Date & Time:
6. After a detailed briefing, the participants 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.

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### Annexure A

Sr.	Queries	Responses
1.	Do the bidders have to submit bid security? If yes, please specify amount.	Participating bidders are required to submit Bid Securing Declaration as per the format given at <b>Tech Form III of Bidding Documents.</b>
2.	Are the bidders required to submit performance guarantee with their bids?	No, performance guarantee is not required at this stage. This requirement will be fulfilled by the most advantageous bidder at the contract signing stage and an amount of Rs. 50,000/- may be fixed as performance guarantee.
3.	What would be estimated number of positions to be filled in during the contract period?	As per the relevant policy, the service provider will be engaged on need basis therefore, the actual number cannot be estimated. However, SBP conducts recruitment drives round the year and the management is keen to take services from the service provider to achieve efficiency as and when needed.
4.	Can prospective firms approach GSD for any additional queries through emails?	All the queries raised before seven days from the date of submission of bids will be responded to by GSD.
5.	Will separate contracts be signed for all three categories of OG-6 & Below, OG-7 & 8 and Contractual/Specialized Positions?	No, single contract will be signed with the Most Advantageous bidder for all the three categories.
6.	Advertisement will be done by SBP or by the Executive Search Firm?	Advertisement is mandatory for each search drive. However, the decision of who will advertise, either SBP or Executive Search Firm, will be made on case-to-case basis.  In case executive search firm is required to publish the advertisement, the related cost will be reimbursed to them on actual basis.
7.	Will the Executive Search Firm be required to provide services for batch hiring as well?	No, Batch hiring will be done by SBP through a separate arrangement. Executive search firm will mostly be required to provide a pool of at least six (06) shortlisted candidates against one position to SBP against lateral hiring.
8.	Will the screening test be required for all positions or SBP will intimate service provider to conduct screening test on case-to-case basis?	SBP expects the service provider to only conduct initial shortlisting as per job specifications in each case. However, any screening test, if required will be intimated on case to case basis.
9.	Scope of the services to be performed by the Service Provider includes medical assessment of selected candidate. What sort of medical assessment will be required? Please specify.	The service provider is not required to conduct medical assessment.
10.	Regarding financial quotes, the quoted percentage will be calculated in terms of gross monthly or annual salary?	Quoted percentage will be calculated in terms of gross monthly salary of the respective recruitment in the given cadre.
11.	As stated in the scope of services, if a selected candidate resigns/leaves the job within 6 months of appointment, Firm will have to	(i) If the second appointed candidate resigns within 6 months, SBP will initiate a fresh request, if required and no payment will be made to



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	<p>share fresh pool with no additional cost to SBP. Please clarify following:</p> <p>i. What would be the mechanism if the second selected/appointed candidate also resigns/leaves the job within 6 months?</p> <p>ii. Would the advertisement cost for each subsequent recruitment drive (if required) to be reimbursed by SBP?</p>	<p>service provider for the given scenario.</p> <p>(ii) Yes, the cost of subsequent advertisement (if required) will be reimbursed by SBP.</p>
12.	<p>As stated in ITB-29.1, does the change of scope will be done in the number of positions to be filled in or the steps involved in each recruitment drill?</p>	<p>Increase or decrease may be done in terms of duration or scope of the contract, as the case may be.</p>
13.	<p>Is advance payment admissible under the contract.</p>	<p>As stated in GCC-33.1, The Bank will provide an Advance Payment on the Contract Price if stipulated in the Special Conditions of the Contract (SCC). Since no such provision has been given in SCC, therefore advance payment is not admissible under this contract.</p>
14.	<p>Any subsequent adjustment in contract price will be allowed after contract signing?</p>	<p>As per BDS 11.4, The Contract is NOT subject to price adjustment. However, any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional indirect tax or duty during the currency of contract that impacts the contract price, would be equally accounted for by both the parties of the contract. i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new indirect tax or duty, the contract price would be adjusted accordingly.</p> <p>This will be done upon receipt of request for such adjustment from Service Provider along with relevant revised tariffs.</p>
15.	<p>Are bidders still need to fill the affidavit tech form X - Litigation History in case of no litigation found?</p>	<p>Yes, submission of form with "NIL" status is still required in case of no litigation history.</p>

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