



## 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 /002532/2023**

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **January 25, 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 prospective firms, attended the meeting.
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 **February 06, 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 **February 06, 2024, at 11:30 AM (PST)** at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
- 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.



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- 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 3 of Bidding Documents</b> .
2.	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.
3.	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.
4.	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.
5.	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.
6.	As per the requirement of SBP regarding maintenance of relevant record by the Service Provider for 5 years, what is the preferred form of data preservation? (Either hard form or soft copies)	Service Provider may maintain the required data in soft form. However, on conclusion of each drive, an email stating details of the position and listing names of candidates with CNICs may be shared with SBP. On any inquiry in future the same email may be shared along the required data/info.
7.	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.
8.	What would be the estimated cost of the procurement and how performance guarantee will be calculated?	This is a need-based contract and the cost cannot be estimated. An amount of Rs. 50,000/- may be fixed as performance guarantee.
9.	As stated in the scope of services, if a selected candidate resigns/leaves the job within 6 months of appointment, Firm will have to share fresh pool with no additional cost to SBP. Please clarify following: i. What would be the mechanism if the second selected/appointed candidate also resigns/leaves the job within 6 months? ii. Would the advertisement cost for each subsequent recruitment drive (if required) to be reimbursed by SBP?	(i) If the second appointed candidate resigns within 6 months, SBP will initiate a fresh request, if required. (ii) Yes, the cost of subsequent advertisement (if required) will be reimbursed by SBP.



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10.	Will the portal of the firm to be used for the recruitment process will also become property of the Client?	No, the portals and websites of the firm do not include in such list.
11.	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?	Increase or decrease in output may be done in terms of duration of the contract.
<b>Scope of Service and Process:</b>		
12.	The word "OG-5" in bullet one may be read as "OG-6 & Below"	

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### Annexure B

#### TECH Form 8: History of Litigation

History of litigation (if any) between Firm and its clients (both existing and previous)

S. No.	Name of Plaintiff/ Complainant	Description of allegations	Current status	Result

We hereby certify that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible. Moreover, we have not been suspended by any of the authority on the ground of non-payment of dues.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In the capacity of: *[insert title or other appropriate designation]*