



## MINUTES OF THE PRE-PROPOSAL CONFERENCE

### Procurement of Tax Consultancy Services for the State Bank of Pakistan

1. A Pre-Proposal Conference for the captioned procurement was held on **December 20, 2022 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Finance Department (FD-SBP) and prospective consultants joined the meeting.
3. The session 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 TORs and evaluation criteria and clarify relevant queries of the participants. Further, it was conveyed that the queries submitted by the participants 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. The addendum to the Request for Proposals documents is given in **Annexure B**.
6. Furthermore, the following guidelines may please be noted for the submission of Proposals;
  - a. The submitted proposals must be complete and comprehensive in all respects. Any non-compliance with the instructions/ other details mentioned in the RFP documents may lead to rejection. However, if required, the Bank may obtain subsequent clarification(s) in support of the submitted proposals. No additional submission/change in the original components of the proposals would be entertained except otherwise mentioned explicitly.
  - b. The proposals prepared, per the instructions in the RFP, Minutes of the Pre-Proposal Conference, and subsequent clarifications must be submitted on or before **December 30, 2022, 11:00 AM (PKT)** at the following address.

#### **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) 3311-5420/5423/5477/5478  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

- b. All submitted Bids and Technical Proposals will be opened on **December 30, 2022, 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 only Technical Proposals only after the opening of Technical Proposals. Hence, participating firms should maintain a readable/scanned PDF version of all submitted documents.

- d. In case of submission of proposals 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. Proposals received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
  - f. For submitting proposals/attending the proposals' opening session, the representative of participating firm must keep his/her original CNIC and proof of vaccination 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)**

Sr.#	Queries	Responses
1.	Is there any requirement for submission of Bid Security?	No, there is no requirement for submission of Bid Security. Instead, Consultants must submit a <b>Bid Securing Declaration</b> (Form Tech-6: RFP page 32/72) along with the Technical Proposal.
2.	Do we need to seal the Technical and Financial Proposals separately?	Yes, the Technical and Financial Proposals must be sealed separately. For details, kindly refer to the <b>ITC 17: Submission, Sealing, and Marking of Proposals</b> (Instructions to Consultant, RFP page 12/72).
3.	Do we need to provide the CVs of the Team Leader & Members?	The CV of the Team Leader is mandatory; however, the details about Team Members are optional. The CV should be submitted as per Form Tech-5: Curriculum Vitae (RFP page 30-31/72).
4.	Category D of Form Fin-2 Price Schedule (RFP page 39/72) requires three distinct deliverables. Do we need to quote a clubbed rate for all against each complexity?	Yes, the Consultant should quote a single rate (exclusive of applicable sales tax) by giving due attention to the category weights and deliverables.
5.	The form Tech-2 requires to list similar assignments previously completed. Please elaborate as to what similar can mean in the context of this proposal. Does it refer to assignments conducted with other banks or assignments with other Public Sector Entities etc?	<p>Assignments related to tax consultancy would be considered relevant/similar per the parameters 1 &amp; 2 mentioned against the firm's experience as mentioned in BDS 21.1.</p> <p>Accordingly, the participating Consultant may like to list any similar project/assignment.</p>
6.	As per Form Tech-4, a work plan is to be included which should be consistent with the Work Schedule Form. Can you please explain as to where can we find the Work Schedule Form?	<p>Form Tech-4 (RFP page 29/72) entails an ideal response structure and related instructions to enable Consultants better respond to the Client's requirements.</p> <p>The <i>work schedule/ plan</i> would refer to the Consultant's approach to meet the timelines/deliverables as mentioned in the TOR. The Consultant may like to insert a timetable/Gantt chart to reflect the adopted strategy.</p>

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**Annexure B  
(Addendum to RFP)**

The Consultants are required to consider the given updated text for the referred section as follows;

Reference	Existing Text	Updated Text
<b>Section IV: Financial Proposal – Standard Forms</b>  Form Fin-1: Financial Proposal Submission Form (RFP Page 38/72 – Para 2)	<i>Our attached Financial Proposal is for the amount of {Insert amount(s) in words and figures}, "inclusive" of all indirect local taxes under <b>Clause 25.1</b> in the <b>Data Sheet</b>. The amount of local indirect taxes is {Insert currency} {Insert amount in words and figures}. {Please note that all amounts shall be the same as in Form FIN-2}.</i>	The detailed rates (exclusive of Services Sales Tax) are given in <b>Form Fin 2 (Price Schedule)</b> .

The rest of the RFP's terms & conditions/templates shall remain unchanged.

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