



MINUTES OF THE PRE-PROPOSAL CONFERENCE

Procurement of Consultancy Services of a Firm to Conduct the Impact Assessment of National Financial Literacy Program (NFLP)

1. A Pre-Proposal Conference for the captioned procurement was held on **October 24, 2022 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Agricultural Credit & Microfinance Department (AC&MFD-SBP) and the following shortlisted consultants joined the meeting;
 - a) M/s EY Ford Rhodes
 - b) M/s AASA Consulting (Pvt) Ltd.
 - c) M/s Fincon Services
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**. For additional clarification, the consultants may refer to the Minutes of the Pre-submission Meeting held on August 11, 2022, at 11:00 AM.
5. Furthermore, the following guidelines may please be noted for the submission of Proposals;
 - a. The submitted proposal 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, the Bank may obtain subsequent clarification(s) in support of the submitted proposals if required. 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 **November 08, 2022, 11:00 AM (PKT)** at the following address.

Joint Director

Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5423/5477/5478
Email: gsd.proc2@sbp.org.pk

- b. All submitted Bids and Technical Proposals will be opened on **November 08, 2022, at 11:30 AM (PKT)** at the Learning Resource Centre/Heritage Meeting Room, 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 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.

Annexure A

| Sr.# | Queries | Responses |
|------|---|---|
| 1. | Should the impact assessment consider both the qualitative & quantitative aspects? | The qualitative and quantitative aspects to be covered are well defined in the approved TORs, which may be followed in designing this impact assessment. |
| 2. | Would the distribution of target beneficiaries include all provinces, including the territories of Azad Jammu and Kashmir (AJ&K) and Gilgit-Baltistan (GB)? | Yes, |
| 3. | Would SBP provide the details of NFLP beneficiaries, especially those who attended the street theaters or related campaigns? | <p>The number of street theaters conducted compared to the number of classroom trainings is very small. This factor may be accounted for when selecting a sample size.</p> <p>Concerning participant information on street theaters, data is available for participants as per program requirements.</p> |
| 4. | Is it mandatory for the Team Leader to possess impact assessment experience in the Financial Sector only? | The requirement of experience for the Team Leader is not industry-specific but function/skill-specific, i.e., Impact Assessment. The experience of impact assessment across all industries shall be considered. However, the Team leader should possess such expertise that could enable him/her to effectively meet the requirements as mentioned in ToRs. |
| 5. | What is the budget for the subject assignment? | A sufficient budget is available. Given the Quality & Cost-based Selection Method, the highest-ranked firm, as a result of combined Technical and Financial Evaluation, shall be awarded the contract |
