



PRE-APPLICATION MEETING MINUTES

Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation **IFP No. GSD (Proc. II) /CMD-Currency Transportation & Allied Labor Services/41311/2022**

1. A Pre-Application meeting for the captioned procurement was held on **July 19, 2022, at 11:00 AM (PST)** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department, Currency Management Department and the following prospective applicants attended the meeting:
 - a. M/s Muhammad Shahid Elahi
 - b. M/s Shafi & Co.
3. The meeting commenced with a welcome note. Initially, all participants were briefed about the purpose of the meeting which was to clarify the queries of the participants regarding the procurement process including the schedule of requirements/services and eligibility & qualification criteria.
4. Additionally, it was conveyed that any unanswered questions (if any) would be addressed in the meeting minutes and participants may also email their queries after this meeting.
5. After a detailed briefing, the forum was then opened for questions from participants of prospective applicants.
6. All queries of the participants and relevant responses by the Bank's representatives are given in **Annexure A**.
7. Furthermore, the following guidelines may be noted regarding the submission of the Pre-Qualification/Application response.
 - a. The Pre-qualification response must be completed in all respects, as per the details given in the Pre-Qualification Documents. Any non-compliance with the shared instructions shall lead to the rejection of a submission.
 - b. Any additional queries may be emailed at gsd.proc2@sbp.org.pk, at least seven days before the submission deadline of responses.
 - c. The response prepared as per the instructions contained in the Pre-Qualification Documents, Pre-Application Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **July 29, 2022, at 11:00 AM (PST)** 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

- d. All submitted applications will be opened on **July 29, 2022, at 11:30 AM (PST)** at the Learning Resource Centre, State Bank of Pakistan, I. I. Chundrigar Road, Karachi. In case of a change of venue for opening, the applicants shall be informed accordingly.



PRE-SUBMISSION MEETING MINUTES

- e. If required, the Bank may demand softcopies of Pre-Qualification responses only after the opening on a specified date and time. Hence, firms are requested to maintain a readable PDF/scanned version of the submitted documents.
 - f. In case of submission of a Pre-Qualification response 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.
 - g. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
 - h. For submission of the Pre-Qualification response/attending the applications' opening session, the representative of the participating applicant shall keep his/her original CNIC and proof of vaccination for entry into 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
8. After a detailed briefing, the prospective applicants were requested to confirm whether all of their queries had been adequately addressed and that no ambiguity remains related to the procurement process or any aspect of the Pre-Qualification Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.



PRE-SUBMISSION MEETING MINUTES

Annexure A

Sr.	Queries	Responses
1.	In the interest of operational feasibility, can you please increase the duration of the Framework Agreement up to three years?	<p>As per 16A (4)¹ of Public Procurement Rules-2004, <i>Open and closed framework agreements may be made with the selected suppliers and service providers. The maximum duration of open framework agreements shall not be more than three years and the <u>closed framework agreements shall not exceed one year.</u></i></p> <p>Whereas, under Framework Agreement General Provision 5.2 (Term) defined in the Standard Bidding Documents for Goods through Closed Framework Agreement, it is stated that:</p> <p><i>“Where permitted in the FA Specific Provisions, the Term may be extended (subject to the condition that <u>the total duration of the framework agreement shall not exceed three years</u>), at the Procuring Agency’s sole discretion, and where there has been satisfactory performance by the Supplier. To extend the Term, the Procuring Agency shall give the Supplier no less than three (3) months’ notice, In Writing, prior to the date on which the Framework Agreement would otherwise have expired.”</i></p> <p>The Bank has already written to the Public Procurement Regulatory Authority (PPRA) to seek clarification regarding the maximum duration of the Closed Framework Agreement for Services. The response is still awaited. The Bank shall comply with the response/ clarification received from the PPRA.</p>

¹ *Inserted vide S.R.O. No. 442(I)/2020 dated 15th May, 2020