



PRE-APPLICATION MEETING MINUTES

Procurement of Services of a Software House/Firm under Framework Agreement

IFP No. GSD (Proc. II) /ITG-Software Development Services/13736/2022

1. A Pre-Application meeting for the captioned procurement was held on **March 11, 2021, at 11:00 AM (PST)** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), IT Strategy & Project Management Department (ITS-PMD-SBP), and representatives of around fifty (50) prospective firms attended the meeting.
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 scope of services, TORs and 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. The forum was then opened for questions from participants of prospective firms.
6. All queries of the participants and relevant responses by the Bank's representatives are given in **Annexure A**.
7. An addendum to the Pre-Qualification Documents is given in **Annexure B**.
8. 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 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 **March 22, 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 interests will be opened on **March 22, 2022, at 11:30 AM (PST)** at the Heritage Meeting Room, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
- e. No request for extension in the submission deadline of applications would be entertained.



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- f. 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.
 - g. 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.
 - h. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
 - i. For submission of Pre-Qualification response/attending the 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#
 - Vaccination Status (Yes/No)
 - Mobile#
 - Arrival Date & Time
9. After a detailed briefing, the bidders 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.



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Annexure A

Sr.	Queries	Responses
1.	If a subsidiary firm doesn't hold the required experience, however, the parent firm possesses sufficient experience, can the parent entity apply at this stage?	Yes, all eligible legal entities can participate in the bidding process before the deadline. The Pre-Qualification Documents can be obtained, free of cost, just by sending an email request along with a copy of the NTN Registration Certificate of the firm. However, the participating firm must obtain pre-qualification documents in its name, as per the aforementioned procedure.
2.	Is Joint Venture allowed under the subject procurement?	No
3.	Will the international experience of a firm be acceptable?	Yes, all relevant experiences whether national or international would be acceptable subject to submission of documentary proof as already mentioned in the pre-qualification documents.
4.	Is it necessary that the projects given against the Firm's Experience (Parameter 3 of the Qualification Criteria and Requirements) should be from the last four years?	No, the participating firm can submit its old relevant projects as well. There is no restriction on the project completion date as long as the participating firm submits sufficient proof of project completion/execution. Kindly, note that the ongoing projects shall not be considered for mentioned criteria.
5.	Whether projects of only the Government sector are acceptable or private sector projects will also be considered?	Project of both public and private sector will be considered subject to submission of requisite documentary proof. SBP reserves the right to get confirmation from relevant clients regarding the projects quoted by the participating firms.
6.	What is the duration of the contract?	The duration of the contract is one (01) year under the Closed Framework Agreement of PPR-2004.
7.	Does the scope of requirement also include Blockchain/ relevant technologies other than the Oracle-based platform?	<p>Currently, the scope of the subject procurement is limited to the Oracle Platform namely;</p> <ul style="list-style-type: none"> i. Oracle Application Express. (Oracle APEX) ii. Oracle Forms and Reports iii. Oracle Database (SQL, PL/SQL and SQL*Loader Languages & Tools) <p>Further, details regarding the Schedule of Requirements/ Services are given under Section VI (page 26-27/30) of the Pre-Qualification Documents.</p>
8.	What would be the premises for the delivery of services?	The dedicated team of the successful software house/firm shall be required to execute/complete assigned projects inside the premises of the State Bank of Pakistan. Remote access to the SBP network will not be allowed.



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Sr.	Queries	Responses
9.	Will the clarifications be shared with all participants?	Yes, all queries and relevant responses during/after the Pre-Application Meeting shall be shared with all firms who obtained the Pre-Qualification Documents.
10.	If a firm is not currently fulfilling the eligibility/qualification criteria, will it be considered on a conditional basis?	Participating firms that will not meet the eligibility/qualification criteria will not be pre-qualified for this procurement. However, they may participate in future relevant procurement as eligibility/qualification criteria are distinct for each procurement. For future procurement opportunities, the interested firms should keep visiting the SBP and PPRA websites.
11.	Kindly, elaborate the additional requirements against parameter 3 of the Qualification Criteria and Requirements that states, " <i>Client may ask the participating firms to present the methodology adopted for previous projects.</i> "	<p>In addition, participating firms are encouraged to submit the following information to share their methodology adopted for previous projects mentioned under parameter 3 of Section III – Qualification Criteria and Requirements. However, these additional details shall NOT be part of the evaluation.</p> <ol style="list-style-type: none"> 1. Detailed methodology of undertaking such projects including but not limited to; <ol style="list-style-type: none"> (a) Project & Task Management (b) Scoping & Sizing (c) Scheduling, Costing & Charging Mechanism (d) Performance Monitoring (e) Maintaining & Managing Coordination & Change Control (f) Managing Quality Assurance and Security Controls (g) Delivery, Deployment & Support and all related activities 2. The Firms may be invited for detailed presentation(s) to explain the proposed methodology.



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Annexure B

Addendum# 1

Sr.#	Parameter	Criteria	Previous Means of Verification	Revised Means of Verification
4.	HR Capability	<p>The Interested Firm must have a team of Software Development Experts in each of the following areas:</p> <ul style="list-style-type: none">• At least 4 Software Development Experts of Oracle Development Platform (Forms, Reports), including Database (SQL, PL/SQL, and SQL*Loader Languages & Tools).• At least 3 Software Development Experts of Oracle Application Express (APEX)	Detail of resources <u>as per Form-II</u> along with resumes of relevant resources.	Detail of resources <u>as per ELI – 1.6 (Key Experts)</u> along with resumes of relevant resources.
5.	Not Blacklisted, Debarred and Sanctioned.	The Interested Firm must submit an affidavit that it has never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on stamp paper of Rs. 100/- as per format <u>given at Form III.</u>	Affidavit on stamp paper of Rs. 100/- as per format <u>given at ELI 1.3 (Undertaking).</u>



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Form ELI - 1.6 (Key Experts)

Summary of key Experts (Parameter 4 - HR Capability)					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

In addition, the participating should also submit the detailed CV (Format Given below) of the each key expert mentioned in the above table.

DETAILED CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERT

- 1. Proposed Position** [Project Lead / Project Member (*only one candidate shall be nominated for each position*)]: _____
- 2. Name of Firm** [*Insert name of firm proposing the staff*]: _____

- 3. Name of Staff** [*Insert full name*]: _____
- 4. Date of Birth:** _____ **Nationality:** _____
- 5. CNIC No (if Pakistani):** _____ **or Passport No:** _____
- 6. Education :**

Degree/Certification, (if any)	Major/Minor	Institution	Date (MM/YYYY)



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Note: Attach a copy of each degree/certificate as proof.

7. **Membership of Professional Associations:** _____

8. **Employment Record** [Starting with present position, list in reverse order every employment held in the areas of Merger & Acquisition/ Investment Banking/ Private Equity role/valuation role (see format here below): dates of employment, name of employing organization, positions held.]:

<i>Employer</i>	<i>Position</i>	<i>Role Description</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

9. **Relevant Experience:**

<i>Assignment Title</i>	<i>Client Name</i>	<i>Brief Scope of Assignment</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

10. **Undertaking:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____
