



PRE-BID MEETING MINUTES

Procurement of Domestic & International Courier Services for the State Bank of Pakistan, SBP Banking Services Corporation and National Institute of Banking & Finance
ITB No. GSD (Proc. II/GSD-Courier Services/73256/2022

1. A Pre-Bid meeting for the captioned procurement was held on **December 23, 2022, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Human Resource Department (HRD-SBP), National Institute of Banking & Finance (NIBAF) and representatives of following courier firms participated in the meeting;
 - a. M/s DHL Pakistan (Pvt) Ltd.
 - b. M/s Leopards Courier Services (Pvt) Ltd.
 - c. M/s M&P Express Logistics (Pvt) Ltd.
 - d. M/s TCS (Pvt) Ltd.
3. The meeting 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 the scope and description of services, and clarify relevant queries of the participants. Further, it was conveyed that the queries submitted by the participants would be sequentially discussed and unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries/comments of the participants and relevant responses by the Bank's representatives are given in **Annexure A**.
5. Furthermore, the following guidelines may please be noted for the submission of Bidding Documents:
 - a. The bidders must submit the complete and comprehensive Bid per the requirements outlined in the Bidding Documents. Non-compliance shall result in the rejection of the Bid.
 - b. All components of costs must be incorporated in the Price Schedule considering the description of the services.
 - c. The bidders may seek related clarification or modification of the Bidding Documents no later than seven (07) days before the deadline for submission of bids.
 - d. The bids prepared as per the instructions contained in the Bidding Documents, Pre-Bid Meeting, and subsequent clarifications thereof must be submitted on or before **January 04, 2023, at 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
Telephone No: (021) 3311-5420/5423/5477/5478
Email: gsd.proc2@sbp.org.pk

- e. All Bids will be opened on **January 04, 2023, at 11:30 AM (PKT)** at the Heritage Meeting Room, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.

- f. In case of submission of Bid via courier, an email may be sent to 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.
 - g. For submission of Bid or attending the Bid opening session, the representative of bidder shall keep his/her original CNIC for entry into the premises of the State Bank of Pakistan (SBP). Furthermore, the given details of the 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 remained related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

ANNEXURE A

#	Queries/Comments	Responses
1.	The domestic and International components of the subject procurement may be separated into two separate procurements.	The volume of international courier services is significantly less relative to domestic courier services. Hence, it is not feasible to conduct two separate procurement activities.
2.	What shall be the amount of Bid Security?	The Bid Security is NOT required. Instead, bidders are required to submit a Bid Securing Declaration on Stamp paper of Rs. 100 as per Tech Form 3 of Section III (BDs page 21/57).
3.	Is there any possibility of extending the bid submission deadline for at least one month?	Unfortunately, given the practical constraints, the bid submission deadline cannot be extended.
4.	To help us gauge the business volume, kindly share the actual expense of courier services.	The cumulative expense of courier services (w.e.f January 01, 2020, till December 20, 2022) for SBP, SBP BSC & NIBAF is over Rs. 13 million. Further, as stated in the bidding documents, courier services are being procured as a backup/secondary arrangement to the existing primary contract with Pakistan Post, as mandated by the Cabinet Division vide U.O. No. 7-1/2019-Min.I. dated April 10, 2019. It is worth adding that the abovementioned expense excludes payments to the Pakistan Post.
5.	Is it possible to share the bifurcation of the expense based on the domestic and international courier services?	Unfortunately, the bifurcation is not available. However, as stated above, the volume of international shipments is relatively less significant than domestic ones. The bidder may assess this by looking at the categories' weights (W1-W5) assigned in the price schedule.
6.	For Overland services, various cities have been categorized into three zones (A, B, C); the same may be reflected in the Price Schedule.	Given the non-uniformity/standardization of the zonal cities list and to provide equal opportunity to all, the price schedule shall remain simplified without the suggested change. The bidders will be required to quote the rates as per the price schedule already given in the Bidding documents.
7.	What would be the criteria for award of contracts?	The contracts shall be awarded to the most advantageous bidder who obtains the lowest weighted score as per the determining formula given in the Price Schedule (BDs page 28/57). The bidder must foresee and incorporate all associated costs in the Financial Proposal. Accordingly, no price adjustment, such as fuel price adjustment, etc., shall be made during the contract. Based on the standard evaluation, separate contracts shall be signed between the successful/most advantageous bidder and SBP, SBP BSC and NIBAF, each.

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#	Queries/Comments	Responses
8.	Will employees of SBP, SBP BSC & NIBAF also be part of the scope of the respective contracts?	Yes, the service provider will also ensure premium quality services at the contractual rates to all serving employees of SBP, SBP BSC and NIBAF. However, the employees will make the payment for personal shipments. When signing the contracts, the relevant mechanism for payment against courier services to employees shall be decided with the successful bidder.
9.	Any additional consideration regarding the execution of the contract?	A detailed description of services is given in the Bidding Documents. Additionally, the service provider must ensure a backup arrangement in case of flight(s) cancellation/ operational failure(s). The designated focal/coordinators must be well-trained and responsive.
