



## PRE-BID MEETING MINUTES

### **Procurement of Travelling & Lodging Services for SBPBSC**

**IFB No. GSD (Proc. II)/ HRMD-travelling & lodging Services /94171/2024**

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **August 27, 2024, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC) and M/s Royal Eagle Travels & Tours, attended the meeting.
3. The meeting commenced with a welcome note followed by brief introduction of the participants. At the outset, all participants were briefed about the purpose of the meeting that was to provide an overview of the bidding process, explain the scope, and clarify relevant queries of the participants. Further, it was conveyed that any unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries and relevant responses by the Bank's representatives are given in **Annexure A**.
5. Furthermore, the following guidelines may please be noted for submission of Bidding Documents:
  - a. The firms must submit the complete and comprehensive response as per the requirements outlined in the Bidding Documents. Non-compliance in this regard shall result in rejection of the Bid.
  - b. The firms may write seeking any clarification or modification of the Bidding Documents no later than seven (07) days before the deadline of submission of bid. The response would be provided as soon as possible.
  - c. The firms must retain with them soft copy of technical proposal to be shared with us, if required during evaluation stage.
  - d. The response prepared as per the instructions contained in the Bidding Documents, Pre-bid Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **September 10, 2024, at 11:00 AM (PST)** at the following address;

**Sr. 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) 3311-5420/5477  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)
  - e. No request for extension in the submission deadline of bids would be entertained.
  - f. All submitted bids will be opened on **September 10, 2024, at 11:30 AM (PST)** at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
  - g. In case of submission of Bidding Documents via courier, an email may be sent at [gsd.proc2@sbp.org.pk](mailto: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.



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- h. The submission of two different bids by the same firm would result in rejection of the both bids.
  - i. For submission of Bidding Documents/attending the technical bid opening session, the representative of participating firm shall keep his/her original CNIC 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#
    - 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 remains related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

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### Annexure A

Sr.	Queries	Responses
1.	Do all the bidders have to submit bid security? If yes, please specify amount.	All the participating bidders are required to submit Bid security amounting to Rs. 620,000/- in the form of Pay Order, demand draft or bank guarantee along with their technical proposals. Any bid found without Bid Security will be rejected instantly.
2.	As stated in Bidding Documents, Service Provider will have to arrange travel services on short notice by the Client. Will this requirement only be for unplanned visits or this will be for routine services as well? Further, please also provided estimated frequency of planned and unplanned visits?	Generally, service request for all the planned activities will be shared timely however, in case of any unplanned activity or sudden change in plan the request will be made on short notice.  Regarding the frequency of visit, it is submitted that Bank team usually participates in 4 tournaments during the year. The tournaments are held in different cities of Pakistan.
3.	What will be the estimated cost of this procurement?	The estimated cost of the procurement is around Rs. 30 Million.
4.	Please provide estimated number of tours per year?	As stated at Sr. No. 2 above, Bank team usually participates in 4 tournaments during the year and the tournaments are held in different cities of Pakistan.
5.	What would be the payment frequency and invoicing structure?	Payment will be made within one month period of conclusion of given event.
6.	Does the scope covers both domestic & international tours?	The scope is limited to domestic tours only.
7.	Can bidders participate in the bidding process through joint ventures?	Joint ventures are not allowed under this procurement.

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