



PRE-PROPOSAL MEETING MINUTES

Procurement of Services of a Firm for Development of Application Security Program for the State Bank of Pakistan

RFP No. GSD (Proc. II) /CySD-Application Security Program/ 134997/2024

1. A pre-proposal meeting for the captioned procurement was arranged by GSD on **October 16, 2024, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Cyber Security Department (CySD) and representatives of following prospective firm attended the meeting:
 - i. M/s EY Ford Rhodes
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, explaining the scope, and clarifying 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 RFP Documents:
 - a. The firms must submit the complete and comprehensive response as per the requirements outlined in the RFP Documents. Non-compliance in this regard shall result in rejection of the Bid.
 - b. The firms may send written queries via email for seeking any clarification or modification of the RFP 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 RFP Documents, Pre-proposal Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **October 29, 2024, at 11:00 AM (PST)** at the following address;

Sr. Joint Director

Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5963
Email: gsd.proc2@sbp.org.pk

- e. No request for extension in the submission deadline of proposals would be entertained.
- f. All submitted technical proposals will be opened on **October 29, 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 proposals 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. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.



PRE-PROPOSAL MEETING MINUTES

- h. The submission of two different proposals by the same firm would result in rejection of the both proposals.
 - i. For submission of proposals/attending the technical proposal 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#
 - 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 RFP Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.



PRE-PROPOSAL MEETING MINUTES

Annexure A

Sr.	Queries	Responses
1.	Should all forms under Section III & IV be submitted on Firm's Letterhead?	Only those forms are required to be submitted on official letterhead where it is explicitly mentioned. Please note for information that Tech Form VII (Undertaking for Non-Litigation/Blacklisting) must be submitted on stamp paper.
2.	As required in technical evaluation criteria, in case a company is integrated with its international counterpart, will this be considered as a Joint Venture?	The formal agreement between local and international firm is mandatory to be considered as joint venture.
3.	Will international experience of the local firm be accepted?	Yes, international experience of the local firm will be considered if that project is executed by the local firm. For this purpose, the participating firm will be required to provide the documentary evidence acceptable to the Bank from the international client. Further, legal name of the local entity will be considered during evaluation. International experience of the affiliated entities will not be considered as experience of the local firm.
4.	As required in technical evaluation criteria, what kind of firm's experience is expected?	The Consultant is expected to have sound experience of development of Application Security Program or software security framework for clients in Financial industry, Banking industry, Multinational, Technology Company or similar sizeable industries. Since this procurement is specifically for in-house development of a application/software security program, therefore experience related to security assessments or software security testing will not be considered against the experience.
5.	How is cloud and software development currently taking place in Bank? Will the development of Application Security Program be take place on cloud?	Software development services are being procured by the Bank from outsourced software firms. Currently, development is not performed in cloud environment. However, in future Bank may switch to cloud for its software development and testing, so Application Security Program must be adaptable to development & testing in cloud environment.
6.	What is meant by implementation guidance mentioned in the TORs.	Consultant will be required to provide implementation guidance in the form of actionable steps to implement the framework and transform it into an Application security program.
7.	Is current state documentation available with SBP?	As this is new implementation, therefore thorough assessment of existing standards, processes, roles & responsibilities, activities, tools and technologies used by the Bank, including current state documentation and performing the gap analysis as defined in Section VI (TORs of the RFP) will be the



PRE-PROPOSAL MEETING MINUTES

Sr.	Queries	Responses
		responsibility of the Consultant before development of security program.
8.	Will there be any flexibility in the duration of the contract?	The Consultant firm will be required to complete the entire assignment within 20 calendar weeks or earlier, starting from the date of commencement of the contract agreement. However, the Bank may extend the project completion duration based on the justifiable reasons acceptable to the Bank.
9.	In case, if only one bidder participates in the procurement process, then will its proposal be rejected by the Bank?	The proposal of the sole participating bidder will be considered as per Rule 38(b) of the PPR-2004, if technically qualified.
