



PRE-PROPOSAL MEETING MINUTES

Procurement of Incident Response Consultancy Services for the State Bank of Pakistan

RFP No. GSD (Proc. II) /CySD-IRCS/50302/2024

1. A Pre-proposal meeting for the captioned procurement was arranged by GSD on **July 12, 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-SBP and following prospective firms attended the meeting:
 - i. M/s Securiment
 - ii. M/s Digit Labs
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 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 write 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 **July 26, 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) 3311-5420/5477
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 **July 26, 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.



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- 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.



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Annexure A

Sr.	Queries	Responses
1.	As required in technical evaluation criteria, can a foreign firm, not registered with FBR, apply in Joint Venture (JV) with a local partner who is registered with tax authorities in Pakistan?	No, the requirement of registered taxpayer is mandatory. Joint ventures are not allowed under this procurement.
2.	In case if agent is locally registered with tax authorities in Pakistan and Principal is foreign-based, how this will be catered by the participating firm?	In that case, participating firm will be required to submit relevant documentation of Agent against the mandatory evaluation criteria # 01.
3.	Are these services being procured by the Bank for the first time or is this a new implementation?	No, these services have been procured and utilized by the Bank previously as well.
4.	What is the amount of bid security?	Bid security is not required. Firms are required to provide Bid Securing Declaration on stamp paper as per the format provided at Tech Form V .
5.	What will be the currency of the bid?	The required currency of bid is PKR and participating firms have to submit financial proposals in PKR only.
6.	Can Principal and agent be two different entities? Is this scenario acceptable by the Bank?	Yes, Principal and agent can be two different entities.
7.	What will be payment schedule after contract signing with the successful consultant?	Payment will be made as per the payment schedule given in Section VI- Terms of Reference .
8.	Is there provision of any change request after contract signing?	All the requirements have already been clearly outlined in the RFP document. Therefore, no such provision of change request is available.
9.	What will be the amount of performance guarantee and when it will be released?	Performance guarantee equivalent to 5% of contract value will be required to be submitted by the successful consultant which will be released upon completion of all the contractual formalities by the Consultant and signing of contract closure certificate by the consultant and business department of SBP.
10.	Has SBP fixed any budget for this procurement?	No, budget fixation is done under "Fixed Budget procurement method". Since the procurement method used here is "Least Cost Method" therefore the technically qualified consultant quoting lowest cost will be selected as the most advantageous consultant.
11.	Is there any option available if any consultant wants to engage to provide given services on G2G basis?	This procurement has been conducted under National Open Competitive Bidding process providing equal opportunity to all the eligible bidders. All the eligible firms are welcome to participate in the process with no preferential treatment to any public or private entity.
12.	Does the Bank require incident response for both IT as well as OT services?	No, OT is out of scope
13.	What type of technical solution is being utilized currently by the Bank against which expertise are required?	Our infrastructure is fortified with a layered defense, encompassing industry-standard security solutions for email, network, and information protection.



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Sr.	Queries	Responses
14.	What is the underlined technical solution already running?	Our infrastructure is fortified with a layered defense, encompassing industry-standard security solutions for email, network, and information protection.
15.	Does the underlying solution already have SOAR?	Yes
16.	As this is an already running service, can you please elaborate on how many incidents the environment is experiencing per day?	None
17.	Could we provide remote service, or is onsite service required? If remote service was an option, would it be permissible for consultants to conduct their activities outside of Pakistan?	Refer to RFP, Tech. Form IX: TECHNICAL COMPLIANCE FORM -B.
18.	Based on our understanding, initially, there is a commitment of 100 hours in a year. Could you please provide more details on how it will function if additional hours are needed?	Additional hours will be purchased separately, if required.
19.	Is training permitted to be conducted remotely?	Yes
