



PRE-PROPOSAL MEETING MINUTES

Procurement of Services of a Firm for GAP Assessment of ISO/IEC 27001:2022 certification

1. A Pre-Proposal Meeting for the captioned procurement was held on **September 25, 2025 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Cyber Security Department (CySD-SBP) and following prospective consultants joined the meeting.
 - i. M/s SGS Pvt Ltd
 - ii. M/s A.F Ferguson
 - iii. M/s DAS Pakistan
 - iv. M/s Catalytic Consulting
3. The session 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 TORs and evaluation criteria and clarify relevant queries of the participants. Further, it was conveyed that the queries of the participants would be sequentially discussed and any unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries of the participants and their respective responses are given in **Annexure A & Annexure B**.
5. Furthermore, the following guidelines may please be noted for the submission of Proposals;
 - a. The firms, who are registered with the PPRA's E-PADS, must submit the complete and comprehensive proposals as per the requirements outlined in the RFP Documents. Non-compliance in this regard shall result in rejection of the Proposal.
 - b. The electronic proposals prepared as per the instructions contained in the RFP Documents, Pre-Proposal Meeting Minutes, and subsequent clarifications thereof must be submitted through E-PADS on or before **October 07, 2025, at 11:00 AM (PST)**.
 - c. No request for extension in the submission deadline of proposals would be entertained.
 - d. All submitted proposals will be opened on **October 07, 2025, at 11:30 AM (PST)** through E-PADS.
 - e. Scanned copy of Proposal Security of **Rs. 150,000/-** is to be submitted through E-PADS along with technical proposal and Proposal Security in Original is to be dispatched to the following address and the same must reach before Proposal submission deadline i.e. **October 07, 2025, at 11:00 AM (PST)**. In case of non-receipt of original Proposal Security before the Proposal submission deadline will lead to rejection of Proposal.

Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5415/5477



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Email: gsd.proc2@sbp.org.pk

- f. In case of submission of Proposal Security via courier, an email may be sent at gsd.proc2@sbp.org.pk to enable timely coordination and collection of the document before the submission deadline. Proposal Security received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
 - g. The submission of two different proposals by the same firm would result in rejection of the both proposals.
 - h. For submission of Proposal Security (in person) /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 RFP Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

Annexure A
(Queries & Responses)

Sr.#	Queries	Responses
1.	Can firms submit the standard proposal prepared by them for a general submission to the clients or it is mandatory to submit the proposal as per the forms provided in RFP?	It is mandatory for participating firms to submit their proposals as per the guidelines and formats given in the RFP document.
2.	Is there any option of submission of proposal in hard copy as well?	This procurement is being carried out via EPADS. The proposals submitted via EPADS will only be considered for evaluation and no manual submission will be entertained. However, participating firms will have to submit original Bid Security instrument to the address given in Letter of Invitation (LOI) before bid submission deadline. Non-submission of original Bid Security instrument to us before bid submission will result in rejection of the proposal.
3.	Does the assignment only covers gap assessment related to both Clauses and Compliance sections of ISO certification?	Yes, the consultant will be required to cover the complete ISMS ISO 27001:2022 standard as part of the gap assessment to ensure full preparedness for future certification. This means the assessment is not limited to the 93 controls listed in Annex A of ISO 27001:2022 only.
4.	Has there been any previous activity/project carried out by SBP related to ISO 27001 certification?	This is first time activity and has not been done before.
5.	What would be the duration of the assignment?	As given in Section VI-Terms of Reference (TORs) of RFP, consultant will be required to complete the assignment within 12 calendar weeks or earlier from the date of commencement of the project.
6.	Do we have to follow any specific format for submission of affidavits/undertaking as required in Mandatory Eligibility Criteria no. 5 & 6 given in Section III of RFP document?	Yes, the required formats are given under TECH. FORM VII-A and TECH. FORM VII-B of RFP document.
7.	Are firms required to submit all the forms on firm's letterhead?	No, Firms have to submit affidavits/undertakings required in Mandatory Eligibility Criteria no. 5 & 6 given in Section III of RFP document on Rs. 100 stamp paper. The rest of the forms are to be submitted on Firm's letterhead.
8.	Can the successful consultant carry out few activities which can be done remotely e.g report writing off-site?	No, the consultant is expected to complete whole assignment on-site.
9.	How many members will be required to be nominated by the firm?	Two members will be required for evaluation purpose, most suited as per the given criteria.
10.	What outcome regarding training of SBP's resources will be required as per TORs? Is there requirement of any specific certification or generic training for lead implementer is required?	Consultant has to impart hands on training to five nominated resources of SBP for ISO-27001 Lead Implementer.
11.	Can the consultant/firm submit an	No, the objective is clearly outlined in the document

	exception by proposing only remedial actions for the identified gaps and apply solely for gap assessment, excluding the recommendation of remedial/corrective actions and prioritization of activities towards future certification?	under Section VI, TOR Section A. The consultant is responsible for conducting a comprehensive Gap Assessment of SBP's Information Security Management System (ISMS) against the ISO/IEC 27001:2022 standard. The consultant must deliver a report that highlights the current compliance status, identifies all gaps and shortcomings, and recommends remedial/corrective actions along with the prioritization of activities necessary for future certification.
12.	What work plan or methodology is required?	As per the RFP Section VI, TOR-Section C, the consultant is required to provide a detailed work plan outlining key activities, their sequence and duration, dependencies, milestones, and tentative timelines as part of their technical evaluation. The plan should demonstrate a clear understanding of the Terms of Reference (TOR) and the ability to translate them into an actionable engagement roadmap.

Annexure B

Addendum

#	Reference	Previous Text	Revised Text
1.	Means of Verification of Parameter 5- Service Provision Restriction under Mandatory Eligibility Criteria	Duly signed undertaking or affidavit on company letterhead stating that the firm is not engaged with the State Bank of Pakistan currently under any active legal contract agreement. (As per Tech Form VII-B – Undertaking for Service Provision Restriction duly filled in and signed).	Duly signed undertaking or affidavit on Rs. 100 stamp paper stating that the firm is not engaged with the State Bank of Pakistan currently under any active legal contract agreement. (As per Tech Form VII-B – Undertaking for Service Provision Restriction duly filled in and signed).