



## PRE-BID MEETING MINUTES

### **Procurement of Services of a Firm to provide Event Management Services for SBP Banking Services Corporation (SBP BSC)**

*IFB No. GSD (Proc. II)/ HRMD-Event Management/275140/2025*

1. A pre-bid meeting for the captioned procurement was arranged by GSD on **June 26, 2025 at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), HRMD, IBSD, ECD and M/s Darbar Caterers & Decorators 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 bids:
  - a. The bidders, who are registered with the PPRA's E-PADS, must submit the complete and comprehensive proposals as per the requirements outlined in the Bidding Documents. The documents as per the means of verification given against each evaluation criteria and the relevant forms must be submitted. Non-compliance in this regard shall result in rejection of the bid.
  - b. The bidders 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 electronic bids prepared as per the instructions contained in the Bidding Documents, Pre-Bid Meeting Minutes, and subsequent clarifications thereof must be submitted through E-PADS on or before **July 07, 2025, at 11:00 AM (PST)**.
  - d. No request for extension in the submission deadline of bids would be entertained.
  - e. All submitted proposals will be opened on **July 07, 2025, at 11:30 AM (PST)** through E-PADS.
  - f. Scanned copy of Bid Security of Rs. 100,000/- is to be submitted through E-PADS along with technical proposal and Bid Security in Original is to be dispatched to the following address and the same must reach before Bid submission deadline i.e. **July 07, 2025 at 11:00 AM (PST)**. Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of bid.

**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) 3311-5420/5415/5477  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)



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- g. In case of submission of Bid Security 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 document before the submission deadline. Bid Security received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
- h. The submission of two different bids by the same bidder would result in rejection of the both proposals.
- i. For submission of Bid Security (in person) /attending the technical bid opening session, the representative of participating bidder 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#
  - Vaccination Status (Yes/No)
  - 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.	In case of the requirement of venue in scope of services, what sort of venue will be required by the Client?	In the options given in price schedule where venue is also required to be arranged by the event management firm, the venues may include Three Star Hotels, Five Star Hotels, Sports Complexes and Sports Academies.
2.	Has SBP BSC already availed these services in the past?	No, this procurement is being carried out for the very first time keeping in view the organizational requirements.
3.	What would be the amount of bid security?	Bid Security of Rs. 100,000/- is to be submitted through E-PADS along with technical proposal. Scanned copy of Bid Security is to be submitted through E-PADS along with technical proposal and Bid Security in Original is to be dispatched to the address given in Invitation for Bid (IFB) and the same must reach before Bid submission deadline i.e. <b>July 07, 2025 at 11:00 AM (PST)</b> . Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of bid.
4.	Please confirm that in how many days SBP will release the funds to service provider after submission of invoice?	The payment will be made to the service provider on actual basis for each event after confirmation of satisfactory services by authorized representative of HRMD, within one month period subject to fulfillment of all documentary and operational requirements.
5.	The invoice will be issued on actual expense, please confirm if vendor has to quote a certain percentage on the actual expenses?	As already mentioned in the bidding document, the quoted cost must include transportation, installation, labor and any other associated cost for the event. No further cost will be paid except quoted amount in price schedule on any grounds and Payments shall be subject to deduction of withholding income tax at the rates prevailing at the time of payment.
6.	Shall SBP with-hold income tax on service fee (GST Invoice) only or on gross invoice (Principal Amount + Service Fee) of vendor?	For evaluation purposes, the bidders are required to apply applicable taxes on the gross invoice amount. However, actual applicable tax mechanism will be applied at the time of payment after consultation with Finance Department.
7.	Can you please provide the list of cities where the events would take place?	Events would take place mostly in Karachi.

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