



PRE-PROPOSAL MEETING MINUTES

Procurement of Services of Firm for Valuation of Properties **RFP No. GSD (Proc. II) /Finance-Valuation Firm/232014/2025**

1. A pre-proposal meeting for the captioned procurement was arranged by GSD on **April 08, 2025, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC) and representatives of following prospective firms attended the meeting.
 - i. M/s Savills Pakistan Pvt Ltd
 - ii. M/s RBS Associates Pvt Ltd
 - iii. M/s KGT Pvt Ltd
 - iv. M/s IMTECH Pvt Ltd
 - v. MJ Surveyors Pvt Ltd
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 and the required revisions are given in **Annexure A & B respectively**.
5. Furthermore, the following guidelines may please be noted for submission of bids:
 - 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. 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 Proposal.
 - 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 proposal. The response would be provided as soon as possible.
 - c. The electronic bids 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 **April 15, 2025, at 11:00 AM (PST)**.
 - d. No request for extension in the submission deadline of proposals would be entertained.
 - e. All submitted proposals will be opened on **April 15, 2025, at 11:30 AM (PST)** through E-PADS.
 - f. Scanned copy of Proposal Security of Rs. 10,000/- 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. **April 15, 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.

Sr. Joint Director
Procurement Division-II
General Services Department



PRE-PROPOSAL MEETING MINUTES

4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5477
Email: gsd.proc2@sbp.org.pk

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



PRE-PROPOSAL MEETING MINUTES

Annexure A

| Sr. | Queries | Responses |
|-----|---|--|
| 1. | Is there any requirement of submission of any original documents in hard copy besides uploading on EPADS? | The only document required to be submitted in hard form is original financial instrument for proposal security. No other document is required to be submitted in hard copy. |
| 2. | Please share further details of property to be valued e.g. build-up area, flooring, elevation etc. | Property address and total area is already mentioned in Section VI- Terms of Reference (Page 39 of the RFP document), which is sufficient for submission of technical and financial proposals. Additional details regarding the property will be provided to the selected valuation firm to determine valuation of the property. |
| 3. | In case of offices which have separate mosque areas, would SBP require two separate reports for office and mosque? | Unless the mosque is constructed on a separate plot and is separate from the Office building in the books of SBP, no separate report would be required. |
| 4. | In criteria # 4, the requirement for registration with mentioned professional bodies is quite stringent and mostly individuals not firms are registered with these professional bodies. Procuring agency may review and revise the requirement to avoid ambiguity and ensure clear and concise evaluation criteria. | The criteria has been amended to read: "The Firm/Team Member(s) is/are registered with a Professional Body (may be more than 01)". |
| 5. | As mentioned in the means of verification against criteria 2 & 5, disclosure on Rs. 100 affidavit signed by relevant authority of valuation firm will be required separately for each assignment? | Disclosure on Rs. 100 affidavit signed by relevant authority of valuation firm needs to be submitted separately for each criteria. All the valuation assignments falling under same criteria may be disclosed on a single stamp paper. |
| 6. | In criteria # 05, will the marks be awarded as per the number of assignments or as per the number of banks? | The marks will be awarded as per the number of banks the valuation firm has worked for during last five years. In case of disclosure certificate, the same is required to be signed by the relevant authority of the valuation firm. |
| 7. | Does the eligibility criteria includes enlistment with SBP? | No such requirement is outlined in published RFP. Evaluation will only be done on the basis of eligibility criteria given in the RFP document. |
| 8. | Are CVs of the proposed team required in hard copy? What is the scoring mechanism for Team composition under criteria # 3? | CVs are not required to be submitted in hard copy. Scanned copy of CVs/Attested transcripts of relevant degrees are required to be uploaded on EPADS as part of the technical proposal. Further, the minimum team composition to be proposed is two (one Team Lead and one team member). Scoring will be done by calculating weighted average/average score for whole team proposed by the firm, and as explained in the criteria. |



PRE-BID MEETING MINUTES

Annexure B-Details of issued Addendum

| Criteria Reference | Existing Text | Existing Scores | Revised Text | Revised Scores |
|---|--|-------------------------------|---|--------------------------|
| 4 | The Firm is registered with a Professional Body (may be more than 01). <ul style="list-style-type: none">• Pakistan Engineering Council• Pakistan Council of Architects & Town Planners• Royal Institute of Chartered Surveyors – UK | 5 marks for each registration | The Firm/Team Member(s) is/are registered with a Professional Body (may be more than 01). <ul style="list-style-type: none">• Pakistan Engineering Council• Pakistan Council of Architects & Town Planners• Royal Institute of Chartered Surveyors – UK• Any other relevant professional body | -- |
| 5 | Relevant experience (valuation of Land /Building) with commercial banks during past 5 years | 4 marks per bank. | -- | 3 marks per bank. |
| Note: Rest of the criteria and other terms and conditions will remain same as outlined in RFP document. | | | | |