



PRE-PROPOSAL MEETING MINUTES

Procurement of Services of a Consultancy firm for Conducting Compensation and Benefits Survey of State Bank of Pakistan & SBP Banking Services Corporation
RFP No. GSD (Proc. II) / Compensation & Benefits Survey / 224385/2025

1. A pre-proposal meeting for the captioned procurement was arranged by GSD on **March 13, 2025, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Human Resource Department, Human Resource Management Department and representatives of following prospective firm attended the meeting.
 - i. M/s AASA Consulting Pvt. Ltd.
 - ii. M/s Sidat Hyder Morshed Associates
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 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 **March 25, 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 **March 25, 2025, at 11:30 AM (PST)** through E-PADS.
 - f. Scanned copy of Proposal Security of Rs. 100,000/- 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. **March 25, 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
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi



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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.



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Annexure A

Sr.	Queries	Responses
1.	Please share the detail of comparators pool. Will the pool consist of organizations from financial sector or otherwise?	Details regarding composition of comparators pool will be shared with most advantageous consultant after contract signing.
2.	Does scope of procurement includes SBP & SBP BSC both.	After a single procurement drill, two separate contracts will be signed for SBP & SBP BSC for given scope of services.
3.	Please specify the cadres for which compensation and benefit survey is required.	<p>The survey scope encompasses percentile rankings of SBP and SBP BSC by position and grade vis-à-vis comparators for all elements including total remuneration, for the following categories:</p> <ol style="list-style-type: none">1. For SBP: OG-2 to OG-8 officers under the New Compensation & Benefits Structure (NC&BS).2. For SBP BSC: OG-1 to OG-8 officers under the New Contributory Provident Fund & New Gratuity Fund Scheme.
4.	Will the payment be made after completion of the assignment?	Yes, as per the payment schedule, payment will be made after completion of the project subject to satisfactory performance endorsement by an authorized official(s) of SBP/SBP BSC.
