



## PRE-PROPOSAL CONFERENCE MINUTES

### **Procurement of Actuarial Services for the State Bank of Pakistan and SBP Banking Services Corporation**

1. A Pre-Proposal Meeting for the captioned procurement was held on **December 15, 2025 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC) and following prospective consultant joined the meeting.
  - i. M/s SIR Consultants Pvt. Ltd.
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**.
5. An addendum to the Request for Proposals (RFP) document is given in **Annexure B**.
6. 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 Conference Minutes, and subsequent clarifications thereof must be submitted through E-PADS on or before **December 29, 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 **December 29, 2025, at 11:30 AM (PST)** through E- PADS.
  - e. 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. **December 29, 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.
- f. In case of submission of Proposal Security via courier, an email may be sent at [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

**Joint Director**

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[gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk) to enable timely coordination and collection of the document before



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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:

7. 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**  
**(Queries & Responses)**

Sr.#	Queries	Responses
1.	Can the parameter nos. 2, 3 & 4 of the Mandatory Eligibility Criteria (Pg#20/70 of the RFP documents) be merged and printed on single stamp paper?	A single stamp paper is required to be submitted against these parameters as per format already given at Form Tech 5 (Pg#27/70 of the RFP documents).
2.	In case of revision in indirect tax/es during the currency of the contract, how will such changes be reflected in the tax treatment of invoices?	<p>Any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional tax or duty during the currency of contract that impacts the contract price would be equally accounted for by both the parties i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new tax or duty, the contract price would be adjusted accordingly (Pg# 18/70 of RFP document).</p> <p>All payments will be subject to deductions of withholding income tax and service sales tax, at the prevailing rates at the time of payment.</p>
3.	Will emails from clients regarding project awards or specific project relevance be accepted as valid proof of experience under the Score-Based Qualification Criteria?	<p>Following will be considered for evaluation:</p> <p><i>Appointment letter as actuary of the client, Notification of Award or contract/agreement with the client for providing actuarial services or any other relevant proof acceptable to the Bank. (Pg#20-21/70 of RFP document)</i></p>
4.	Should all the Tech Forms be printed on Consultant's letterhead?	Form Tech 1, 2 & 4 and Form Fin 1 & 2 should be printed on Consultant's letterhead.

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**Annexure B**  
**(Addendum to Request for Proposals)**

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The Consultants are required to consider the given updated text for the referred section as follows;

Reference	Existing Text	Updated Text
<b>Section I: Instructions to Consultants - Data Sheet</b>	<i>Appointment letter as actuary of the client or contract/agreement with the client for providing actuarial services.</i>	<i>Appointment letter as actuary of the client, Notification of Award or contract/agreement with the client for providing actuarial services or any other relevant proof acceptable to the Bank.</i>
ITB Clause 15.2 – Score Based Qualification Criteria (RFP Page 20/70 – Parameter 4)		

The rest of the RFP's terms & conditions/templates shall remain unchanged.

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