



PRE-PROPOSAL CONFERENCE MINUTES

Procurement of Consultancy Services for External Quality Assessment of Internal Audit & Compliance Department (IACD) of State Bank of Pakistan (SBP) & Internal Audit Department (IAD) of SBP BSC (Bank)

RFP No. GSD (Proc-II)/Quality Assurance -IACD/226641/2025

1. A Pre-Proposal Conference for the captioned procurement was arranged by GSD on **March 14, 2025, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Internal Audit & Compliance Department (IACD-SBP), Internal Audit Department (IAD-SBP BSC) and following prospective consultants attended the meeting.
 - a. M/s AF Ferguson & Co.
 - b. M/s KPMG Taseer Hadi & Co
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 proposals:
 - a. The Consultants, 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 Consultants may write seeking any clarification or modification of the RFP Documents no later than seven (07) days before the deadline of submission of proposals. The response would be provided as soon as possible.
 - c. 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 **March 26, 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 26, 2025, at 11:30 AM (PST)** through E-PADS.
 - f. Scanned copy of Proposal Security of Rs. 200,000/- 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 26, 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 Bid.

Senior Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5963



PRE-PROPOSAL CONFERENCE MINUTES

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. For submission of Proposal Security (in person) /attending the technical proposal opening session, the representative of participating Consultant 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 CONFERENCE MINUTES

Annexure A

Sr.	Queries	Responses
1.	Against Parameter II of the Technical Evaluation Criteria, can we provide additional details other than mentioned in the Tech. Form IV?	Yes, however, the work plan and methodology should cover all aspects of Tech Form IV.
2.	Against Parameter III & IV of the Technical Evaluation Criteria, do we need to submit clients' endorsements for experience of team leader/member(s) or only CV will be sufficient?	For experience of team leader/member(s), please submit details as per format of CV given at Tech. Form V. Further, any sufficient proof showing the name of the person as part of External Quality Assurance Assessment team must be attached.
3.	Against Parameter IV of the Technical Evaluation Criteria, can we provide details of support team members as well?	Yes. However, in case of more than one member, average score will be assigned during evaluation.
4.	For Tech Form-I, can we nominate the already authorized officials of the firm or separate authorization is required?	Yes, the firm may nominate its already authorized official for this procurement.
5.	Is Proposal Security Form required when submitting Proposal Security in the form of Pay Order?	No. The format of Proposal Security Form will be used only for submission of Proposal Security in the form of Bank Guarantee.
6.	Is it mandatory to mention shareholdings of all the Partners of audit firm in the Beneficial Ownership Form, as this is a confidential information?	Yes. Firms are required to follow the format given at Tech. Form VII as per PPRA guidelines.
7.	Is supplier creation form mandatory?	Yes.
8.	Do we need to provide break-up of quoted price for SBP and SBP BSC along with the price schedule?	No. Firms are required to mention combined cost for overall consultancy charges.
9.	<p>The report is required for previous audit years while the new IIA standards are applicable from January 2025.</p> <p>Since the new IIA standards have not been applied in previous years, the assessment may result in non-compliances at the time of reporting. Please clarify.</p>	<p>External Quality Assessment would be performed under the standards - 2017. However, in line with the IIA recommendation, a supplementary gap/readiness assessment to assess how well IACD/IAD function is prepared to implement the new Standards shall be conducted.</p> <p>Refer: https://www.theiaa.org/en/group-services/quality-assurance/quality-services/faq/</p>
