



PRE-PROPOSAL MEETING MINUTES

Engagement of an Audit Firm to Conduct the Audit of Foreign Funded Projects' Accounts Maintained by the Agriculture Credit & Financial Inclusion Department (ACFID) of the State Bank of Pakistan

1. A Pre-Proposal Meeting for the captioned procurement was held on **May 20, 2025 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Agriculture Credit & Financial Inclusion Department (ACFID-SBP) and following prospective Auditors (Consultants) joined the meeting.
 - i. M/s Crowe Hussain Chaudhury & Co.
 - ii. M/s BDO Ebrahim & Co.
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. 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 Meeting Minutes, and subsequent clarifications thereof must be submitted through E-PADS on or before **June 02, 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 **June 02, 2025, at 11:30 AM (PST)** through E-PADS.
 - e. Scanned copy of Proposal Security of **Rs. 36,000/-** 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. **June 02, 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 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:
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.

Annexure A
(Queries & Responses)

Sr.#	Queries	Responses
1.	Are documents related to funds available in Karachi?	Yes, documents related to funds are available with the concerned department of SBP.
2.	Will SBP share the last audited Financial Statements?	The last audited Financial Statements of the relevant funds will be shared with the Most Advantageous/successful Audit Firm, after award of contract.
3.	Will SBP share budget information of funds?	The budget information of funds will not be provided at this stage. However, the same will be shared with the Most Advantageous/successful Audit Firm, after award of contract.
4.	Is there any requirement of on-site visit by audit firm?	An onsite visit is not mandatory. However, audit firms may visit if they want.
5.	Are there any sub-implementing partners involved in the funds implementation or is SBP solely reimbursing the disbursements? Please confirm the entity responsible for implementing the funds.	Since the fund committees SBP is solely disbursing the funds to the implementing parties/agencies, the auditors will have to audit the financial transactions that are carried out from funds account managed at the Department.
6.	Will an audit firm be required to audit the collection and disbursement of funds only? Please clarify.	Yes, an audit firm will be required to audit the collection and disbursement of funds only.
7.	M/s BDO Ebrahim & Co. is already a statutory auditor of SBP, please confirm if they can participate in the subject procurement or not.	The firm may participate if eligible as per relevant rules/ regulations/ guidelines/ Code of Conduct/Ethics of ICAP. However, the evaluation and decision regarding award of contract will be done as per internal policies of SBP.
