



Expression of Interest (EOI)

Procurement of Services of a Firm for ISO 22301 Pre-Certification Audit of SBP, SBP BSC & DPC

January 2026

Contents

SECTION I – REQUEST FOR EXPRESSION OF INTEREST/Letter of Invitation	
3	
SECTION II – INSTRUCTIONS TO APPLICANTS	4
SECTION III – ELIGIBILITY/QUALIFICATION CRITERIA	7
SECTION IV – TERMS OF REFERENCE	8
SECTION V – GUIDELINES FOR SUBMISSION OF INTEREST	11
SECTION VI – LETTER OF SUBMISSION OF INTEREST	12
SECTION VII – APPLICANT INFORMATION FORM	13
SECTION VIII – UNDERTAKING	14



SBP BANKING SERVICES CORPORATION

Request for expression of interest (EOI)

EOI No. GSD (Proc-II) /RMD-Pre-Certification Audit/358545/2026

SBP Banking Services Corporation on behalf of State Bank of Pakistan (SBP) invites Expression Of Interest (EOI) from the firms that are on Active Taxpayers List of the Federal Board of Revenue for the **Procurement of Services of a Firm for ISO 22301 Pre-Certification Audit of SBP, SBP BSC & DPC**. Bidding will be conducted pursuant to *Regulation-3 (B) - Quality and Cost Based Selection (QCBS)* method of Procurement of Consultancy Services Regulations, 2010. Request for Proposal (RFP) Documents soliciting sealed Technical and Financial Proposals will be issued only to shortlisted firms.

Expressions of Interest (EOI) Documents containing the detailed description of the assignment and Terms & Conditions are available on E-PADS at (www.eprocure.gov.pk).

A pre-submission meeting will be held on **February 03, 2026 at 11:00 AM** via Zoom Meeting Application. Meeting ID & Password is given in the EOI Documents. The prospective firms can also obtain the Meeting ID & Passcode through an email request at gsd.proc2@sbp.org.pk.

The electronic EOI responses, prepared in accordance with the instructions provided in the EOI Documents, must be submitted by using E-PADS on or before **February 17, 2026 at 11:00 AM** which shall be opened on the same day at **11:30 AM** in the presence of representatives of the firm who may choose to be present. Manual proposals shall not be accepted.

Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I Chundrigar Road, Karachi
Tel: (021) 3313-5306/8305
Email: gsd.proc2@sbp.org.pk

SECTION II - INSTRUCTIONS TO APPLICANTS

A. General																			
1. Scope of Expression of Interest (EOI)	1.1. State Bank of Pakistan – hereinafter referred to as the “ Procuring Agency ”, having its principal place of business at I.I. Chundrigar Road, Karachi, Pakistan, wherever the context requires shall be deemed to include its subsidiaries invites sealed Interests for <u>Procurement of Services of a Firm for ISO 22301 Pre-Certification Audit of SBP, SBP BSC & DPC</u>																		
2. Qualification & Eligibilities of Applicant	<p>2.1. The participating Firm (hereinafter referred to as the “Applicant” 2.2. ”) fulfilling the following criteria is eligible to participate in the procurement process.</p> <p><u>Eligibility/Qualification Criteria</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr.#</th> <th style="text-align: center;">Evaluation Parameter</th> <th style="text-align: center;">Means of Verification</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>The Applicant must appear on the Active Tax Payers List of FBR.</td> <td>Proof of ATL and copy of Tax Registration Certificate</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>The Applicant should be incorporated in Pakistan for at least five (05) years.</td> <td>Certificate of Incorporation.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>The Applicant must never have been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).</td> <td>Affidavit on stamp paper of Rs. 100/- as per format given under Section VIII.</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Experience: The Applicant should have completed at least one (01) similar project in Financial Industry / other comparable organization during last five (05) years.</td> <td>Relevant Supporting Documents/Copies of Completion Certificates/Copies of the oldest contracts.</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Financial Soundness: The Applicant should have a sound financial background and a business volume of at least Rs. 10 million in any of the last three (03) years.</td> <td>Financial Statements/Tax Returns or any other relevant Supporting Documents, etc.</td> </tr> </tbody> </table>	Sr.#	Evaluation Parameter	Means of Verification	1.	The Applicant must appear on the Active Tax Payers List of FBR.	Proof of ATL and copy of Tax Registration Certificate	2.	The Applicant should be incorporated in Pakistan for at least five (05) years.	Certificate of Incorporation.	3.	The Applicant must never have been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on stamp paper of Rs. 100/- as per format given under Section VIII .	4.	Experience: The Applicant should have completed at least one (01) similar project in Financial Industry / other comparable organization during last five (05) years.	Relevant Supporting Documents/Copies of Completion Certificates/Copies of the oldest contracts.	5.	Financial Soundness: The Applicant should have a sound financial background and a business volume of at least Rs. 10 million in any of the last three (03) years.	Financial Statements/Tax Returns or any other relevant Supporting Documents, etc.
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3. One EOI per Applicant	3.1. The Applicant shall submit only one EOI through EPADS. Joint Venture or outsourcing is not allowed.																		
4. Cost of EOI	4.1. The Applicant shall bear all costs associated with the preparation and submission of its EOI, and the Procuring Agency will in no case be responsible or liable for such costs whether or not the Applicant qualify for the award of contract. The Procuring Agency is not bound to accept any proposal and reserves the right to annul the selection process under the procurement regulatory framework at any time before the Contract award without thereby incurring any liability to the Applicants.																		

<p>5. Contents of EOI</p>	<p>5.1. The contents of EOI Documents are listed below. These should be read in conjunction with any addenda that may be issued before the closing date.</p> <ul style="list-style-type: none"> i. Request for EOI ii. Instructions to Applicants iii. Eligibility/Qualification Criteria iv. Terms of Reference v. Guidelines for Submission of Interests vi. Letter of Submission of Interest vii. Applicant Information Form viii. Format of Undertaking
<p>6. Amendment of EOI Documents</p>	<p>6.1. At any time before the deadline for submission of EOI, the Procuring Agency may, for any reason, whether at its initiative or in response to a clarification requested by an Applicant, amend the EOI documents. Amendments will modify or replace/supersede earlier ones.</p> <p>6.2. Amendments will be provided in the form of <i>Addenda</i> to the EOI documents, which will be uploaded by u the Procuring Agency on EPADS besides uploading on its website. Addenda will be binding on the Applicants and they will be required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Applicant in its EOI.</p> <p>6.3. To allow the Applicants reasonable time to take the amendment into account in preparing their EOI, the Procuring Agency may, at its discretion, extend the deadline for the submission of EOI.</p>
<p>B. Preparation of Interests</p>	
<p>7. Language of EOI</p>	<p>7.1. The EOI prepared by the Applicants, as well as all the correspondence and documents relating to the EOI, exchanged by the Applicant and the Procuring Agency shall be written in English or Urdu.</p>
<p>8. Documents Comprising the EOI</p>	<p>8.1. The EOI submitted by the Applicants shall comprise all the documents to establish their Eligibility/Qualification including incorporation/registration documents as per prevailing laws which includes but is not limited to copies of incorporation certificates, tax registration certificates, active taxpayer proof, etc. The successful Applicant will ensure compliance with all relevant local tax laws including necessary registration if required.</p>
<p>C. Submission of Interests</p>	
<p>9. Sealing & Marking of EOI</p>	<p>9.1. The Applicants shall submit one EOI documents, , through EPAD</p>
<p>10. Deadline for Submission of EOI</p>	<p>10.1. EOI must be submitted by the Applicants through EPADS by the time specified in the Request for Expression of Interest.</p>
<p>11. Late Submission of EOI</p>	<p>11.1. The Procuring Agency will not entertain the EOI received after the prescribed deadline.</p>
<p>D. Evaluation of Interests</p>	
<p>12. Evaluation and Comparison of EOI</p>	<p>12.1. Pursuant to Evaluation Criteria contained in these documents, EOIs submitted by the Applicants as per Guidelines for Submission of EOI (Section V) shall be evaluated in detail as per eligibility criteria given in Section III.</p>

	<p>12.2. Under the provision of Rule 48 of PPR 2004, any Applicant may file its written complaint against the eligibility parameters or any other terms and conditions as prescribed in the EOI Documents, if found contrary to the provisions of the procurement regulatory framework, the same shall be addressed to the Grievance Redressal Committee (GRC) well before the EOI submission deadline. The details of Grievance Redressal Committee (GRC) is given on the PPRA website: www.ppra.org.pk.</p>
<p>13. Overriding Effect of</p>	<p>13.1. Whenever there is any conflict in these documents the stipulations of Public Procurement Rules,2004 and Procurement of Consulting Service Regulations,2010 shall prevail.</p>

SECTION III – ELIGIBILITY/QUALIFICATION CRITERIA

The Evaluation of Interests will be ascertained based on the following parameters:-

Sr.#	Evaluation Parameter	Means of Verification
1.	The Applicant must appear on the Active Tax Payers List of FBR.	Proof of ATL and copy of Tax Registration Certificate
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4.	Experience: The Applicant should have completed at least one (01) similar project in Financial Industry / other comparable organization during last five (05) years	Relevant Supporting Documents/Copies of Completion Certificates/Copies of the oldest contracts.
5.	Financial Soundness: The Applicant should have a sound financial background and a business volume of at least Rs. 10 million in any of the last three (03) years.	Financial Statements/Tax Returns or any other relevant Supporting Documents, etc.

Note:

1. The shortlisted Applicant will be issued the Request for Proposal (RFP) documents soliciting sealed Technical and Financial Proposals under *Regulation-3 (B) Quality and Cost Based Selection Method* of the Procurement of Consultancy Services Regulations, 2010 (PCSR-2010).
2. The EOI response should be submitted through EPADS.
3. The EOI submitted in hard form will not be entertained.

SECTION IV – TERMS OF REFERENCE

1. Introduction

The State Bank of Pakistan (SBP) is incorporated under the State Bank of Pakistan Act, 1956, which gives the Bank the authority to function as the central bank of the country. The SBP Act mandates the Bank to regulate the monetary and credit system of Pakistan and to foster its growth in the best national interest with a view to securing monetary stability and fuller utilization of the country's productive resources.

2. Purpose/Objective

This engagement will focus on a comprehensive pre-certification audit for ISO 22301, ensuring SBP and its subsidiaries (SBP-BSC and DPC) align with the best global practices for Business Continuity Planning (BCP) to mitigate risks and uphold service continuity during disruptions.

3. Scope of Work

- a. The successful firm shall conduct a detailed review of the existing Business Continuity Management System (BCMS) at SBP and its subsidiaries (SBP-BSC and DPC), including review of critical functions, key documents and operational processes.
- b. The successful firm shall identify and report any gaps in the existing BCP functions/processes/activities, with a goal of aligning Business Continuity Management System (BCMS) with ISO 22301.
- c. The successful firm shall design and deliver tailored training for SBP's BCP team to strengthen the capacity of internal stakeholders in managing and supporting ongoing Business Continuity Planning (BCP) initiatives effectively. The training may include, but not be limited to, internationally recognized certifications and standards such as Lead Auditor Certification – ISO 22301: Business Continuity Management Systems, Lead Implementer Certification – ISO 22301: Business Continuity Management Systems, ISO 22317: Security and Resilience – Guidelines for Business Impact Analysis, Good Practice Guidelines by the Business Continuity Institute (BCI-UK), ISO 22361:2022 – Crisis Management, ISO 22332:2021 – Guidelines for Developing Business Continuity Plans and Procedures and ISO/TS 22317:2021 – Security and Resilience: Business Continuity Management Systems - Guidelines for Business Impact Analysis.
- d. A final report shall include the following:
 - A comprehensive assessment of the current BCMS at SBP,
 - Gaps and deficiencies in relation to ISO 22301 standards,

Note: Scope of work is subject to adjustments based on discussions with shortlisted applicants and client's specific requirements.

4. Work Plan and Methodology

The Applicant shall provide a detailed work plan outlining the following key elements:

Main Activities/Tasks: A clear description of the tasks to be performed throughout the engagement, including but not limited to the review of existing BCMS gaps against ISO 22301 standards.

Content and Duration: A breakdown of the work involved in each task and its expected duration, including timelines for key activities such as review, gap analysis, team training, and final report preparation.

Phasing and Milestones: The project shall be divided into distinct phases, with each phase having clear milestones. Key milestones should include interim reports or reviews to be approved by the Client, such as:

- Initial review and gap assessment
- Gap analysis
- BCP Team training
- Final Report

Tentative Delivery Dates: Each phase and deliverable should include specific delivery dates, and all tasks will be scheduled to ensure the final report is delivered within the agreed-upon timeline.

The work plan must align with the methodology proposed by the Applicant and demonstrate an understanding of the Terms of Reference (TORs), showcasing how the Applicant intends to achieve each deliverable while ensuring consistency with SBP's requirements.

5. Work Requirements

- a. **Confidentiality:** The Applicant shall ensure the complete confidentiality of all information obtained during the engagement. All data and information related to SBP and its operations shall remain within the Bank's premises, and no information may leave the Bank's physical location in any form.
- b. **On-Site Engagement:** The entire engagement will be carried out on-site at SBP's Karachi office. The Applicant's team must be physically present at the Bank's premises throughout the project.

6. Project Completion Timeline

The project shall be completed preferably within 10-12 weeks of the date of the commencement of the contract agreement, with deliverables spread across the agreed timeline for each phase. However, if necessary, the timeline can be extended based on the successful firm's request, provided valid justifications are given.

7. Expected Project Deliverables

The successful firm shall deliver the following in accordance with Section 3 (Scope) of the Terms of Reference:

- a) **Comprehensive BCP Assessment Report:** This report shall cover:
 - Assessment:** An evaluation of SBP and its subsidiaries' (SBP-BSC and DPC) existing BCP processes.
 - Gap Identification:** A clear list of discrepancies between SBP BCMS and ISO 22301 standards.
- b) **BCP Team Training Materials and Sessions:** A customized set of training materials for SBP's BCP team, complemented by training and certification, aimed at strengthening internal capabilities for effective and ongoing Business Continuity Planning management.

8. Non-Disclosure Agreement

- a) The successful firm shall ensure the confidentiality of all SBP-related information obtained during this engagement. All such information will be subject to non-disclosure obligations, with the information remaining confidential indefinitely.
- b) The successful firm must sign a Non-Disclosure Agreement (NDA) with SBP in accordance with the template provided in the RFP document.
- c) Upon completion of the engagement, the successful firm must securely dispose of all SBP-related information, including reports and supporting documentation, and may be required to confirm the destruction or deletion of such materials.

SECTION V – GUIDELINES FOR SUBMISSION OF INTEREST

1. Only applicants from Pakistan (National Competitive Bidding) are eligible to submit the response for the *Procurement of Services of a Firm for ISO 22301 Pre-Certification Audit of SBP, SBP BSC & DPC*.
2. Eligible Applicant(s) should submit **Expressions of Interest (EOI)** in English/Urdu language along with relevant complete details of their qualification and experience as requested under **Section III – Eligibility/Qualification Criteria**.
3. A pre-submission meeting will be held on **February 03, 2026, at 11:00 AM** via Zoom. Meeting ID & Password are as follows:

Link: <https://us04web.zoom.us/j/71046137551?pwd=fiFiGb8AwHDxpy5tnzA30bzwaFTBS.1>

Meeting ID: 710 4613 7551

Passcode: SBP123

4. Applicants are encouraged to attend the meeting to gain clarity about the procurement process, scope, evaluation criteria or any other related aspects. Official minutes of the Pre-submission meeting shall be issued to all participating Applicants through EPADS besides uploading on the SBP website.
5. Applicants must provide unambiguous and clear information as per the above requirements and must provide only material that would be specific to the proposed services, and to avoid submitting generic promotional material.
6. Any further information/clarification by the procuring agency can be sought.

SECTION VI – LETTER OF SUBMISSION OF INTEREST

Over Firm's Letterhead

Date: dd-mm-yyyy

EOI Title: *Procurement of Services of a Firm for ISO 22301 Pre-Certification Audit of SBP, SBP BSC & DPC*

Reference: *EOI No. GSD (Proc-II) /RMD-Pre-Certification Audit/358545/2026*

To:

Director

General Services Department
SBP Banking Services Corporation (HOK)
4th Floor BSC House, I. I. Chundrigar Road,
Karachi, Pakistan

We, the undersigned, apply to be shortlisted for the referenced Request for EOI and declare that:

- (a) **No reservations:** We have examined and have no reservations to the EOI Documents, including Addendum(s) No(s), issued in accordance with Instructions to Applicants **(ITA)**: *[insert the number and issuing date of each addendum].*
- (b) **No conflict of interest:** We have no conflict of interest;
- (c) **Eligibility:** We meet the eligibility requirements, we have not been suspended by the Client based on execution of a Bid/Proposal Securing Declaration;
- (d) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]*
[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];
- (e) **Not bound to accept:** We understand that you may cancel the shortlisting process at any time without incurring any liability to the Applicants. Only applicants who have been shortlisted shall be entitled to participate further in the procurement proceedings
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: [insert signature(s) of an authorized representative(s) of the Applicant]

Name: [insert full name of the person signing the Application]

In the capacity of [insert capacity of the person signing the Application]

Duly authorized to sign the Application for and on behalf of: [insert full name of the Applicant]

Address: _____

Dated: _____

SECTION VII – APPLICANT INFORMATION FORM

Over Firm's Letterhead

Date: dd-mm-yyyy

EOI Title: Procurement of Services of a Firm for ISO 22301 Pre-Certification Audit of SBP, SBP BSC & DPC

Reference: EOI No. GSD (Proc-II) /RMD-Pre-Certification Audit/358545/2026

Applicant's Name:	<i>[insert full name]</i>
Applicant's Country of Registration:	<i>[indicate country of Constitution]</i>
Applicant's year of Incorporation:	<i>[indicate the year of Constitution]</i>
Tax Registration Details	
Applicant's legal address:	<i>[insert street/ number/ town or city/ country]</i>
E-mail Address:	
Telephone/Mobile Number:	
Official Web Site:	
Applicant's Authorized Representative Information	<p>Name: <i>[insert full name]</i></p> <p>Address: <i>[insert street/ number/ town or city/ country]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i></p> <p>E-mail address: <i>[indicate e-mail address]</i></p>
Attached are Copies of Original Documents of	<ul style="list-style-type: none"> • Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. • Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

SECTION VIII – UNDERTAKING

Over Stamp Paper of Rs. 100/-

Undertaking For Non-Blacklisting/Non-Debarment & Non-Sanctioning

Date: dd-mm-yyyy

EOI Title: Procurement of Services of a Firm for ISO 22301 Pre-Certification Audit of SBP, SBP BSC & DPC

Reference: EOI No. GSD (Proc-II) /RMD-Pre-Certification Audit/358545/2026

Dear Concern,

I/We hereby confirm and declare that I/We, M/s -----, has never been blacklisted/debarred under Rule 19 of PPR-2004 by any government/semi-government organization.

Detection of false declaration/statement at any stage of the entire application/Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of the contract.

Seal & Signature of Firm: _____

Date: _____

Signature along with the stamp of authorized representative.