



## PRE-BID MEETING MINUTES

### **Procurement of Incident Response Consultancy Services for the State Bank of Pakistan**

*RFP No. GSD (Proc. II) /CySD-IRCS/3479950/2025*

1. A Pre-proposal meeting for the captioned procurement was arranged by GSD on **February 04, 2026, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Cyber Security Department (CySD) and M/s Commtel attended the meeting:
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 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 **February 16, 2026, 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 **February 16, 2026, at 11:30 AM (PST)** through E-PADS.
  - e. Scanned copy of Proposal Security of **Rs. 340,000/-** 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. **February 16, 2026, 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.

### **Joint Director**

Procurement Division-II  
General Services Department  
3<sup>rd</sup> Floor, BSC House, State Bank of Pakistan  
I.I. Chundrigar Road, Karachi  
Tel: (021) 3313-5306/8305  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

- 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) 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.
- g. The submission of two different proposals by the same firm would result in rejection



## PRE-PROPOSAL MEETING MINUTES

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of 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:
1. After a detailed briefing, the participants were requested to confirm whether all 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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## PRE-PROPOSAL MEETING MINUTES

### Annexure A

Sr.	Queries	Responses
1.	As required in technical evaluation criteria, can a foreign firm, not registered with FBR, apply in Joint Venture (JV) with a local partner who is registered with tax authorities in Pakistan?	No, the requirement of registered taxpayers is mandatory. Joint ventures are not allowed under this procurement.
2.	In case if agent is locally registered with tax authorities in Pakistan and Principal is foreign-based, how this will be catered by the participating firm?	In that case, participating firm will be required to submit relevant documentation of Agent against the mandatory evaluation criteria # 01.
3.	Are these services being procured by the Bank for the first time or is this a new implementation?	No, these services have been procured and utilized by the Bank previously as well.
4.	What is the amount of proposal security?	
5.	What will be the currency of the bid?	The required currency of bid is PKR and participating firms have to submit financial proposals in PKR only.
6.	Can Principal and agent be two different entities? Is this scenario acceptable by the Bank?	Yes, Principal and agent can be two different entities.
7.	What will be the amount of performance guarantee and when it will be released?	Performance guarantee equivalent to 5% of contract value will be required to be submitted by the successful consultant which will be released upon completion of all the contractual formalities by the Consultant and signing of contract closure certificate by the consultant and business department of SBP.
8.	Based on our understanding, initially, there is a commitment of 100 hours in a year. Could you please provide more details on how it will function if additional hours are needed?	Additional hours will be purchased separately, if required.
9.	Is training permitted to be conducted remotely?	Onsite training will be preferred by the client. However, mode may be finalized as per the requirement by mutual agreement.
10.	Mandatory eligibility Criteria No. 05 requires that "The principal must have at least 02 (two) certified technical resources in Information Security." Do firms have to submit certifications of principal's resources as means of verification?	Yes, as the means of verification states, firms have to submit profile of Principal's resources stating relevant technical experience and qualification.
11.	As stated in the RFP document, the number of required hours is 100 and contract duration is one year. However, the contract period may be extended for another six months in case of non-utilization of given hours for one year. What would be done in case of non-utilization beyond that six-month extended period?	In case of non-utilization beyond that six month extended period, the remaining hours shall be mandatorily adjusted against the cost of any of the services, certifications, or trainings specified by the Procuring Agency from the list provided in clause B ( xi) of Section VI-Terms of Reference of RFP Document.

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