



PRE-BID MEETING MINUTES

PROCUREMENT OF GENERAL SUPPORT SERVICES FOR THE PURPOSE OF DEPOSIT PROTECTION CORPORATION (DPC)

ITB No. GSD (Proc. II)/GSS-DPC/403425/2026

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **May 07, 2026, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Deposit Protection Corporation (DPC) and representatives of following prospective firm attended the meeting.
 - i. M/s CATCOS Pvt. Ltd.
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 bids:
 - a. The firms, who are registered with the PPRA's E-PADS, must submit the complete and comprehensive bids as per the requirements outlined in the Bidding Documents. Non-compliance in this regard shall result in rejection of the Bid.
 - b. The electronic bids prepared as per the instructions contained in the Bidding Documents, Pre-bid Meeting Minutes, and subsequent clarifications thereof must be submitted through E-PADS on or before **May 19, 2026, at 11:00 AM (PST)**.
 - c. No request for extension in the submission deadline of bids would be entertained.
 - d. All submitted bids will be opened on **May 19, 2026, at 11:30 AM (PST)** through E-PADS.
 - e. Scanned copy of Bid Security of **Rs. 55,000/-** is to be submitted through E-PADS along with technical proposal and Bid Security in Original is to be dispatched to the following address and the same must reach before Bid submission deadline i.e. **May 19, 2026, at 11:00 AM (PST)**. Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.
- f. In case of submission of Bid 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. Bid Security received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.

Joint Director

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- g. The submission of two different bids by the same firm would result in rejection of the both bids.
- h. For submission of Bid 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 Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.



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Annexure A

Sr.	Queries	Responses
1.	Will Bidder be required to submit deputation plan for execution of services?	Service provider is required to ensure uninterrupted quality services at all the service locations defined in the Bidding documents against each category and have to submit " <i>Proposed Methodology/ Program Of Performing The Services</i> " in <i>Schedule-E to Bid given in bidding documents</i> for each package.
2.	Should the bidder indicate the number of resources to be deployed at each service location and for each service category in the "Proposed Services Management Plan" column of Schedule E, or does SBP require a detailed service management plan instead?	Bidder is required to mention number of resources to be deployed against each location. As mentioned in Schedule-E to Bid, the resources against all the components should be clearly mentioned in the given table. In case of missing information, the bid shall be rejected as per ITB 11. The bidder cannot alter the given table. Any alteration shall also amount to rejection of the bid as per ITB 15.
3.	Is there any requirement for a uniform? Can you please specify the exact pairs of uniforms/shoes?	Yes , the service provider must ensure that all of its resources are in proper uniform during the execution of services. Further, given the administrative nature of the question, the bidders/service providers may utilize their independent professional expertise in identifying the need according to the scope of services and relevant costs for three (03) years of the Contract.
4.	Will SBP BSC provide adjustment for change in minimum wage during the contract period?	As mentioned in GCC-5.2 of Bidding Documents, If after bid submission, a change occurs to any Federal and/or Provincial Law or any regulation or bye-law, notification of any local or other duly constituted authority, or the introduction/revision of any such Federal and/or Provincial Law, regulation or bye-law, which causes addition or reduction in the cost of Services, such additional or reduced cost will be added to or deducted from the Contract Price. However, the Service Provider shall not be entitled to claim any adjustment to the Contract Price on account of changes related to income tax, group life insurance, medical insurance, cost of equipment and uniforms, or profit.



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Sr.	Queries	Responses
5.	Any clause available in the contract regarding adjustment of indirect taxes?	<p>As mentioned in GCC Clause 1.8 of Bidding document, the Service Provider shall pay its own and its employees taxes, and the Client is authorized to withhold any tax from payment to the Service Provider and to deposit the same into the Governmental Treasury. The Service Provider shall also ensure compliance with local laws and applicable regulations.</p> <p>Any additional tax, levies, duties, or modification in the existing rates of tax and other applicable laws imposed during the pendency of this contract shall be adjusted in the contract price by both parties.</p>
6.	Please confirm the number of service locations.	Total five service locations. Please refer to Pg# 28/57 of the Bidding document for details.
7.	Applicability of GCC Clause 9.1-Health, Safety, Environment and Security (HSE&S) clause on this contract?	Since standardized Bidding documents are used for procurements related to general outsourced services, this clause will be applied as and when required under the circumstances of the contract.
8.	As mentioned under Section VI (Schedule C to Bid) Part 1-Scope of Services, that the service provider must depute at least one supervisor at the Client's premises to fulfill the operational requirements. Please confirm whether this requirement is strictly mandatory?	<p>No, this requirement is not mandatory due to the limited number of service locations. The service provider will be required to provide uninterrupted quality services at five (05) service locations only as defined in the Bidding documents (Pg# 28/57 of the Bidding document).</p> <p>Please refer to the Corrigendum issued to the Bidding document on E-PADS.</p>
