



PRE-BID MEETING MINUTES

Procurement of Services of a Testing Agency to Conduct Recruitment Drives for the State Bank of Pakistan (SBP) and SBP Banking Services Corporation (SBP BSC).

ITB No. GSD (Proc. II) / HRD-Testing Services /56182/2023

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **November 02, 2023, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Human resource Department (HRD) and following prospective firms, attended the meeting:
 - i. M/s National Testing Service
 - ii. M/s Rozee.pk
 - iii. M/s Sidat Hyder Morshed Associates
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 Bidding Documents:
 - a. The firms must submit the complete and comprehensive response as per the requirements outlined in the Bidding Documents. Non-compliance in this regard shall result in rejection of the Bid.
 - b. The firms may write seeking any clarification or modification of the Bidding Documents no later than seven (07) days before the deadline of submission of bid. The response would be provided as soon as possible.
 - c. The firms must retain with them soft copy of technical proposal to be shared with us, if required during evaluation stage.
 - d. The response prepared as per the instructions contained in the Bidding Documents, Pre-bid Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **November 14, 2023, at 11:00 AM (PST)** at the following address;

Sr. Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5477
Email: gsd.proc2@sbp.org.pk
 - e. No request for extension in the submission deadline of bids would be entertained.
 - f. All submitted bids will be opened on **November 14, 2023, at 11:30 AM (PST)** at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.



PRE-BID MEETING MINUTES

- g. In case of submission of Bidding Documents via courier, an email may be sent at gsd.proc2@sbp.org.pk to enable timely coordination and collection of the documents before the submission deadline. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
- h. The submission of two different bids by the same firm would result in rejection of the both bids.
- i. For submission of Bidding Documents/attending the technical bid opening session, the representative of participating firm 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 Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.



PRE-BID MEETING MINUTES

Annexure A

Sr.	Queries	Responses
1.	Bid Security will require to be submitted separately for SBP & SBPBSC?	As given in BDS Clause 15, Bid Security of Rs. 207,000/- must accompany the bid (technical proposal) in favor of SBP BSC (FTN# 9022604-6). Bid security can be submitted in the form of Pay Order / Bank Draft/ Call Deposit/Bank Guarantee drawn in favor of SBP BSC along with Technical Bid/Proposal in sealed envelope. Bid/s found deficient or without bid security will be rejected. Bid security should be prepared in favour of SBP BSC.
2.	Is there any specific format for CV?	Format for CV is attached as Annexure B.
3.	Will overall experience of the professionals under criteria 5 of score based criteria will be considered?	Only experience in relevant discipline will be considered for evaluation purpose. Relevant experience needs to be mentioned separately under the section specified in format for CV at Annexure B.
4.	Can prospective firms approach GSD for any additional queries through emails?	All the queries raised before seven days from the date of submission of bids will be responded to by GSD.
5.	Is there any specific format for Financial stability certificate?	Format has been attached as Annexure C to be used as reference.
6.	Beside physical test centers, does the scope include online testing services as well?	Clause 18-Section VI of the bidding documents states that the firm should ensure OMR sheet based testing, computer based testing and online testing etc. for candidates (locally and internationally), as and when advised by the Client. In any of the case, the test fee shall remain same.



PRE-BID MEETING MINUTES

Annexure B

DETAILED CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERT

1. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

2. **Name of Staff** [*Insert full name*]: _____

3. **CNIC No** (if Pakistani): _____ **or Passport No:** _____

4. **Education:**

<i>Degree/Certification, (if any)</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

5. **Employment Record** [*Starting with present position, list in reverse order every employment held in the relevant areas*]

<i>Employer</i>	<i>Position</i>	<i>Role Description</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

6. **Relevant Experience:**

<i>Assignment Title</i>	<i>Client Name</i>	<i>Brief Scope of Assignment</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>



PRE-BID MEETING MINUTES

7. Undertaking:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____



PRE-BID MEETING MINUTES

Annexure C

Financial Stability Certificate

(On letter head of issuing Bank)

To whom it may concern

This is to certify that (Name of Firm) is maintaining their business Account titled _____ having Account No. _____ in our branch since _____.

It is to certify that relationship and behavior of the M/s _____ is reliable and excellent and its history is reflecting sound position. Further, we confirm that M/s _____ has never defaulted in financial commitments to any client. Detail of annual turnover during the last financial year is given below:

Annual Turn over	Dr. (PKR)	Cr. (PKR)

Moreover, M/s _____ has capacity to successfully execute contracts up to Rs. 10 million.

Sign and Stamp of issuing bank

**Audited Financial statement may be enclosed for verification purpose.*