



PRE-BID MEETING MINUTES

**Procurement of Development & Maintenance Services for the
External Website of State Bank of Pakistan (SBP)**
ITB No. GSD (Proc. II) /ECD-Website Revamping/50127/2024

1. A Pre-Bid meeting for the captioned procurement was held on **May 09, 2024, at 11:00 am** via Zoom Cloud Meeting Application.
2. The representatives of General Services Department (GSD-SBP BSC), External Communications Department (ECD-SBP), IT Operations Department and representatives of various firms attended the meeting, as under:
 - a. M/s Sapphire Consulting Services Private Limited
 - b. M/s The Design Firm
 - c. M/s Convex Interactive (Pvt.) Limited.
 - d. M/s Awesome Technologies Inc.
 - e. M/s Entropy-X
 - f. M/s Multinet Pakistan (Pvt.) Limited
3. The meeting 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 the scope and description of services, and clarify relevant queries of the participants. Further, it was conveyed that the queries submitted by the participants would be sequentially discussed and unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries of the prospective bidders 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 bidders must submit the complete and comprehensive Bid as per the requirements outlined in the Bidding Documents. Non-compliance shall result in rejection of the Bid.
 - b. The bidders may seek related clarification or modification of the Bidding Documents no later than seven (07) days before the deadline for submission of bids.
 - c. The bids prepared as per the instructions contained in the Bidding Documents, Pre-Bid Meeting, and subsequent clarifications thereof must be submitted on or before **May 30, 2024 at 11:00 am** as per Addendum issued thereof at the following address;

Senior Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Telephone No: (021) 3311-5420 / 3311-5477
Email: gsd.proc2@sbp.org.pk

- d. Bids will be opened on **May 30, 2024, at 11:30 am** at the Learning Resource Centre/Heritage Meeting Room at State Bank of Pakistan, I.I. Chundrigar Road, Karachi.

- e. 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.
 - f. For submission of Bidding Documents/attending the Bid opening session, the representative of participating firm shall keep his/her original CNIC for entry into the premises of the State Bank of Pakistan (SBP). Furthermore, the said representative(s) details may also be shared in advance for necessary entry arrangements.
 - Name & CNIC#
 - Mobile#
 - Arrival Date & Time
6. After a detailed briefing, the participating bidders 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.

ANNEXURE A

Sr.	Queries	Responses
1.	Are Joint Ventures allowed to participate?	No, Joint Ventures and Consortiums are not allowed to submit the bid against this procurement.
2.	Contractual liability insurance to be taken out by the service providers?	The Service Provider may obtain Contractual Liability Insurance as per Para 3.5.1 of bidding documents.
3.	Who shall bear the VM licenses cost?	The solution cost must cover all the requirements of licenses (if any) above the OS (RHEL and Windows) level.
4.	Role of SBP Team and vendor in terms of content management & updation?	After handing over the website, future content uploading will be performed internally by SBP, however any troubleshooting in the process of new design, content updating, backup and other regular operations is to be dealt as per terms of SLA.
5.	Who will be responsible for setting up the deployment pipeline, the SBP infrastructure team or service provider's infrastructure team?	The total workload can be assessed from the current website of SBP i.e. www.sbp.org.pk and the implementation in the environment will be the service provider's responsibility. The SBP infrastructure team will provide VMs/Servers and related networking, rest of the solutions or software will be responsibility of the service provider. The service provider is expected to deliver an end-to-end solution. The deployment pipeline will be set up by the vendor as well.
6.	Who will be responsible for maintaining the server monitoring/access control logs at infrastructure-level?	All the requirements related to security events logs must be fulfilled by the service provider, no such logs would be provided by SBP internal teams.
7.	Number of external integrations & APIs?	These are very limited and have already integrated with the current website.
8.	Process of transfer of website on SBP's server?	SBP will provide the hosting of website on virtual server machine on which the deployment will be setup by the vendor. The same is already covered in point no 5
9.	Requirements in terms of SLA & Maintenance?	Same is already explained in Bidding document. The relevant section of the bidding document is Appendix -A.
10.	Level & requirements of hosting, dedicated, shared etc.?	The solution will be hosted by SBP.
11.	Website IT infrastructure?	The IT infrastructure is managed by SBP.
12.	Website security?	The security requirements given in the Bidding documents will be the responsibility of the bidder.
13.	Content management SQL licensing?	In case the proposed solution is consisting on Licensed database, the required license shall be provided by the vendor/bidder.
14.	Cybersecurity patches update?	The security update will be provided by the vendor and it will be covered in maintenance and SLA section.
15.	Should vendor propose CMS?	The vendor should propose a CMS based solution.
16.	Helpdesk portal workflow?	The proposed CMS should provide workflow facility.