PRE-PROPOSAL MEETING MINUTES

Procurement of Services of a Firm for GAP Assessment of ISO/IEC 27001:2022 certification

1. A Pre-Proposal Meeting for the captioned procurement was held on **November 17, 2025 at 11:00 AM (PKT)** via Zoom Meeting Application.

2. The representatives of the General Services Department (GSD-SBP BSC), Cyber Security Department (CySD-SBP) and following prospective consultants joined the meeting.

   i. Cyber Risk Solutions
   ii. TUV Rheinland

3. The session 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 TORs and evaluation criteria and clarify relevant queries of the participants. Further, it was conveyed that the queries of the participants would be sequentially discussed and any unanswered questions (if any) would be addressed in the meeting minutes.

4. All queries of the participants and their respective responses are given in **Annexure A.**

5. Furthermore, the following guidelines may please be noted for the 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 **November 28, 2025, 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 **November 28, 2025, at 11:30 AM (PST)** through E- PADS.

   e. Scanned copy of Proposal Security of **Rs. 150,000/-** 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. **November 28, 2025, 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
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5415/5477
Email: 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 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 of the 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:

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 RFP Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

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Annexure A
(Queries & Responses)

Sr.#	Queries	Responses
1.	Is Risk Assessment also included in the Gap Assessment?	A risk assessment is not required; however, a gap assessment must be conducted for the entire ISMS ISO 27001:2022, including all content related to risk or risk assessments.
2.	What is the procurement process?	Procurement will be done through EPADS and prospective bidders are required to register themselves on EPADS to participate in the procurement process.
3.	It is required that the bidder must have experience in at least 3 Gap Assessment projects, can these projects be related to Risk Assessment?	Criteria explicitly mentions that the firm must have completed at least three (03) ISO27001:2013/2022 gap assessment for clients in Financial and banking or multinational Industry in last 05 years. Therefore, projects related to only Risk Assessment will not be considered.
4.	Who can be approached for further queries, if any?	Queries may be routed for clarifications through EPADS.
5.	What work plan or methodology is required?	It was highlighted during the meeting that, as per the RFP Section VI, TOR Section C, the consultant is required to provide a detailed work plan outlining key activities, their sequence and duration, dependencies, milestones, and tentative timelines as part of their technical evaluation. The plan should demonstrate a clear understanding of the Terms of Reference (TOR) and the ability to translate them into an actionable engagement roadmap.