



PRE-PROPOSAL CONFERENCE MINUTES

Procurement of Services of Firms for Valuation of SBP BSC Sialkot Old Building

RFP No. GSD (Proc. II) /Finance-Valuation Firm/275906/2025

1. A pre-proposal conference for the captioned procurement was arranged by GSD on **July 04, 2025, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Finance Department and representatives of following prospective valuation firms attended the meeting:
 - i. M/s Arche Decon
 - ii. M/s RBS
 - iii. M/s Savills Pvt. Ltd
 - iv. M/s M.J Surveyors 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 must submit the complete and comprehensive proposals separately for each round and review exercise as per the requirements outlined in the RFP Documents.
 - b. The firms may write seeking any clarification or modification of the RFP Documents no later than seven (07) days before the deadline of submission of proposal. The response would be provided as soon as possible.
 - c. The proposal prepared as per the instructions contained in the RFP Documents, Pre-Proposal Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **July 14, 2025, at 11:00 AM (PST)**.
 - d. No request for extension in the submission deadline of proposals would be entertained.
 - e. All submitted proposals will be opened on **July 14, 2025**, as per following timelines:

Round No.	RFP No.	Proposal Opening Schedule
Round-I	GSD (Proc. II) /Finance-Valuation Firm(Round-I)/222065/2025	July 14, 2025, at 11:30 AM
Round-II	GSD (Proc. II) /Finance-Valuation Firm(Round-II)/222071/2025	July 14, 2025, at 12:00 PM
Round-III	GSD (Proc. II) /Finance-Valuation Firm(Round-III)/222072/2025	July 14, 2025, at 12:30 PM
Review Exercise	GSD (Proc. II) /Finance-Valuation Firm (Review Exercise)/222073/2025	July 14, 2025, at 01:00 PM

- f. Proposal Security of Rs. 10,000/- is to be submitted separately for each round and review exercise along with each technical proposal.

Sr. Joint Director
Procurement Division-II



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Email: gsd.proc2@sbp.org.pk

- g. In case of submission of Proposal 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 received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
 - h. The submission of two different proposals by the same firm for same round would result in rejection of the both proposals.
 - i. For submission of Proposal (in person) /attending the technical proposal 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 RFP Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.



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Annexure A

Sr.	Queries	Responses
1.	Is it permissible for valuation firms to participate in multiple rounds and review exercise?	Yes, interested firms can participate in the bidding process for any one or all rounds of valuation as well as review exercise. After completion of technical evaluation, financial proposals of technically qualified firms will be opened separately for each round and review exercise. In case, a technically qualified firm is declared as lowest quoted/most advantageous in one round, its financial proposals for other rounds and review exercise, if any, will be returned unopened as four distinct valuation firms are required to be selected for independent valuation of the said property.
2.	Please share further details of property to be valued e.g. covered area, flooring, elevation etc.	Property address and total area is already mentioned in Section VI- Terms of Reference (Page 39 of the RFP document), which is sufficient for submission of technical and financial proposals. Additional details regarding the property will be provided to the selected valuation firms to determine valuation of the property.
3.	What is the purpose of conducting procurement through three rounds and review exercise?	As per business need, three separate firms are required to conduct valuation of property independently which cannot be done via single procurement drill as per the PPR-2004 framework. Therefore, to meet this requirement the procurement is being carried out in various round resulting in selection of lowest quoted/most advantageous valuation firm as outcome of each round and review exercise.
4.	What is the purpose of review exercise if Reserve Price of the Property will be determined based on the average of Property value assessed by three (03) valuers?	Reserve Price of the Property will be determined based on the average of Property value assessed by three (03) valuers. However, in case of an outlier value among the valuation of the three valuers, the same would be resolved through review exercise based on the fourth valuation. In case there isn't any outlier in the valuation done by three valuers, the valuation activity required through review exercise will not be conducted.
5.	Is the proposal security amount of Rs. 10,000/- refundable?	Yes, this amount is refundable and will be refunded upon conclusion of procurement process.
6.	Is the building to be valued is vacant or operational?	Building is vacant.
