PRE-BID MEETING MINUTES

<u>Procurement of Group Term Assurance Services for the Employees of State Bank of Pakistan and SBP Banking Services Corporation</u>

ITB No. GSD (Proc. II) /HRD & HRMD-GTA/416882/2026

1. A Pre-Bid meeting for the captioned procurement was held on **June 18, 2026, at 11:00 AM** via Zoom Cloud Meeting Application.

2. The representatives of the General Services Department (GSD-SBP BSC), Human Resource Department (HRD-SBP), Human Resource Management Department (HRMD) and representatives of insurance firm i.e. M/s EFU Life Assurance participated in the meeting;

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/requests (via email) 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 the submission of Bidding Documents:

   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 **June 30, 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 **June 30, 2026, at 11:30 AM (PST)** through E-PADS.

   e. Scanned copy of Bid Security of **Rs. 2,000,000/-** 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 be reached before Bid submission deadline i.e. **June 30, 2026, at 11:00 AM (PST)**. Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.

Joint Director
Procurement Division-II
General Services Department
3rd Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: 021-3313-5306/8306
Email: gsd.proc2@sbp.org.pk

   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.

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 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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<u>Annexure A</u>

#	Queries/Comments	Responses
1.	To help us quote the best possible rates, please provide the **Claim Data**.	The claim data for the last three years is given in **Annexure B.**
2.	To help us quote the best possible rates, please provide the existing data of employees with at least the following mandatory information i. Date of Birth (DoB) ii. Existing Salary iii. Availed Policy: Mandatory Life Insurance Coverage (Death), Optional Additional Benefits Policy & Optional Separate Additional Policy (Death)	The existing position with the required particulars is given in **Annexure B.** However, the data is subject to change in the future.
3.	Who is the existing insurer for subject services?	M/s State Life Insurance Corporation of Pakistan currently provides Group Term Assurance Services for State Bank of Pakistan and SBP Banking Services Corporation employees.
4.	What is the anticipated date of commencement of services/policy?	The anticipated commencement date of services/policy/new contracts is **October 1, 2026.**

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