Expression of Interest

Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301 (Consultancy Services)

International

Single Stage-Two Envelope

November 26, 2026

SBP Banking Services Corporation (BSC) (General Services Department),Joint Director
3rd Floor, BSC House, I.I Chundrigar Road, Karachi
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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF CONSULTANCY SERVICES

1. The **SBP Banking Services Corporation (BSC) (General Services Department)** has reserved Funds for the procurement planned for FY **2026-27**. The **SBP Banking Services Corporation (BSC) (General Services Department)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301**" with the reference of **"P110518"**

2. The **SBP Banking Services Corporation (BSC) (General Services Department)** intends to pre-qualify consulting firms / consultants for subsequent issuance of Request for Proposals (RFP), and sign the contract agreement(s) with the selected consultant(s) following the selection process.

3. The objective of the intended pre-qualification is the provision of " **Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301**" through engagement of qualified consultants, and the purpose of this Pre-qualification Notice is to provide basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.

4. Only the pre-qualified applicants shall be invited to participate in the Request for Proposals (RFP) process, and it is expected that the RFP will be issued to the Pre-qualified Applicants.

5. The pre-qualification process is open to all **International** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the SBP Banking Services Corporation (BSC) (General Services Department) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **https://epads.gov.pk/opportunities/federal/procurements/110518**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or

before **Monday, December 28, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Monday, December 28, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Applicants who have not yet registered on the new version of **EPADS v2.0** may register themselves at **https://vendors.epads.gov.pk/**. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc** .

In terms of Rule 65 of Public Procurement Rules, 2026, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (**www.ppra.org.pk**).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalifica¬tion Documents

1. **Scope of Application**

1.1. In connection with the "**Invitation for Prequalification**", the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. **Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.
In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.
In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.
The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. **Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. **Sections of Prequalification Documents**

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. **Clarification of Pre-qualification Documents and Pre-Application Meeting**

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS , including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS . Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. **Amendment of Prequalifica¬tion Documents**

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:
Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. **Cost of Applications**

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. **Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. **Documents Comprising the Application**

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant’s qualifications to conclude a contract Agreement, shall establish to the Procuring Agency’s satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency’s Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. **Submission of the Applications through EPADS v2.0**

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. **Responsiveness of Applications**

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. **Margin of Preference**

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. **Sub-contractors**

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. **Evaluation of Applications**

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. **Procuring Agency's Right to Accept or Reject Applications**

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. **Pre-qualification of Applicants**

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. **Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. **Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. **Changes in Qualifications of Applicants**

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. **Redressal of Grievances**

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2026.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. **Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2026 read with “Mechanism for Blacklisting Regulations, 2024”.

Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause Number
ITA Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause Number 1
ITA Number 1.1

Identification Number of the Invitation for Prequalification: **P110518**
The Procuring Agency is: **SBP Banking Services Corporation (BSC) (General Services Department)**
List of Service Contracts:
See section services and Lots

PDS Clause Number 2
ITA Number 2.1

The name of Procuring Agency is: **SBP Banking Services Corporation (BSC) (General Services Department)**
The name of Project / Procurement is: **Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301**

PDS Clause Number 3
ITA Number 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause Number 4
ITA Number 4.5

A list of debarred firms and individuals is available on PPRA website: **https://ppra.gov.pk**

B. Contents of the Prequalification Document

PDS Clause Number 5
ITA Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause Number 6
ITA Number 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause Number 7
ITA Number 7.2

Pre-Application Meeting: **Clarification Date: Friday, December 25, 2026**
Pre-Bid Meeting: Thursday, December 10, 2026 11:00 AM
Venue: Meeting will be held via Zoom • Zoom Meeting Link: https://us05web.zoom.us/j/86052374352?pwd=b7G4RkvdsZddgOp5MYzOTa8r1bAag • Meeting ID: 860 5237 4352 • Password: sbp1234
Meeting Link: https://us05web.zoom.us/j/86052374352?pwd=b7G4RkvdsZddgOp5MYzOTa8r1bAag

C. Preparation of Applications

PDS Clause Number 8
ITA Number 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause Number 9
ITA Number 11.1(d)

Additional documents to be submitted through EPADS v2.0:

1. Documents as required under Annexures and Eligibility/Technical Evaluation Criteria

PDS Clause Number 10
ITA Number 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause Number 11
ITA Number 16.1

Deadline for Application Submission:
Day: ***Monday***
Date: ***Monday, December 28, 2026***
Time: ***11:00 AM***

PDS Clause Number 12
ITA Number 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**
Day: ***Monday***
Date: ***Monday, December 28, 2026***
Time: ***11:30 AM***
Virtual participation link: **https://vendors.epads.gov.pk/**

E. Procedures for Evaluation of Applications

PDS Clause Number 13
ITA Number 21.1

Margin of Domestic Preference: **Not Applicable**
(Applicable only if authorized in Procurement Plan)

PDS Clause Number 14
ITA Number 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**
A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency’s decision not to prequalify an Applicant

Eligibility & Qualification Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
None

Eligibility Criteria	Document
The Consultant must be registered with the relevant authorities. Required Documents for National Firms: a. Tax Registration /NTN; and b. Active Tax Payer Certificate/Proof. Required Documents for International Firms: a. Certificate of incorporation / registration of respective country.	Yes
Declaration: National Consultants: Confirmation that Consultant is not blacklisted or debarred by any organization and is not in sanctioned list of National Counter Terrorism Authority of Pakistan International Consultants: Confirmation that Consultant has neither been declared as blacklisted or debarred by Procurement/Counter-Terrorism Authority of the country where Consultant is registered, nor Consultant itself and its country of origin or country of operations is in the sanctioned list of UN	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Weightage (Without Financial Criteria)

Technical Evaluation %
100

Technical Marks	50
Passing Marks	**50**
Technical Evaluation Criteria	
General Experience: The Consultant must have at least five (5) years of experience in consultancy and practical implementation of ISO standards in comparably sized organizations. Required documents: Contract/Work order or any other sufficient proof acceptable to the Procuring Agency. (Quantitative)(Doc Required)	25
Specific Experience: The Consultant should have completed at least 3 similar projects in the financial industry and/or other comparable organization in the last three (03) years. Experience with Central Banks will be preferred. Required documents: Relevant Supporting Documents/Project Report/Copies of Completion with Project Certificates or any other sufficient proof along with project Scope acceptable to the Procuring Agency. (Quantitative)(Doc Required)	25

Positions Without Lots :

Position: Pre-Certification Audit (Gap Assessment) of ISO22301

Specifications / Requirements:

Please refer to the detailed TORsgiven at Annexure: 01.

Scope of Work

Detailed TORs are given at Annexure: 01.

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Annexure

Annexure: 01 TORs

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annexure: 01 TORs** (page number: 31)

Annexure: 02 Undertaking

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure: 02 Undertaking** (page number: 35)

Annexure: 03 Letter of Submission of Interest

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure: 03 Letter of Submission of Interest** (page number: 37)

Annexure: 04 Consultant Information Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure: 04 Consultant Information Form** (page number: 38)

Annexure: 05 Guidelines for the Submission of Interest

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annexure: 05 Guidelines for the Submission of Interest** (page number: 40)

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

Annexure: 01

TERMS OF REFERENCE

1. Introduction

The State Bank of Pakistan (SBP) is a body corporate established under the State Bank of Pakistan Act, 1956, which authorizes the Bank to function as the central bank of the country. The primary objective of the Bank is to achieve and maintain domestic price stability. Without prejudice to the Bank's primary objective, the Bank shall also contribute to maintaining the stability of the financial system. In addition to these objectives, the Bank shall support the Government's general economic policies with a view to fostering the development and fuller utilization of Pakistan's productive resources.

2. Purpose/Objective

This engagement will focus on a comprehensive pre-certification audit (gap assessment) for ISO 22301, ensuring that SBP and its subsidiaries (SBP-BSC, DPC and RPP) align with the best global practices for Business Continuity Planning (BCP) to mitigate risks and ensure business continuity under all circumstances including disruptions.

3. Scope of Work

i. The Consultant shall conduct a detailed review of the existing Business Continuity Management System (BCMS) at SBP and its subsidiaries (SBP-BSC, DPC and RPP), including review of critical functions, key documents, operational processes and governance structures.

ii. The Consultant shall identify and report any gaps in the existing BCP functions/processes/activities/governance structure, with the objective of aligning Business Continuity Management System (BCMS) with ISO 22301.

iii. The Consultant shall provide 5-day training pertaining to ISO 22301 for the relevant staff.

iv. The Consultant shall ensure continuity of the assigned project team throughout the engagement. No change or replacement of key team members shall be made without the prior written approval of SBP.

v. A final report shall include the following:

   a. A comprehensive gap assessment of the current Business Continuity Management System (BCMS) at State Bank of Pakistan (including SBP-BSC, DPC and RPP) with respect to the requirements of ISO 22301 standards, highlighting areas of non-conformance, deficiencies, and required improvements.

4. Work Plan and Methodology

The Consultant shall provide a detailed work plan outlining the following key elements:

i. **Main Activities/Tasks:** A clear description of the tasks to be performed throughout the engagement, including but not limited to the review of existing BCMS gaps against ISO 22301 standards.

ii. **Content and Duration:** A breakdown of the work involved in each task and its expected duration, including timelines for key activities such as review, gap assessment and final report preparation.

iii. **Phases and Milestones:** The gap assessment shall be executed in clearly defined phases, with each phase comprising specific deliverables and measurable milestones. Key milestones, subject to review and feedback by the Client, shall include:

a. Initial review of the existing BCMS (policies, procedures and practices) at SBP and its subsidiaries (including SBP BSC, DPC and RPP).
b. Comprehensive gap assessment against ISO22301 requirements.
c. Submission and review of draft findings and recommendations.
d. Final report submission including specific recommendations for resolution of the issues identified during gap assessment phase.

Tentative Delivery Dates: Each phase and deliverable should include specific delivery dates, and all tasks shall be scheduled to ensure that the final report is delivered within the agreed timeline.

The work plan must align with the methodology proposed by the Consultant and demonstrate an understanding of the Terms of Reference (TORs), showcasing how the Consultant intends to achieve each deliverable while ensuring consistency with SBP's requirements.

5. Work Requirements

a. **Confidentiality:** The Consultant shall ensure complete confidentiality of all information obtained during the engagement. All data and information related to SBP, and its operations shall remain within the Bank's premises, and no information may leave the Bank's physical location in any form.

b. **Location of Engagement:**

i. List of locations for SBP, SBP BSC, DPC, RPP are given at Annexure-A.

ii. The engagement will be carried out at SBP's Karachi office. The Consultant's team must be physically present at the Bank's or its subsidiaries premises during the assessment period. They would also be required to visit SBP BCP Backup Sites and at least 2 BCP backup sites of SBP BSC Field Offices outside Karachi (One Large Office and One Medium/Small Office).

6. Project Completion Timeline

The project shall be completed preferably within 10-12 weeks of the date of the commencement of the contract agreement, with deliverables spread across the agreed timeline for each phase. However, if necessary, the timeline can be extended upon the Consultant's request, subject to the provision of valid justifications and prior approval by SBP.

7. Expected Project Deliverables

The Consultant shall deliver the following in accordance with the Terms of Reference:

a. A comprehensive gap assessment of the current Business Continuity Management System (BCMS) at State Bank of Pakistan (including SBP BSC, DPC and RPP) with respect to the requirements of ISO22301 standards, highlighting areas of non-conformance, deficiencies, and required improvements.
b. The Consultant shall provide 5-day training pertaining to ISO 22301 for the relevant staff.

8. Non-Disclosure Agreement

a. The Consultant shall ensure the confidentiality of all information obtained during this engagement. All such information will be subject to non-disclosure obligations, with the information remaining confidential at all times.
b. The Consultant must sign a Non-Disclosure Agreement (NDA) with SBP as per prescribed format.
c. Upon completion of the engagement, the Consultant must securely dispose of all information, including reports and supporting documentation, and may be required to confirm the destruction or deletion of such materials.

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PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure-A

Sr.	SBP (BSC) Field Office	Category
1.	Karachi	Large
2.	Lahore	Large
3.	Peshawar	Medium
4.	Faisalabad	Medium
5.	Islamabad	Medium
6.	Rawalpindi	Medium
7.	Sialkot	Medium
8.	Multan	Medium
9.	Bahawalpur	Small
10.	Gujranwala	Small
11.	North Nazimabad	Small
12.	Sukkur	Small
13.	D.I. Khan	Small
14.	Quetta	Small
15.	Muzaffarabad	Small
16.	Hyderabad	Small

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure: 02

A. UNDERTAKING FORMAT (NATIONAL FIRMS)

Over Stamp Paper of Rs. 100/-

Date: *dd-mm-yyyy*

EOI Title: *Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301*

Dear Concern,

I/We hereby confirm and declare that I/We, M/s ----------, has never been blacklisted/debarred under Rule 25 of PPR-2026 by any government/semi-government organization and is not in the sanctioned list of National Counter Terrorism Authority (NACTA) of Pakistan.

Detection of false declaration/statement at any stage of the entire application/Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of the contract.

Seal & Signature of Firm:	_____
Date:	_____

Signature along with the stamp of authorized representative.

B. UNDERTAKING FORMAT (INTERNATIONAL FIRMS)

Over Participating Firm's Letterhead

Date: *dd-mm-yyyy*

EOI Title: *Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301*

Dear Concern,

I/We hereby confirm and declare that I/We, M/s ----------, has never been blacklisted/debarred by Procurement/Counter-Terrorism Authority of our country, where we are registered, nor sanctioned by UN. Further, our country of registration is also not in the sanctioned list of UN.

Detection of false declaration/statement at any stage of the entire application/Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of the contract.

Seal & Signature of Firm:	_____
Date:	_____

Signature along with the stamp of authorized representative.

Annexure: 03

LETTER OF SUBMISSION OF INTEREST

Over Firm's Letterhead

Date: *dd-mm-yyyy*

EOI Title: *Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301*

To:

Director
General Services Department
SBP Banking Services Corporation (HOK)
3rd Floor BSC House, I. I. Chundrigar Road,
Karachi, Pakistan

We, the undersigned, apply to be shortlisted for the referenced Request for EOI and declare that:

(a) **No reservations:** We have examined and have no reservations to the EOI Documents, including Addendum(s) No(s), issued in accordance with **Contents of the Prequalification Documents***: [insert the number and issuing date of each addendum].*

(b) **No conflict of interest**: We have no conflict of interest.**;**

(c) **Eligibility**: We meet the eligibility requirements**,** we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration;

(d) **State-owned enterprise or institution:** [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution*];

(e) **Not bound to accept:** We understand that you may cancel the shortlisting process at any time without incurring any liability to the Consultants. Only Consultants who have been shortlisted shall be entitled to participate further in the procurement proceedings;

(f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: [insert signature(s) of an authorized representative(s) of the Applicant]

Name: [insert full name of the person signing the Application]

In the capacity of [insert capacity of the person signing the Application]

Duly authorized to sign the Application for and on behalf of: [insert full name of the Applicant

Address: _____

Dated: _____

Annexure: 04

CONSULTANT'S INFORMATION FORM

Over Firm's Letterhead

Date: *dd-mm-yyyy*

EOI Title: *Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301*

Consultant's Name:	*[insert full name]*
Consultant's Country of Registration:	*[indicate country of Constitution]*
Consultant's year of Incorporation:	*[indicate the year of Constitution]*
Tax Registration Details	
Consultant's legal address:	*[insert street/ number/ town or city/ country]*
E-mail Address:	
Telephone/Mobile Number:	
Official Web Site:	
Consultant's Beneficial Owners	**Name:** **Nationality:** **Shareholding:** *For the purposes of Beneficial Ownership, a Beneficial Owner of a Consultant is any natural person who ultimately owns or controls the Consultant by meeting one or more of the following conditions:* a. *directly or indirectly holding 25% or more of the shares;* b. *directly or indirectly holding 25% or more of the voting rights;* *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body*
Consultant's Authorized Representative Information	**Name:** *[insert full name]* **Address:** *[insert street/ number/ town or city/ country]*

	Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]* **E-mail address:** *[indicate e-mail address]*
Attached are Copies of Original Documents of	• Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal consultant named above. • Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

GUIDELINES FOR SUBMISSION OF INTEREST

1. Eligible Consultants (National/International) are invited to participate and submit the Expression of Interest (EOI) on EPADS v2.0 for the "Procurement of Services of a Firm for Pre-Certification Audit (Gap Assessment) of ISO22301".

2. Bidding will be conducted pursuant to **Regulation-3(B) - Quality and Cost Based Selection (QCBS) method of Procurement of Consultancy Services Regulations, 2010 (PCSR, 2010)**. Request for Proposal (RFP) Documents soliciting Technical and Financial Proposals will be issued only to the shortlisted firms through EPADS v2.0.

3. Eligible Consultants should submit **Expressions of Interest (EOI)** in English language along with relevant complete details of their qualification and experience as requested under **Eligibility & Qualification Criteria.**

4. A pre-application meeting will be held on **December 10, 2026,** at **11:00 AM (PKT)** via Zoom. Consultants are encouraged to attend the meeting to gain clarity about the procurement process, scope, evaluation criteria or any other related aspects. Minutes of the pre-submission meeting shall be issued to all participating Applicants through EPADS v2.0. Meeting ID & Password are as follows:
    - **Zoom Meeting Link:** https://us05web.zoom.us/j/86052374352?pwd=b7G4RkvdsZddgOp5MYzOTa8r1bAago.1
    - **Meeting ID:** 860 5237 4352
    - **Password:** sbp1234

5. Consultants must provide unambiguous and clear information as per the above requirements and must provide only material that would be specific to the proposed services, and to avoid submitting generic promotional material.

6. Any further information/clarification by the procuring agency can be sought.

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