

Invitation to submit Expression of Interest (EOI)

Procurement of Specialized Consultancy Services for Data / Account Reconciliation

National Bank of Pakistan (NBP) invites eligible Consultancy firms operating in Pakistan to submit EOI for assisting the Bank in various areas such as improved bank-wide branch data and account reconciliation with a view to materially improving Inter-Branch Reconciliation and balancing of all kinds of ledger accounts including Nostros and ADCs

Scope of Services

- To study the existing data and account reconciliation architecture at NBP.
- Perform gap and root cause analysis to ascertain reasons for non-reconciliation of outstanding entries in various areas and identify possible policy and process alterations which will for example, eliminate the flow of un-reconciled accounting entries of various kinds
- Review the inventory of historical un-reconciled entries for possible resolution
- Provide guidance and identify best practices available in market for similar size banks for accounts reconciliation services
- Advise management on remedial actions required to address the aforementioned reconciliation and balancing issues including roadmap and timelines for implementation of remedial actions.
- Assist the management in performing a post-implementation review of the completed remedial actions to ensure designed processes are implemented in line with the consultant's recommendations and are sustainable.

Eligibility Criteria

The Consultancy firm should be a practicing Chartered Accountant Firm / Audit firm having satisfactory QCR rating prescribed by the Institute of Chartered Accountants of Pakistan and should be in the list of category "A" in State Bank of Pakistan's panel of Auditors. Attested copy of Firm Registration/Legal status of the firm under the laws of Pakistan must be provided.

The Consultancy firm should have prior experience in providing similar services to banks / financial institutions in the areas of process re-design for Account Reconciliation / Inter Branch Reconciliation (IBR) / ADC Reconciliation. Necessary details of documents / client references should also be provided by the Consultancy firm.

The Consultancy Firm must be an active taxpayer and should provide NTN Certificate. Attested copy of most recent tax certificate should be provided.

The Consultancy firm should not be engaged in provision of any other services, goods or works which by their nature create a situation of conflict of interest with the scope of services mentioned herein.

GUIDELINES FOR SUBMISSION OF EOI:

After completion of short listing process and notification of results on NBP's website, only shortlisted Consultancy firm(s) will be contacted for further participation in the process as per the Procurement of Consultancy Services Regulations, 2010.

Furthermore, Quality and cost based selection method as per Regulation 3 (B) of the Procurement of Consultancy Services Regulation, 2010 will be adopted for selection of the Consultancy firm.

EOI applications complete in all aspects, duly signed and stamped by the authorized person of the Consultancy firm may be submitted via courier at the address mentioned below or should either physically be submitted in the Tender Box placed in the Conference Room of the Divisional Head, Property & Procurement Division, 3rd Floor, Logistic Support Group, National Bank of Pakistan, Head Office, Karachi on EOI opening date i.e. 02-06-2020 till 11:00 AM. Applications will be opened on same day at 11:30 AM by a designated team led by SEVP and Group Chief of the Strategy and Business Analytics Group as Chair of the Tender Opening Committee and in presence of representative of parties, who might wish to be present at the time of EOI opening.

In case the office is closed for any reason on the given day, the applications will be opened on next working day at the same time. The profiles submitted after the bid submission time will not be entertained. Sealed Envelopes containing applications must be marked with capital letters "Expression of Interest for Procurement of Specialized Consultancy Services for Data/Accounts Reconciliation",

The Bank reserves the right to cancel this invitation at any stage of tender as per PPRA Rule 33.

For details please contact bank officials on following Telephone Numbers 021-99220331, 021-99220100, Ext 2590 or Fax No 021-99220936

This Expression of Interest is also available on following websites:

<http://www.nbp.com.pk>

<http://www.ppra.org.pk>

SVP/Divisional Head

Property & Procurement Division

Logistic Support Group,

3rd Floor, NBP Head Office

I.I. Chundrigar Road, Karachi.

Tel: 021-99220331, 021-99220100

Fax: 021-99220936