

National Bank of Pakistan
Invitation for submission of Expression of Interest (EOI)
Procurement of Consultancy Services for Review of Bank
Business Continuity Plan (BCP) & Disaster Recovery Plan (DRP) Documentation

National Bank of Pakistan (NBP) invites eligible Consultants/Consultancy firms to submit Expression of Interest (“EOI”) for undertaking the services for Review of Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) documentation in accordance with SBP regulatory requirements as per the scope of work mentioned herein below

Scope of Services/Work:

1. To review the existing documentation of NBP’s Business Continuity functions (BCP) and Disaster Recovery Planning (DRP).
2. Facilitate NBP in finalization of scope of the documentation, performed detailed Gap Assessment as per the regulatory framework and in accordance with the prevalent industry practices as per same size of the Banks.
3. Perform / Carry out comprehensive Gap Assessment exercise while taking into account the followings:
 - a. Recovery Strategy Document (RSD) of BCP.
 - b. Business Impact Analysis.
 - c. Threat and Risk Assessment/Management.
 - d. Business Continuity and Disaster Recovery Framework.
 - e. Documentation and Process related Gaps.
4. Submission of finalized documentation of BCP and DRP covering all regulatory and prevailing industry related aspects.

Eligibility Criteria:

1. Consulting firm should have been registered / incorporated with SECP as a Private or Public Limited company. Consulting firm should provide a copy of valid Income Tax Registration Certificate / Valid General Sales Tax Registration and Active Tax Payer Certificate.
2. Consultancy firm should have an office and dedicated team for provision of Consultancy services in at least one out of the three major cities of Pakistan vis a vis Karachi, Lahore and Islamabad. Profiles of key person and addresses of offices should be provided.
3. Consultancy firm should possess at least three 03 years’ experience of providing BCP and DRP consultancy and implementation. List of similar projects completed is to be attached.

In case of Joint Venture, the experience of Joint Venture partner will also be considered in this regard.

4. Consultancy firm must have an aggregate revenue of PKR 20 Million in last 02 years i.e. 2018-2019. Attested copy of audited financial statement for last two (02) years should be attached.
5. Consultancy firm should provide a presentation/interactive session (for understanding on both sides) after submission of EOI responses.

6. Bidder should provide an undertaking on legal stamp paper stating, "the bidder's company is not blacklisted by any Government entity in Pakistan for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices and also not involved in any kind of lawsuits in this regards or any case pending against the bidder's company."
7. Consultancy firm should provide undertaking that they have experience of providing BCP services, threat and risk assessment, backup and recovery strategies and Business Impact analysis and support to different reputed organizations in financial sector locally/ internationally. Consultancy firm should also provide reference letters of at least two (02) similar nature assignments.
8. The Consultancy firm must be an active tax payer and must provide NTN certificate and should be registered with the relevant tax authorities including [Please mention]. Attested copy of most recent tax clearance/payment certificate is to be attached with the EOI.
9. The Consultancy firm should not be engaged in provision of any other services, goods or works to NBP which by its nature creates a situation of conflict of interest with the scope of services mentioned herein.

**** Means of Verification – Documentary evidences need to be provided.***

Guidelines for submission of EOI:

1. In case of Joint Venture, following must be ensured:
 - a. Submit copy of stamped Joint Venture agreement, detailed roles and responsibilities along with EOI.
 - b. The Prime Consultancy Firm will be single point of contact with National Bank of Pakistan for subject project.
 - c. In case of qualification for next phase, no change in constitution of Joint Venture (Prime Consultancy Firm/Joint Venture Partner) will be allowed without explicit approval of National Bank of Pakistan.
2. After completion of short listing process and notification of results on NBP's website, only shortlisted Consultancy firms(s) shall be contacted for further participation in the process as per the Procurement of Consultancy Services Regulations, 2010.
3. 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.
4. The sealed EOI applications complete in all aspects, duly signed and stamped by the authorized person of the Consultancy firm should be dropped in the Tender Box placed in the Conference Room of the Divisional Head, Procurement Division, 3rd Floor, Logistics, Communication & Marketing Group, National Bank of Pakistan, Head Office, Karachi on EOI submission date i.e. **15th January, 2021 till 11:00 a.m.**
5. Sealed Applications will be opened on same day i.e. **15th January, 2021, at 11:30 a.m.** by the Tender Opening Committee and in presence of representative of parties, who wish to be present at the time of EOI opening.
6. In case the office/NBP remains closed for any reason, it will be opened on next working day at same time. The EOI submitted after the bid submission time will not be entertained. Envelopes containing applications must be marked with capital letters:

“Procurement of Consultancy Services for Review of Bank Business Continuity Plan (BCP) & Disaster Recovery Plan (DRP) Documentation”

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

For details please contact to NBP’s concerned officials on following Telephone Numbers.

This Expression of Interest is also available on following websites:

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

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

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