

## **REQUEST FOR PROPOSAL**

Dear Sir/Madam,

State Bank of India, Hong Kong (SBI HK) in process of periodic review of its “Recovery Planning Document” invites proposal from reputed Audit firms ” (hereinafter referred to as “Bidder”) for conducting an independent gap assessment of our the “Recovery Planning Document” with respect to the Supervisory Policy Manual RE-1 v.2 19.06.20 issued by HKMA.

The bid should be submitted to the office of:

Country Head & Chief Executive Officer,  
State Bank of India,  
Hong Kong,  
15<sup>th</sup> Floor, Central Tower,,  
28 Queen’s Road Central, Hong Kong  
G.P.O. Box No 10125

- ❖ Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.
- ❖ All Bids must be accompanied by project approach, time recovery planning requirements, timeline and deliverables, team structure (including names) and previous experience details in the Bid document.
- ❖ Bank reserves the right to change the dates mentioned in this RFP document, which will be communicated to the bidders.
- ❖ The information provided by the bidders in response to this RFP document will become the property of SBI and will not be returned. SBI reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding on them.



## SCHEDULE OF EVENTS

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| Bid Document Availability   | Request for proposal shall be uploaded to SBI HK website on 17 <sup>th</sup> July 2020  |
| Last date for requesting clarification (optional)                             | 21.07.2020 before 14.00 hrs.<br><br>All communications regarding points / queries requiring clarifications shall be given through e-mail<br><br>To : <a href="mailto:vprisk.hk@statebank.com">vprisk.hk@statebank.com</a> ,<br><br>Cc: <a href="mailto:coo.hk@statebank.com">coo.hk@statebank.com</a> ;<br><a href="mailto:vpsys.hk@statebank.com">vpsys.hk@statebank.com</a> |
| Clarifications to queries raised at pre-bid meeting to be provided            | 22.07.2020 by 20.00 hrs.  |
| Time for submission of bids   | <b>10:00 hrs to 18.00 hrs on 24.07.2020</b>   |
| Opening of Technical and Commercial Bids                                      | 15.30 hrs. on 27.07.2020  |
| Negotiation   | Bank will review the submitted bids and further negotiate with bidders, as per requirement.   |
| <b>Contact Details</b>  |   |
| Address for Communication   | Country Head & Chief Executive Officer,<br>State Bank of India,<br>Hong Kong,<br>15 <sup>th</sup> Floor, Central Tower,,<br>28 Queen's Road Central, Hong Kong<br>G.P.O. Box No 10125   |
| Telephone   | +852-2597 1288  |
| All correspondence relating to this RFP should be sent to following email ids | To : <a href="mailto:vprisk.hk@statebank.com">vprisk.hk@statebank.com</a> ,<br><br>Cc: <a href="mailto:coo.hk@statebank.com">coo.hk@statebank.com</a> ;<br><br><a href="mailto:vpsys.hk@statebank.com">vpsys.hk@statebank.com</a>   |



## DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form/email by or on behalf of State Bank of India, Hong Kong (Bank), is subject to the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. (Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advices/clarifications.) Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that the Bank is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.



### **Broad Scope of Work :**

- HKMA has issued SPM RE-1 in June 2014 and which provides guidance to banks on the key elements of effective recovery planning. The SNP RE-1 is reviewed in the month of June 2020 and version 2.0 is issued by HKMA on 19th June 2020.
- SBIHK is having a robust “Recovery Planning Document” duly vetted by independent third party since 2018.
- In view of its regular annual review, publishing of new version of SPM RE-1 and additional challenges posed by the changing global economic conditions under CoVID19 situation, SBIHK has decided for conducting an “Independent Gap Assessment” of its “Recovery Planning Document” (RPD).
- The bidder shall conduct a detailed gap assessment of SBIHK’s RPD with respect to SPM RE-1 v2 dated 19.06.2020
- The gap report observations shall also provide recommendations to address the gap.
- Final report is required to be submitted by 25th August,2020.
- The report submitted shall be exclusive property of the SBIHK. The Bank (SBIHK) reserves the right to share the report with parties such as Bank’s head office, affiliates, auditors and regulators.
- The gap assessment shall be conducted in a proportionate manner, having regard to the size of SBIHK, structure and business mix and the systemic risks associated with its activities.
- In addition, an independent assessor of sufficient experience and seniority should evaluate all the review findings and report any material issues discovered in their report.

Any queries related to the scope must sent through e-mail on or before 22.07.2020 by 20.00 hrs.

