

**Minutes of the Pre-Proposal Meeting held on 14 March 2017 regarding the RFP
For
Hiring a firm for conducting credit rating for selected ten municipalities in Bangladesh for
UNCDF.**

Reference: RFP-BD-2017-007

Members attended the meeting:

| Name | Designation |
|--------------------------|------------------------------------------------------------|
| Mr. Jesmul Hasan | Programme Analyst, United Nations Capital Development Fund |
| Mr. Najmul Haider | Procurement Associate, UNDP Bangladesh |
| Mr. Md. Zulhizzain Belal | Project Assistant, United Nations Capital Development Fund |
| Bidders | As per attached Attendance sheet. |

With the reference to the subject RFP issued on 07-March-2017, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

| S/L | Queries | UNDP Response |
|------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Does it require to submit hard copy of the technical proposal? | Yes, hard copy of the technical proposal can be submitted, however, electronic submission will be considered as main submission. |
| 2 | Is there any limit of team member to complete the assignment on time? | No, there is no limit of team member. |
| 3 | Is there any gender specific requirement to constitute team? | No, there is no gender specific requirement. |
| 4 | As per section-2, do we need to submit all the requirement? | Yes, to fulfill minimum eligibility criterion, please follow all instruction in section-2. |
| 5 | Is there any scope to change/modify the methodology detailed out in the annexure of the ToR? | Yes, you may suggest your opinion, but you should keep the original methodology unchanged. |
| 6 | Annexure VI (a) and (b) are missing for test run of five municipalities. | It will be shared with the contract awarded agency. |
| 7 | As per flowchart mentioned in page 48 of the ToR, who are the stakeholders for consultation. | Bangladesh Bank (credit rating department), Securities and Exchange Commission (credit rating department), BMDF, Local Government Division, BFID. |
| 8 | What you are expecting for deliverable 2? It is not clear to us. | Submit consultation report with Bangladesh Bank, Securities and Exchange Commission. |
| 9 | What you are asking for quality assurance of this credit rating? | Mechanism that will be used to ensure quality of work |
| 10 | What do you mean for implementation schedule? | Gantt Chart |
| 11 | Should we prepare the financial proposal in connection to Gantt Chart? | Not necessary, cost breakdown should be presented as per the prescribed format. |
| 12 | What is implementation timeline? | It is the implementation plan with time frame that you should present in the inception report as well. |
| 13 | Is it rationale to disclose the risks? | Yes, you should mention the risks you can anticipate. |
| 14 | What we will do if we face non-cooperation from any entity? | Letter will be issued from MoF through BMDF for this assignment. |
| 15 | What type of reports are required to be submitted to UNDP? | TOR deliverables must be submitted. |
| 16 | Is it possible to extend deadline for 3/4 days? | It is not possible. |

Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.