

**Minutes of the Pre-Proposal Meeting held on 29 March 2017 regarding the RFP  
For  
Request for Proposal for the integration of Climate Dimensions in the Medium Term Budgetary Framework  
of 10 Key Climate Spending Ministries for UNDP Bangladesh.  
Reference: RFP-BD-2017-009**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Mr. Ranjit Kumar Chakraborty	Project Manager, IBCRF Projects; United Nations Capital Development Fund
Mr. Abu Sumon	Climate Change Expert, IBCRF Projects; United Nations Capital Development Fund
Mr. Najmul Haider	Procurement Associate, UNDP Bangladesh
Mr. Kazi Obeydur Rahman	Project Support Associate
Bidders	As per attached Attendance sheet.

With the reference to the subject RFP issued on 21-March-2017, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>S/L</b>	<b>Queries</b>	<b>UNDP Response</b>
1	Does it require to submit hard copy of the technical proposal?	Only electronic submission will be considered as main submission.
2	Kindly mention the number of projects for which work completion certificate need to be submitted.	Any relevant projects or assignment that you have completed or near completion during the last 5 years.
3	Kindly clarify if it necessary to submit both work completion certificate and work order for a project.	Work completion certificate with adequate technical details (timeline, size, type of assignment, etc.) is appreciated. In case that is not available, you may also supply the work order/contract document.
4	Kindly specify the criteria for selecting "top two clients".	Based on the relevance and scope (size, complexities, etc.) of the assignments.
5	Kindly clarify if Service Tax Registration Certificate be considered as Tax Registration Certificate/ Payment Certificate.	Tax registration certificate should be issued by International or National Revenue authority evidencing that firms or organizations has been updated tax certification or payment.
6	Kindly specify which alternate documents may suffice in case of unavailability of Articles of Incorporation.	Articles of Incorporation is only applicable for limited company or firm. In case of SME, trade license, or Business registration certificate might serve the purpose.
7	The RFP mentions about 10 Ministries but names of 12 Ministries are provided.	Similar ministries were counted altogether e.g. ministry of Agriculture and Fisheries & Livestock constitutes a unit; ministry of Education and Mass Education constitutes another unit; considering the

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		nature of business. However, for the work planning all the potential bidders should count the ministries as 12 instead.
8	6 consultants have been asked for completing this assignment. In this context, are the consultants expected to have specialization in any sectors to which the Ministries are mapped; if so, kindly specify. Also, kindly throw light on what differentiating factor(s) is (are) being looked at in terms of qualification and experience of the 6 consultants.	It is expected that each consultant will facilitate 1-3 ministries/Divisions/agencies based on the similarity of their allocation of responsibilities. It is expected that competencies are there among the team members to cover all the ministries mentioned in the ToR.
9	Kindly clarify how the Ministry Budget Submission will be possible inclusive of climate dimension and potential impacts when the rolling out of the climate inclusion actions into MBFs of all climate spending ministries is expected to be done in a phased manner over the next 2 years	The assignment should prepare a phased plan for the project (IBFCR-P) on how the ministry capacity building action may cover all the climate spending ministries in the coming years. For example, 10 ministries in year 1, XX ministries in Year 2, and remaining ministries in Year 3, with adequate reasoning.
10	The RfP mentions that the assignment will be of maximum 3 months' duration. However, the payment schedule mentions 3 Tranches covering a period of about 1.5 months. Kindly clarify on this discrepancy.	The assignment was originally planned from March 2017. Unfortunately, the delay in processing will lead to transfer all the deadlines by a month, at least. The First Tranche was supposed to be paid after the 1 <sup>st</sup> milestone by 30 April 2017, i.e. after 2 months of the inception and the final payment in 31 <sup>st</sup> May 2017. But now the planned 3 months will start from the date of contract signing.
11	Kindly specify whether there is any limit on the number of such current and past assignments that should be furnished.	You may list all relevant accomplishments in last 5 years but mentioning 4-5 key accomplishments are appreciated.
12	Kindly clarify if the consultants are expected to be deployed in Bangladesh for the entire duration of the assignment; if not, what percentages of total time input for each consultant is expected to be distributed between field and home time inputs.	All the consultants must be locally based and have greater knowledge of the Bangladesh Public Finance Management System.
13	Kindly clarify if recommendation letter from government clients will suffice and in case the firm cannot produce such recommendation letter, which alternate documents may be resorted to.	In that case Purchase Order or Work completion certificate or Service agreement will serve your purpose.
14	Kindly clarify what all specifications are	Each potential bidder has their own way of

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	<p>expected to be covered under the following:</p> <ul style="list-style-type: none"> <li>► Strength of project management support</li> <li>► Project financing capacity</li> <li>► Project management controls</li> </ul> <p>Further given the nature of assignment being only consulting and there is no creation of any asset, kindly clarify, how is the assessment of project financing capacity is proposed to be assessed.</p>	<p>demonstrating capacity. However, managing complex, projects at scale, with big team, in tight timeline may be the case in this regard. The financing capacity of the potential bidder is important because if there is any unintended delay in transferring the fund from UNDP/IBFCR Project, the contracted firm still can continue the business and receive reimbursements later, when appropriate.</p>
15	Kindly specify which alternate documents may suffice instead of Quality Certificate	This is a comparative advantage criteria over others. If any of the bidders have that, it is all about getting more scores over others.
16	Kindly specify if it is mandatory to furnish country-wise details or the participating country office details shall suffice and whether such details will be part of bid evaluation.	Not mandatory.
17	Is there any gender specific requirement to constitute team?	No, there is no gender specific requirement but undertaking a gender sensitive approach is always appreciated.
18	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.
19	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.
20	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.
21	What do you mean for implementation schedule?	Gantt Chart
22	Should we prepare the financial proposal in connection to Gantt Chart?	Not necessary, cost breakdown should be presented as per the prescribed format.
23	What is implementation timeline?	It is the implementation plan with time frame that you should present in the inception report as well.
24	Is it rationale to disclose the risks?	Yes, you should mention the risks you can anticipate.
25	What we will do if we face non-cooperation from any entity?	Letter will be issued from UNDP/MoF introducing the selected bidder to the respective ministries and agencies for this assignment. Moreover, this also falls within the goodwill and partnership capacity of the potential bidder to ensure access by

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		themselves.
26	What type of reports are required to be submitted to UNDP?	TOR deliverables must be submitted.
27	Kindly clarify if such disclosures are mandatory and shall be evaluated on.	It's not mandatory, but it represents the value and strength and capacity for the organization for managing dispute resolution process.
28	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 & email queries, and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.**