

**Minutes of the Pre-bid meeting held on April 24, 2017  
Regarding the RFQ-Renovation work for Human Rights Project**

Date: 1 May 2017

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Shamsun Nahar Airin	Procurement Assistant, UNDP
Asma Sultana	Programme support office
MDRafiqul Islam	Operation Manager - Joint Operation Unit
Bidders	As per attached Attendance sheet.

With reference to the subject RFQ issued on 18April, 2017, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>SL</b>	<b>Queries</b>	<b>Answers</b>
<b>1</b>	Is it possible to increase the proposal submission deadline?	Extended deadline is <b>7 May 2017</b>
<b>2</b>	Is there any possibility for vendors to do a site visit?	Site visit: 3rd May 2017 from 2 p.m to 4 p.m
<b>3</b>	Is it mandatory to fulfil the minimum eligibility criteria?	Yes.
<b>4</b>	Amendment: page no 1 of RFQ document	In the course of preparing and submitting your Quotation, it shall remain your responsibility to ensure that it submitted into the <u>system/hard copy</u> by the deadline <b>will be replaced by -</b>  <b>“In the course of preparing and submitting your Quotation, it shall remain your responsibility to ensure that it submitted into the system by the deadline”</b>
<b>5</b>	Amendment: page no 3 of RFQ document	Liquidated damages: Liquidated damages for delay caused by the Vendor shall be 0.5% of the price of the Contract per each working day of delay after December 20, 2016 but not exceeding 10% of the total value of the contract. After which UNDP may terminate the Contract <b>will be replaced by –</b>  <b>“Liquidated damages for delay caused by the Vendor shall be 0.1% of the price of the Contract per each working day of delay but not exceeding 10% of the total value of the contract”</b>
<b>6</b>	Is it possible to provide a clear Drawing and layout for electrical work	Yes, PDF version of the drawing and electrical layout has been uploaded in the e-tendering system and UNDP Procurement notice.
<b>7</b>	Amendment: BoQ	A revised BoQ has been uploaded in the e-tendering system and UNDP Procurement Notice
<b>8</b>		

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