

**Minutes of the Pre-bid Meeting held on 21 August 2017 regarding the RFP
For
Hiring a Firm to produce a video documentaries for UNREDD Projects of UNDP
Bangladesh.**

Reference: RFP-BD-2017-023

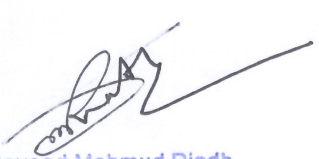
Members attended the meeting:

Name	Designation
Mr. Najmul Haider	Procurement Associate, UNDP Bangladesh
Mr. Sayeed Mahmud Riadh	Governance Activity Coordinator, UN-REDD Bangladesh National Programme
Mr. Md Moniruzzaman	Communication Officer- UN-REDD Bangladesh National Programme
Mr. James D Rozario	Admin Assistant, UN-REDD Bangladesh National Programme
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 15-August-2017, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Can bidders save a bid for later completion and submission	Yes. However, the bidder has to provide responses to those bid questions which a response is mandatory before he/ she can save. Be aware that a saved bid is not submitted until bidder has clicked on "Submit Bid". (Please refer to FAQ for eTendering)
2.	Can bid time be extended?	No, there is no scope of extending the bid submission deadline.
3.	Is there any prescribed format for CV?	No, there are no prescribed format for CV.
4.	What will be the duration of the RFP contract?	The RFP contract will be for 3 months from the date of signing the contract, regardless of the duration of UNDP's actual project. However as per programmatic point of view it has to be completed with in 2 month.
5.	Is there any provision to change for milestone payment?	No, there is no way to change the tranche payment. Payment milestone shall be paid as per mentioned in the TOR.

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.


Sayeed Mahmud Riadh
Governance Activity Coordinator
UN-REDD Bangladesh National Programme
UNDP Bangladesh



RFPREQUEST FOR PROPOSAL (RFP-BD-2017-023) Hiring a Firm to produce a video documentaries for
UNREDD Projects of UNDP Bangladesh.

Venue: Procurement Room, Level-19, UNDP, IDB Bhaban

Date: 21 August 2017, Time: 11:00 am.

Reference: RFP-BD-2017-023)

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
1	GREY SHACK LIMITED	Name: HASIF GAWA Designation: CREATIVE DIRECTOR Signature: <i>Hasif Gawa</i>	Land Phone: Cell: 01791580787 E-mail: <i>Hasif@greyshack.com</i>
2	Grey Shack Limited	Name: Syed M. Isam Designation: Project Manager Signature: <i>Syed M. Isam</i>	Land Phone: Cell: 01719079351 E-mail: <i>Syed@greyshack.com</i>
3	ABUSUBHAN BOP LTD	Name: BIPLO Designation: CO. Signature: <i>CSUBHAN</i>	Land Phone: 0258817672 (R) Cell: 01715697071 E-mail: <i>206iplo51973@bmdp.com</i>
4	CLAPSTICK Media Communication Ltd.	Name: Chinmoy Samanta Designation: Manage operation Signature: <i>Chinmoy Samanta</i>	Land Phone: 01711111111 Cell: 0938877587 / 9103008 E-mail: <i>clapstickme@gmail.com</i>
5	Arani Advertising Ltd.	Name: MD. Ashraful Islam Designation: Bus. Dev. Exec. Signature: <i>Ashraf</i>	Land Phone: Cell: 016706 90 931 E-mail: <i>Ashraf@Araniad.com</i>
6	Arani Advertising Ltd.	Name: Alit Hossain Designation: Manager (B.D) Signature: <i>Alit Hossain</i>	Land Phone: Cell: 01797317694 E-mail: <i>alit@araniad.com</i>
7	MD. NAJMOL HAIDER UNDP. CO.	Name: Designation: <i>for agent cluske</i> Signature: <i>for agent cluske</i>	Land Phone: Cell: E-mail:
8	Jamun D. Rozario UN-REDD	Name: Designation: <i>administrative</i> Signature: <i>Jamun D. Rozario</i>	Land Phone: Cell: 01713 257683 E-mail: <i>Jamun.Rozario@undp.org</i>
9	3P Commission	Name: Nithin Sarkar Designation: <i>AV. Debendra</i> Signature: <i>Nithin Sarkar</i>	Land Phone: Cell: 0197055944 E-mail:
10	MOHTUZZAMAN UNDP	Name: MD. MOHTUZZAMAN Designation: <i>Communication officer</i> Signature: <i>MD. MOHTUZZAMAN</i>	Land Phone: Cell: 0122-151535 E-mail:
11	Sayed M R. A. H.	Name: Sayed M UN-REDD Designation: <i>for agent cluske</i> Signature: <i>Sayed M</i>	Land Phone: Cell: 0173919920 E-mail: <i>Sayed M. R. A. H. @undp.org</i>