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**Minutes of the Pre-bid Meeting held on 5 November 2017 regarding  
the RFQ for Procurement of Trunk, ERF  
Reference: ITB-BD-2017-004**

**Members attended the meeting:**

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Arif Abdullah Khan	Programme Specialist-Disaster Resilience
Bidders	As per attached Attendance sheet.

With reference to the subject ITB issued on 30-Oct-2017, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Please explain bid submission process for everyone present	Deadline for submission: November 13, 2017, 4.30 PM (BD Time), by Courier or Hand Delivery at official address mentioned Public Bid Opening: November 14, 2017, 12.00 PM (BD Time). Interest bidders needs to send email to 'bd.procurement@undp.org' mentioning name of the participant at least 24 hours before the bid opening. The participant will follow UN security compliance to enter the UN premise.
2.	How do bidder address VAT / Tax issue associate with Price schedule?	UNDP will follow UN financial rules and regulations. It will be automatically implied that vendors/suppliers authorize UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges. Please refer to ITB Page 36, Clause 3, and 3.2 for further details.
3.	Refer to Section 3a, Page 24-25 – please explain details about a) Material b) Color c) Logo	Please note the followings a) Material will be MS <b>Color</b> Sheet, 24 Gaze b) Single color either Blue/ Silver or Black c) Logo will be transparent 4 colors <b>stickers</b> of UNDP and China Government of size around 8”X3”
4.	Please mention the weight of the final finished trunk	The final weight will approximately 11 KG (+/-).
5.	Please brief us about the trunks description for a) Locking arrangement b) Internal structure details	a) Locking arrangement will be 1 Pc Hazbolt lock of 6” size b) 5 Supporting pillar between 5” to 6” inside the trunk to ensure adequate strength with 24 Gaze sheets

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

**Programme Specialist, Disaster and Resilience**

**Procurement Associate, UNDP**