

Minutes of the Pre-bid Meeting held on 7 June 2018 regarding the RFP

REQUEST FOR PROPOSALS

Hiring Firm for Digital Khichuri Challenge - PTIB Bangladesh (for 2018, 2019 and 2020)

(Reference: RFP-BD-2018-011) (**RFP-BD-2018-012**)



Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Shidartho Goushami	PTIB Project, UNDP Bangladesh
Mr. Faisal Bin Majid	PTIB Project, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 3-June-2018, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	Please confirm the RFP reference.	Please note although e-Tender RFP reference is RFP-18-011. Kindly consider the solicitation to be <b>RFP-BD-2018-012</b> instead of <b>RFP-BD-2018-011</b> . This will not impact any other scope, criteria, etc. of the solicitation. Sorry for the inconvenience.
2.	Who will design the thematic areas/ ideas? Bidder or Project?	It will be a joint exercise of UNDP and the implementing agency to design/finalize the thematic areas.
3.	a. How the division of responsibilities between bidder and third-party organization (mentor) will be determined? b. As there is a mention of coordination, how can bidder do this without clear guideline?	a. In DKC events, the role of the mentoring organization is to advise/assist the implementing agency (bidder) and UNDP in determining selection criteria. There's no question of 'division of responsibility' between the bidder and mentoring org. b. UNDP will responsible to ensure the coordination.
4.	Who will determine the groups initially - comprising different University students, youth led clubs, small scale social enterprise?	It will be a joint decision of UNDP and the implementing agency to determine the groups. UNDP will welcome and appreciate implementing agency's opinion on it.
5.	Methodology and work plan for next 2 years (2019 and 2020) does not have details of activities. How would bidder present it into their submission – in generic format?	A generic format is good enough. However, any creative proposal is also encouraged with correct reflection of TOR requirements.
6.	Please clarify the modality of payment release.	Payment terms are linked with deliverables and schedule is mentioned in a form of milestone in TOR.
7.	Deadline 18 June 2018 will be difficult for bidders to submit as that is Eid vacation. Kindly extend the deadline for another 10 (ten) days, i.e. 28 June 2018.	<b>Extended Deadline for RFP-BD-2018-011 is 28 June 2018, 4.30 PM (instead of 18 June 2018)</b>

**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.**