

Minutes of the Pre-bid Meeting held on 21 June 2018 regarding the RFP

REQUEST FOR PROPOSALS

Provision for Hiring Firm for Production of TV and Radio PSAs and Paper Advertisement for Parliamentary Election 2018-2019 [RFP-BD-2018-013]



Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Jacques Zahles	Support to the Bangladesh Parliamentary Election 2018/2019 (SBPE) project
Mr. Mahmudul Hasan	Support to the Bangladesh Parliamentary Election 2018/2019 (SBPE) project
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 14-June-2018, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Questions raised by bidders	Answers
TV spots	
Number of TV spots to realize	6 TV spots
Duration of TV spots	60 seconds each
Content of each TV spot	Each TV spot includes: jingle + 3D animation (generic to all TV spots), inlay of texts and 2D images, use of actors, voice overs in Bangla, music, English subtitles and sign language
Broadcasting of TV spots	1 per day at peak time, every day from October 30 to Election day (about 60 days)
Number of TV channels	10 main National TV channels
Important:	
<ol style="list-style-type: none"> 1) The number of TV spots to be realized is fixed for the moment at 6. This number could be increased after the contract is awarded to the company that will be selected. Therefore, bidders must give a total price for the realization of the 6 TV spots as well as the unit cost per TV spot based on the above specifications. 2) Bidders must provide their own selection of top ten national TV channels. 	
Radio spots	
Number of radio spots to realize	6 radio spots Each radio spot is the adaptation of its related TV spot
Duration of radio spots	30 seconds each
Content of each radio spot	Each radio spot includes: jingle, voices, music
Broadcasting of radio spots	3 per day at peak time (morning, noon, end of afternoon), every day from October 30 to Election day (about 60 days)
Number of radio stations	10 main National radio stations
Important:	
<ol style="list-style-type: none"> 1) Same as above. Bidders must provide a lump sum for the realization of the 6 radio spots as well as the unit cost per radio spot based on the above specifications. 	

2) Bidders must provide their own selection of top ten national radio stations.	
Communication in newspapers	
Number of artworks to realize	6 full-page ads + 6 banners Each artwork is the graphic adaptation of its related PSA
Size and location of banners	Full width x 5 cm high, at bottom of page 1
Size and location of ads	Full page, central right page
Technical specifications (banners and ads)	CMYK
Number of insertions	1 per day, every day from October 30 to Election day (about 60 days)
Content of each artwork	Logos, titles, texts in Bangla and English, cartoons, photos
Number of newspapers	10 main National newspapers
Important:	
1) Bidders can suggest other locations for ads insertion in the newspapers and mention it when they give their prices. 2) Bidders must provide their own selection of top ten national newspapers.	

EXTENSION OF TIMELINE OF THE BID

After close review of the requirements expected from the vendor(s), the Projects decides to extend the Bid Submission deadline up to **10 July 2018, 4.30 PM** (Bangladesh Time) / Equivalent NY Time Zone [visible in e-Tender] from **1 July 2018**.

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.