

**Minutes of the Pre-bid Meeting held on 13 August 2018 regarding the NGO Hiring for Integrating Community-based Adaptation into Afforestation and Reforestation (ICBA-AR) Programmes**

**Reference: RFI-BD-2018-009**

**Members attended the meeting:**

Name	Designation
Ms. Mariam Akther Rikta	Head of Procurement, UNDP Bangladesh
Mr. Arif M Faisal	Programme Specialist - Environmental Sustainability and Energy, UNDP Bangladesh
Mr. Md. Najmul Haider	Procurement Associate, UNDP Bangladesh
Dr. Mohammed Muzammel Hoque	Project Manager, ICBAAR Project
Mr. Abdullah Ahmad	M&E Officer, ICBAAR Project
Mr. Kabir Hossain	Communication Officer, ICBAAR Project
Mr. Bahadur Hossain	Project Support Officer, ICBAAR Project
Mr. Razibul Alam	Project Assistant, ICBAAR Project
Bidders	NGOs Attended in the pre-bid meeting

With reference to the subject RFI issued on 07 August 2018, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	Shall the bidders submit both Annex 1 and 2 at the RFI stage?	Yes. The Annex-I and Annex-II have to be submitted with required information and evidence.
2	What will be the working Upazilas and specific type and quantity of tasks?	Short listed NGOs will be notified through the tender documents(RFP/CFP)
3	Is there any scope to extend the bid submission deadline?	Yes. The bid closing deadline has been extended till 29 <sup>th</sup> August 2018.

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