

Pre- Bid Meeting Minutes

RFP For Service on Voter Outreach Initiative 2018

Date: Thursday, August 16th 2018

Time: 11: 00 am to 12:30 pm

Location: UN WOMEN BCO

Attendees:

1. Representatives from the Operations Unit (Procurement Associate)
2. Respective Programme Staffs- Md. Shohel Rana, Saif Ahmed and Umma Salma Ahmed
3. Attendees from interested bidder: Farhan Adib, Media Com.; Farhan Hasan, Media Com.; Masum Billah, Bangla Com.; Shajed Hossain, Bangla Com.; Md. Harun-Or Rashid, Light House; Ziauddin Ahmed Khan, Light House;

I. Introduction

The Procurement Associate opened the meeting and welcomed all attendees on behalf of UN Women and requested everyone present for a round of Introduction. She then briefed all the bidders on the purpose of the meeting. After that Mr. Saif Ahmed, Consultant of Election Project, has briefly described about the service requirements.

Purpose: To clarify issues in the Request for quotation (RFP) and to answer questions on any matter that may arise at this stage (before submitting quotations).

The bidders were informed that they can raise queries through Questions and Answers session after the introduction, that the minutes of the meeting will be sent in their email as well as posted on website.

Bidders were reminded of the following important notes on the RFP:

1. General:

- If bidders have queries, those should be submitted to UN WOMEN at least two days prior to submission deadline. **E-mail address:** BCO.procurement@unwomen.org
- Submission obtaining the highest weighted points will be selected (criteria are mentioned at RFP)
- All templates are included in the RFP, Bidders should follow the templates for submission.

2. Proposal submission:

- Submission deadline extended: **02 September 2018 by 4.30 PM**
- Proposal must be submitted in **hardcopies**
- Subject of envelop: Indicate the Ref: "RFP for Voter Outreach Initiatives 2018"

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	Partnership:	Consultation with operation, came to know that UN Women contract with single bidder. partnership is bidder's own mechanism and responsibility. As per RFP there is no room for joint partnership assignment.

2	VAT / Tax	As an UN agency UNW should Tax exempted. So, bidder could bid without vat. In case of including VAT/TAX bidding, bidder need to submit all challan copy of VAT with invoice to UNW so that UNW refund the amount from Govt.
3	Resources person for workshop	02 Resources person, hiring by bidder (with consultation with UNW) will be for each workshop and their allowance ceiling is 5500 BDT per day
4	Transportation cost for resources person	Transportation cost for resources person should measure std. AC bus ticket and for Barisal travel consider it on std. launch fare
5	Camping strategy	It decided that in the methodology, some printing material (provided from UNW) would added and few survey finding need to be incorporated. The project will provide awareness-based PSA too to communicate mass people electronically.
6	Transportation cost for Local Participants	For local participants transport cost will be 400 tk per day
7	Workshop materials	Ring folder, note book, pen 50/60 pages printing cost, banner, board marker
8	Submission date	Considering Eid holiday and detail proposal preparation pre-bid participants it decided to extend the submission date till 02 nd September 2018 COB

20.8.18

Umma Salma Ahmed
Programme Associate
UN Women Bangladesh

for M. Hakim

Mahtabul Hakim
Programme Analyst
UN Women Bangladesh







Pre-Bid Meeting – RFP on Voter Outreach Initiative 2018

Date: 16th August 2018

Venue: UNW BCO conference room

Time: 11 AM

List of Participants

S.N.	Participant	Organization	Designation	Email ID & Cell no.	Sign
01	Farhan Adib	Mediacom Ltd.	Sr. Account Executive	Farhan@mediacom bd.com	
02	Hasan Hassan	"	Executive	sinaji@mediacom bd.com	
03	Masum Billah	Bangla Communications Ltd	Executive	masum@banglacommunications.com	
04.	Shajed Hossain	Bangla Communications Ltd.	"	shajed@banglacommunications.com	
05.	Md. Harun - Or. Rashid	Light House	chief Executive	lighthouse.bangladesh@gmail.com	
06	Ziauddin Ahmad Khan	Light House	Director	ziauddin@lighthousebd.com	



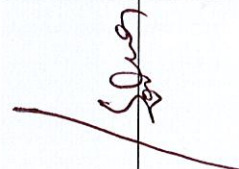
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S.N.	Participant	Organization	Designation	Email ID & Cell no.	Sign
7-	Umma Salwa Ahmed	UNW	Prog. Asso.	-	
8-	Lejza Fallow	UNW	Asso. M-		
9-	Shohad Rana	UNW	Prog. Analyst		
10-	Baif Uddin Ahmed	UNW	Consultant		

