

Minutes of the Pre-bid Meeting held on 16 September 2018 regarding the RFP

REQUEST FOR PROPOSALS

Hiring Firm for National Firm for Urban Poor Settlement Mapping in 04 Cities

(Reference: RFP-BD-2018-023)



Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Mohammad Enamul Hasan	Admin, HR and Procurement Specialist, NUPRP Project
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 16-Sept-2018, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	UNDP Responses
01.	Can of CV a same Expert/Professional be submitted through more then one proposer?	Since only one Firm will be selected for the Contract, CV of same Expert /Professional submitted for multiple Proposal is discouraged.
02.	As RFP mentioned, mapping will be done in 4 cities, hence cost estimate for city/ward workshop consultations, column with number of participants and units need to be clear. If four (4) cities, Unit 1 will be 1X4 etc. similarly rest of the tables on 42 and 43 require attention	There are tables in the RFP in page 42 and 43 for City and ward level workshops as well as the rough estimate for the number of participants in those workshop in page 44 and 45 (50-60 participants per City level workshop, and 12 participants per ward level training/workshop). Based on this figures, the Firm shall adjust the cost estimates.
03.	Cost estimate for printing-item no. 2, we cannot assume only one map would be enough. may need more then for operational purposes, drafts etc.	Firm should propose the required number of printing items as per RFP.
04.	Cost estimate mentioned nothing about the costs related to communication/transportation for invitation/ensuring participation participants all the meeting/consultations	Firm may propose lumpsum cost under allowances what they think best to carry out the assignment in light of the TOR ensuring the best value for money.

**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.