

Minutes of the Pre-bid meeting held on October 9, 2018
RFP for Hiring firm to evaluate the e-KYC pilot in Bangladesh

Date: October 10, 2018

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Md. Anowarul Arif Khan	Results Management Expert, a2i - UNDP
Sami Al Karim	Documentation & Knowledge Management Associate, a2i - UNDP
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on October 01, 2018 please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is it possible to increase the proposal submission deadline?	No
2	Is it mandatory to fulfil the minimum eligibility criteria?	Yes
3	In which locations e-KYC pilot being conducted at the moment?	Pilot has not started yet. It will start in accordance to the duration mentioned in the RFP.
4	What are the current e-KYC pilot activities being performed and among those which activities are completed?	Activities will be shared once the pilot starts.
5	Is it possible to specify tentative locations under pilot implementation area (rural and urban)? Do bidders need to include locations to full fill the targeted sample other than the pilot locations for the evaluation?	Pilot will be conducted in 10-11 location. As mentioned in the RFP, location will be selected from the hill tracts, char/ Haor areas of Bangladesh. Locations will be identified before once pilot is initiated.
6	Will the bidders need to conduct any technical evaluation (e.g. system, hardware or software design, etc) evaluation for e-KYC system?	Only process will be evaluated.
7	Will the client share list of samples from the pilot locations?	Client will share and assist in identifying samples.
8	Is there any concern that the bidder has to be a local organization? Or International organization can also bid into this RFP?	Any national or international organization will be able to participate in the RFP.
9	Can the proposal be submitted in USD? Or it has to be only in BDT?	Follow page 5 of the RFP
10	In page no. 5 there are 2 deliverables however in payment milestone there are three deliverables. How many deliverables bidder follow and is draft deliverable is required than kindly mention with how many days?	There will be 3 deliverables. Bidders will follow 3 deliverables accordingly and the timeline for the draft evaluation would be 10 weeks after signing the contract.
11	Sample of 1000 will be spread across how many locations? Is it mandatory for the consultant to visit all the pilot locations or consultant can choose only few loc Will the pilot be closed after 12 weeks or will it continue beyond that? In our opinion, 12 weeks may be just for checking feasibility. Other aspects that need to	Samples of 1000 will be spread across 10-11 locations from the hill tracts, char/ Haor areas of Bangladesh, among which 70% - rural and 30% - urban area. Pilot may continue after mentioned period by

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	be taken care of will take a longer duration. It is suggested that the duration be changed to incorporate 2 phases: 1. Phase -1 (12 weeks): e-KYC Pilot to check feasibility with 1000 Users 2. Phase-2 (18 weeks): e-KYC benchmarking, roll-out to a slightly larger segment and Program Management	prior discussion and requirement of the stakeholders. All activities have to cover within the expected duration of work as mentioned in the RFP.
12	A Minimum Technical Score as a threshold criterion needs to be declared. In spite of a combined weightage this is important to weed out Financial bids that are Outliers. We suggest to add a clause that states "Only those technical bids with a minimum technical score of 75%" will be eligible".	Evaluation will follow 70/30 as per RFP.
13	Is submission on portal mandatory or is there a provision of e-mail submission as well?	Only e-tendering submission will be accepted for the requirement.
14	Is it possible to share activity list?	Activity list is already shared in the Scope of work.

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.