

**Minutes of the Pre-bid Meeting held on 31 October 2018 regarding
the RFP Request for proposal of hiring a firm for the conceptualize, develop,
implement and manage a PDMS for Bangladesh prison directorate to automate the
prison operations and to create a digital information repository or database software
for UNODC Bangladesh.
Reference: RFP-BD-2018-036**



Location: UNDP Meeting Room, Level 18, IDB Bhaban, Dhaka at 11:00 AM

Members attended the meeting:

Name	Designation
Mr. Imrul Kayes	Project Coordinator, UNODC
Najmul Haider	Procurement Associate, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

- The meeting started with brief introduction by Mr. Najmul Haider on the assignment in question of which bid RFP was published on 25 October 2018.
- Afterwards, Mr. Imrul Kayes, briefly presented the scope and requirements of the PDMS project. He invited queries and comments from the bidders at later stage.
- Potential proposers raised several queries on pre-proposal meeting as well as bd.procurement@undp.org through common bid box and asked for relevant clarifications. Below are the queries and UNDP's repose:

S/L	Queries	UNDP Response
1.	Is there any possibility to extend the deadline of proposal submission?	There is no scope of changing the submission deadline.
2.	Refer to RFP-BD-2018-036; Page: 25; 1.3 Scope of Work: Prisoners shall have limited access to the database to be able to access the following functions: Access their own history tickets; Review the prison's policies on grievances, and lodge and monitor grievances	There will be a self-service kiosk inside jail. A prisoner will be able to see his/her details (next court hearing, date of release, remission etc) on the screen by scanning his/her finger. There will be an option of rating prison services.
3.	Refer to RFP-BD-2018-036; Page: 27; 2.1.3 Prisoner Verification Please explain. Does it refer to order number of thumbprints being taken? Or the number of thumbprints? Or to identify if it is a thumbprint?	By thumbprint, it is meant fingerprint here. There are ten fingerprint digits: 1) Left Small 2) Left Ring 3) Left Middle 4) Left Ring 5) Left Thumb 6) Right Small 7) Right Ring 8) Right Middle 9) Right Ring 10) Right Thumb At the time of capturing fingerprint, it is needed to identify which digit/digits fingerprints are captured. It is expected that some prisoners might not have all 10 fingerprint digits. Therefore, identifying the captured fingerprint digit/digits are necessary.
4.	Refer to RFP-BD-2018-036; Page: 27; 2.1.3; 2.1.3 Prisoner Verification For verification, will the first stage be fingerprint? We are expecting 1:N fingerprint identification then. If not found, then will it be a data search? What type of data? If the data search (like NID no/any unique identification no) is expected in first stage, 1:1 fingerprint verification will have been faster.	If a prisoner record can be retrieved using NID or other identification number, then what is the point of performing 1:1 biometric verification? In this case, the operator can identify the prisoner using the photo. UNODC has stipulated text-based matching after having a 1: N identification phase. Nevertheless, if the vendor finds that reordering the phases can better suit the articulated requirement, they are requested to put that in their proposal.
5.	Refer to RFP-BD-2018-036; Page: 28; 2.1.5: Property and Cash Management Please explain this module. Is the property/cash management the management of belongings (stuff/cash) of the prisoner?	Yes. It is the belongings of the prisoner.
6.	Refer to RFP-BD-2018-036; Page: 29; 2.1.15 Prisoner's history ticket	History ticket will encapsulate all the history of a prisoner including his registration, bail, parole, court appearance, medical records etc.
7.	Refer to RFP-BD-2018-036; Page: 29, 30; 2.2.1 Staff duty management Would biometrics of the staff be captured? How would staff members log the sign-in and sign-out?	The system should have provision to keep track of sign in and sign out records of each staff. Vendors are requested to stipulate in their proposal how this requirement can be achieved using their solution.

8.	Refer to RFP-BD-2018-036; Page: 34; 4.5 Source code documentation and licensing	<p>UNODC shall own the copyright of the developed software. Source code of any software module or system that is developed for this project must be shared with UNODC along with necessary documents and other necessary artifacts. Vendors need to clearly specify which proprietary modules they will be using to develop this system. The ownership of the developed software, including all associated intellectual property rights, is to be transferred to UNODC with no restrictions on what UNODC may do with it; OR, the software is to be supplied to UNODC under the following terms and conditions:</p> <p>The contractor will provide the complete source code and documentation for the software so that the software can be modified/reused by UNODC or any third party or parties of its choice</p> <p>UNODC may distribute the software, with source code and modifications, to any party of its choice, under terms and conditions allowing such parties the same freedoms retained by the contracting agency, to use, study, modify and redistribute the software.</p>
9.	Refer to RFP-BD-2018-036; Page: 34; 4.7 Training and correlation program	Training programs will be held in Dhaka. UNODC will provide logistics such as venue, allowance, food etc. Successful proposer will provide trainer, training materials, manuals etc.
10.	Refer to RFP-BD-2018-036; Page: 35-26, 4.11 Warranty and defect Correction	The selected proposer shall provide one year of maintenance and support service of the entire system
11.	Refer to RFP-BD-2018-036; Page: 36; 7.1 Qualification of successful contractor mandatory experience in multimodal biometric project should be relaxed as this is a new working area for most of the software developers in Bangladesh	<p>The respective condition has been changed as follows:</p> <p>'Proposer must have working experience of delivering identification solution to a Government/Non-government/Private organization in Bangladesh that uses biometrics or security surveillance systems and can perform 1: N matching over a database of at least three million records. (Certification of work completion/work order/ Purchase order must submit for the evidence of vendors qualifications with the articulation of total required data base record).</p> <p>'Proposer must have experience of working on at least three software development projects with a cumulative value of at least BDT 50,000,000 for the Government of Bangladesh or any reputed organization of which at least one is biometrics solution project with a value of at least BDT 30,000,000 in last five years. (Certification of work completion/work order/ Purchase order must submit for the evidence of vendors qualifications).'</p>
12.	Refer to RFP-BD-2018-036; Page: 36-37; 7.1 Qualification of successful contractor Liquid assets	The minimum amount of liquid assets i.e working capital or credit line(s) of the proposer shall be BDT. 10,000,000.
13.	Page: 36-37; 7.1 Qualification of successful contractor Nationality and confidentiality declaration	Key personnel of the software development team as well as the top executives (CEO/MD, COO if there is any) of the proposing firm shall be Bangladeshi national.
14.	<p>Page 37; 7.1: Qualification of successful contractor</p> <p>Page: 46.; Previous Relevant Experience</p> <p>Top 2 clients/Top 3 clients or more?</p>	Top 3 clients or more.

General information

- Disaster recovery site will be located in Bangladesh.
- For inventory management proposer will suggest whether scanning (barcode) would be suitable.
- For system alerts, proposers shall suggest their best options
- Bangladesh prison has a list of registers/forms that will be reproduced through the system.
- Proposer will suggest an optimum duration for storing usage logs
- Successful proposer will get access to prison system to obtain domain knowledge
- All members of the project team must be a Bangladeshi national
- One-year warranty period will start successful UAT
- Total number of users of the system would be nearly 20,000.
- Proposers have to submit CV of all required personnel.
- Integration of PDMS with other system will be done later. PDMS shall have the option of integration.
- Maximum 40 users shall be trained in four batches.

In the table below the queries raised by Invitees and answers thereto from UNDP Bangladesh are presented:

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.

Name	Designation	Signature
Najmul Haider	Procurement Associate, UNDP Bangladesh	
Imrul Kayes	Project Coordinator, UNODC	