



Empowered lives.
Resilient nations.

**Minutes of the Pre-bid Meeting held on 11 March 2019 regarding
the ITB “LTA for Printer and Photocopier Toner or Cartridge” of UNDP Bangladesh
Reference: ITB-BD-2019-001**

Location: Village Well Room; UNDP CO, IDB Bhaban, Dhaka at 11:00 AM

Members attended the meeting:

Name	Designation
Mr. Ahmed Imran Mustafa	Head of ICT, UNDP Bangladesh
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 ITB was published on 04-Mar-2019.
- Afterwards, Mr. Ahmed Imran Mustafa, briefly presented the scope and mandate and opportunity of business of UNDP Bangladesh specially in this assignment.
- Mr. Najmul Haider outlined the importance of the demand planning and technical specification on these requirements specially in the context of Bangladesh.

S/L	Queries/Clarification/ Observation	UNDP Response
1.	Is it possible to split the bids or create two lots under two different categories?	Yes, UNDP Bangladesh has decided to split the bid under two categories LOT 01- Photocopier Cartridges LOT-02 Printer Toner
2.	Ref to ITB Pages (Section 3) and Bid data Sheet reference number 18 (page 21), Evaluation method for award of contract has been discussed.	Evaluation method for the award of contract would be lot by lot basis. UNDP Bangladesh will award the contract to the winning proposer under each lot. (Revised Solicitation documents newly attached) Reference no- RE-ITB-BD-2019-001
3.	Can you reconsider or revise the eligibility evaluation criteria for photocopier toner since photocopier's supplier bases is so narrow to fit your requirements?	Yes, UNDP Bangladesh has considered to revise the eligibility criteria for Both LOT 01 and LOT 2. (All revised reflection has been outlined in our Revised Tech. Please see our Section 6: Returnable Bidding Forms / Checklist in FORM B- Form B: Bidder Information Form. All eligibility criteria will be treated as per revised RE-ITB-BD-2019-001, pages 43
4.	Under the Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities, can you Please inform us approximately demand of your needs?	Yes, Refer to Section 5-A, UNDP Bangladesh has enclosed new demand list in revised ITB-BD-2019-001 (pages 31 to 37 pages)
5.	Is there any chances to revise technical schedule template if you reconsider the split the solicitation documents under two lots and express the approximately yearly demand qty?	Yes, UNDP Bangladesh requested to all vendor to follow the newly published technical schedule for both lots LOT-01 & LOT-02 Section 5a -Schedule of Requirements and technical Specifications (Pages 24-32)

6.	If there any changes in your price schedule template if you reconsider the split the solicitation documents under two lots?	Yes, UNDP Bangladesh requested to all vendor to follow the newly published price schedule for both lots LOT-01 & LOT-02 Section 6-FORM F: Price Schedule Form (pages 51 to 57)
----	---	---

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

Name	Designation	Signature
Ahmed Imran Mustafa	Head of ICT, UNDP Bangladesh	
Najmul Haider	Procurement Associate, UNDP Bangladesh	