

Minutes of the Pre-bid meeting held on March 13, 2019
RFP for Hiring a Firm/CSO/NGO for Sustainable Management of Community Development in
Chittagong Hill Tracts, SID CHT

Date: March 14, 2019

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Mr. Biplab Chakma	Chief Livelihood and Natural Resources Management, SID CHT
Mr. Supriya Tripura	Programme Officer -Livelihoods, SID CHT
Mr. Protul Dewan	Procurement Associate, SID CHT

With reference to the subject RFP issued on March 06, 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is this process part of the NGO rooster done by UNDP CO, last year?	NO. This is a fresh RFP Process
2	Is there any limit on Financial Proposal?	NO.
3	Is Bank Guarantee applicable for this process?	NO.
4	Is PDC already selected or not?	NO. PDCs will be selected later
5	Linkage building workshop at union level, kindly clarify.	Workshop will be held in union level where many PDCs will be covered.
6	Can we submit our bid through bd.procurment@undp.org ?	Yes. You can submit your bid through bd.procurment@undp.org or through e- tendering system, but UNDP encourages to apply through e- tendering system and within the deadline.
7	In the deliverable seven, 42 sets of Toolboxes will be supplied by UNDP or NGO? What types of items will contain in the Toolboxes?	The successful bidder will provide the toolbox to the trained youths. Must be a tool box for the trained youths so that they can use the tools for different kind of repairing works of community assets.
8	Is there any limit for Seed Money?	UDNP shall be responsible to disburse this amount of PDS therefore, kindly don't quote price for this.
9	Who will provide initial two cases of repairing and maintenance costs done by the youth mechanic?	UDNP shall be responsible to disburse this amount of PDS therefore, kindly don't quote price for this.
10	In section seven there are two formats in the Financial Proposal Form, can we follow and submit with two formats?	This is the continuation of Financial Proposal Submission form (Deliverables, Personal services and other related costs). Bidders must submit in one

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		financial proposal.
11	Who will prepare Training module on water supply, agricultural machineries and equipment and rural road maintenance?	Successful bidder is responsible for this activity.
12	Key personnel of Community mobilizer and Infrastructure Repairing Expert educational requirement is graduation in any discipline. Since this is Infrastructure Repairing Expert, can we consider his/her education requirement is Diploma in Civil/Mechanical Engineer?	Minimum qualification requirement is redefined as: Graduation in any discipline with 3 years of community mobilization activities Or Diploma in civil/mechanical engineering with at least 5 years of working experiences with community development
13	In the page number 28 of the RFP solicitation document, page limitation for Technical Proposal Design is no more than 10 pages. Is it correct?	Kindly consider the clause as <u>Technical Proposal Design-No page limit</u> Instead of Technical Proposal Design – NO MORE THAN 10 Pages.
14	Upon awarded of the contract, what will happen if KEY personnel, mentioned in the proposal will not join?	UNDP shall accept only the bidder who will follow fulfill the requirement as per RFP requirement and the commitment stated in the proposal. However, on exceptional situation, if any of the key personnel is unable to join, proper justification and documentation shall be raised, and UNDP preserve the rights accept or reject the key person.
15	Can we submit the proposal in Joint venture?	Yes, and legal document of joint venture must be submitted along with the proposal and mentioning that which organization will lead and clearly explaining which organization will be responsible for which activities.

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.