

**Minutes of the Pre-bid meeting held on May 21, 2019**  
**RFP for Hiring firm for Digitizing transactions between micro-retailers and distributors for managing purchases, stocks, payments, and leveraging transactional data to assess credit worthiness-UNCDF**

Date: May 30, 2019

**Members attended the meeting:**

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Galib Ibn Anwarul Azim	Project Officer, UNCDF
Tanjim Ferdous	National Consultant (Innovation and Campaign Management), UNCDF

With reference to the subject RFP issued on May 15, 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is there any possibility to extend submission deadline?	No
2	Is it required to meet minimum eligibility criteria?	Yes
3	How many firms will be awarded?	As mentioned in serial no 31 on page no 22: “UNDP will award the contract to One proposer only”
4	What do you mean by micro-merchant in this requirement?	Micro-merchants were defined as merchants “employing no more than 15 employees and/or holding asset worth less than BDT 1 million, excluding land and buildings.” This project will be focused on the micro-merchants popularly known as ‘Mudi Dokandar’ who are involved in FMCG products trading.
5	On page no: 26 on the footnote, following information has been mentioned, “Asset (outside land and building) must be BDT 1 million” kindly clarify.	As per the National Industrial Policy 2016, Micro-merchants are defined as merchants “employing no more than 15 employees and/or holding asset worth less than BDT 1 million, excluding land and buildings.”  These are the small neighborhood stores, it can be floating, mobile and fixed outlets retailing FMCG including both food and non-food item.
6	What would be the deliverable within the 6-month (July-December) period? Our understanding is (a) Digital stock/inventory management and (b) Retailer to distributor payment via MFS/DFS. Is that correct?	The firm needs to Launch a technological solution/platform through which micro merchants and other value chain partners can place order for merchandise, manage stocks, receive invoices and information digitally, and if possible settle payments with FMCG dealers/distributors as well as clients. The payment settlement can be through another

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		platform also. This solution/platform will enable micro-merchants to have digital inventory management system enabling FMCG providers/distributors to upload stock lists, and manage transactions and distribution directly or through agents of distributors using the platform with retail-merchants. This platform/solution should be capable of generating model data that can be used by financial services providers for alternative credit assessment of retail micro-merchants. The selected firm needs to on board at least 100 micro-merchants in minimum two target districts (Sherpur, Jamalpur, Sirajgonj and Tangail) and enabling on-boarded micro-merchants and local distributors maintaining order and inventory management through the digital platform.
<b>7</b>	Is credit worthiness be implemented beyond the 6-month (July-December) duration?	The firm is expected to generate model data that can be used by financial services providers for alternative credit assessment of retail micro-merchants by the end of this project.
<b>8</b>	Is it okay to have international partners in the consortium?	The consortium may have both local and international organizations.
<b>9</b>	Any specification for selecting the field location?	The firm must include at least two of four target districts (Sherpur, Jamalpur, Tangail and Sirajgonj) and must have the combination of rural and urban area in terms of on boarding micro merchant.

**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.**