

Minutes of the Pre-bid Meeting held on 27 May 2019 regarding the RFP

REQUEST FOR PROPOSALS

Hiring firm(s) for Urban Poor Settlement Mapping in 09 Cities through Package-A [5 Cities]

and Package-B [4 Cities] (RFP No.: RFP-BD-2019-022)



Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Kamruzzaman Palash	Urban Planning and Governance Coordinator Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)
Mr. Mohammad Enamul Hasan	HR Expert, LIUPCP-UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 22-May-2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	Can any firm use alternative technology for survey (like drone)?	No. The Firm needs to follow the tested methodology mentioned in RFP which is participatory mapping methodology.
2.	In some cases, free source satellite image may not be sufficient for the work. In such cases, whether the Firm can use other satellite image?	Other satellite images of good quality can be used provided that it has copyright issues. If the Firm has satellite image that they bought previously, and the Firm has no legal restriction to use it for other purposes, then they can use it. Otherwise, the Firm needs to find several free source images and choose the best one.
3.	Will UNDP assist the selected Consulting Firm to collect the data and information from other government and non-government sources? Or, is it the responsibility of the Firm to collect the necessary information?	If the Firm needs any data and information from other sources, the Firm will have to collect it by their own.
4.	Will UNDP issue any letter to city authority for starting the Assignment in the particular city?	UNDP Project has already deployed staffs in many cities. Deploying staffs in other cities are in process. During starting of the poverty mapping activities of the Firm, if it happens that in some particular city there's no UNDP staff in the city, only in that case, UNDP will issue a letter to Mayor with introduction of the Firm selected for the Assignment and request to extend cooperation to complete the assignment.
5.	Can Firm propose alternate methodology?	The participatory poverty mapping methodology is tested, piloted and already carried out in several cities. The same methodology will have to be followed by the firm and there's no scope to change the core steps of the methodology. However, the firm might adopt their best approach to follow the methodology step by step.

Sl.	Queries	Response
6.	Can Firm propose additional manpower for carrying out the assignment?	Yes, if the firm feels the necessity, they can propose additional manpower with strong justification, why this manpower required in addition to key personnel. They also need to indicate whether, this manpower will be used for fulltime/part time by mentioning the number of business days of their newly proposed manpower.
7.	Can the RFP submission deadline of 11 th June 2019 be extended for few days more considering the upcoming Eid holiday?	Considering the upcoming Eid holiday and gravity of the RFP, the deadline is hereby extended up to 18th June 2019, 4.30 PM (BD Time) and NY Time in e-Tender platform.

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.