

Minutes of the Pre-bid Meeting held on 6 August 2019 regarding the RFP

REQUEST FOR PROPOSALS

Hiring a Media firm to develop video documentary and photographic documentation on
'Participatory Poverty Mapping to City Poverty Reduction Strategy' (Reference: RFP-BD-2019-031)



Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Mohammad Kamruzzaman Palash	Urban Planning & Governance Coordinator, LIUPC Project
Mr. Farid Ahmed	Communications Coordinator, LIUPC Project
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 31-July-2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	In the financial section, it is mentioned the submission without VAT, but template has portion of VAT. Please confirm whether it should be including or excluding VAT?	<p>Please note the Contract with the final recommended vendor would be exclusive of all direct/ indirect taxes (VAT/ TAX).</p> <p>However, bidders are requested submit Financial Proposal as per template in the RFP, clearly articulating cost components and VAT amount and percentage as separate line item.</p>
2.	There were two formats of budgeting in the RFP page no. 9 and page no. 36-37. Please advise which should be followed	<p>The template on Page no. 9 is indeed shorter version of the template available at Page 36-37 and same. Both can be followed/ used for proposal presentation, but the bidders have to ensure all cost components are included in the proposal in relation to this assignment. Incomplete financial proposal will result in 'disqualification'.</p>
3.	If possible, please provide brief/ process about a. Initial Consultation meeting b. Various stages of poverty mapping and subsequent activities	<p>The poverty mapping process and the subsequent stages have been elaborated twice upon requests of the bidders.</p> <p>However, the information about the process and the NUPRP project may also be found with the following links to get more in-depth ideas:</p> <ul style="list-style-type: none"> • https://sites.google.com/site/upprbd/ (It's the link of settlements and land mapping that was done in the previous UPPR Project) • http://www.urbanpovertybd.org/ (This is the LIUPC Project website) <p>https://drive.google.com/drive/folders/1mjYkyYLang5-2Doa1SfoXvCdGy-Z0w-?usp=sharing (This online folder contains the LIUPCP mapping process, Sample of final documents of Poverty Reduction Strategy and the relevant workshops guidelines, etc. for the bidders to get more ideas on the process and products)</p>

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.

ANNEX – ATTENDANCE SHEET

RFP Video and Photo Docs - LIUPC Bangladesh

Venue: UNDP Village Well Meeting Room, Level-19, IDB Bhaban

Date: 6 August 2019, Time: 11:00 am

Reference: RFP-BD-2019-031

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact data
1	Asiatic Marketing Communications Ltd.	Name: <u>Rajen Rajan</u> Designation: <u>Associate Manager</u> Signature: <u>[Signature]</u>	Land Phone: Cell: <u>017</u> E-mail: <u>[Email]</u>
2	Bongla Communications Ltd.	Name: <u>Mehedi Hasan</u> Designation: <u>creative copywriter</u> Signature: <u>[Signature]</u>	Land Phone: Cell: <u>010</u> E-mail: <u>[Email]</u>
3	Greenbee Communication	Name: <u>Riad Mahmud</u> Designation: <u>Ex. Producer</u> Signature: <u>[Signature]</u>	Land Phone: Cell: <u>010</u> E-mail: <u>[Email]</u>
4	GreenFrame	Name: <u>Md. Abu Musa</u> Designation: <u>Asst. Manager</u> Signature: <u>[Signature]</u>	Land Phone: Cell: <u>0177</u> E-mail: <u>[Email]</u>
5		Name: Designation:	Land Phone: Cell: