

Minutes of the Pre-bid Meeting held on 7 August 2019 regarding the RFP

REQUEST FOR PROPOSALS

Hiring media firm for production of Video Documentaries and telecasting in TV channel for  
DOLPHIN (EPASIIAE) Project (Reference: RFP-BD-2019-032)



Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Md. Rezaul Karim Chowdhury	Project Manager - EPASIIAE Project
Ms. Tanzina Dilshad	Project Officer - SREPGen
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?	Please note the Contract with the final recommended vendor would be <b>exclusive of all direct/ indirect taxes (VAT/ TAX)</b> .  However, bidders are requested submit Financial Proposal as per template in the RFP, clearly articulating cost components and <b>VAT amount and percentage as separate line item</b> .
2.	Could you please specify how many interviews we need to shoot in Dhaka and how many interviews outside Dhaka for 5 minutes video?	Interviews= 5(max.), Outside Dhaka= 2,
3.	Please specify the major areas/contents to be covered in 5-muniutes video	Sundarbans dolphin habitat and aquatic ecosystems in and around Sundarbans, Challenges to ensure sustainable management of aquatic ecosystem in Sundarbans, Reasons for EPASIIAE Project interventions, project target & activities, project achievements, way forward for whole country's dolphin population especially for the period beyond the project completion after 2019
4.	Please specify the major areas/contents to be covered in 2-muniutes video. We guess that you are not expecting any interview in 2-muniutes video.	Necessity for dolphin conservation considering local & global context. Distribution & threats of Dolphin populations both in Sundarbans & in the country. Which stakeholders can come forward for dolphin's long-term survival in the country and how.
5.	We understood pre-bid meeting that the 30 sec video message to be broadcasted in one reputed private TV channel at least once in a day for 1 & half month (45 days) and 5 minutes video will also be broadcasted in the same specification. Is our understanding correct?	Yes, 30 sec. video is to be broadcasted daily at least once a day in one TV channel for 45 days. The 5 minutes video can be broadcasted in same TV channel at least once by 15 December 2019.
6.	Please specify the duration of super pick hour. If it is 7:00 P.M. to 9 P.M. then the broadcasting of 5 minutes video may be difficult. This is the high time of broadcasting the own fixed programme (news, drama, etc.) at every TV channel which allows 60 second TVC but not 5 minutes long video. Our experience says that the private TV channels have no scope for broadcasting 5 minutes long video in	The 30 sec. video message will be broadcasted in super pick hour (from 7-9 pm). The 5 minutes video can be broadcasted in the other conservation related programme and/or on the International Freshwater Dolphin day i.e. 24 October 2019. That can be broadcasted in off pick hour in the afternoon.

Sl.	Queries	Response
	the prime time. So, we request you to change the broadcast time of the video. It must be before 5:00 P.M.	Please see annex to this Pre-Bid Meeting for reference and presentation of the airing time schedule. This will be attached with Financial Proposal.
7.	About 2 minutes documentary-Along with Sundarban, which other specific places need to cover?	Same as response no. 4
8.	For how long this TVC should telecast? What would be the frequency if telecasting?	At least 45 spots within 45 days as advised by UNDP
9.	Using drone for documentary-is it mandatory? Will UNDP provide support to get permission for drone use?	Not mandatory. If anyone is interested to use drone UNDP/Bangladesh Forest Department may help to get permission
10.	Is it needed to use sticker on DVD?	Not a must, optional as we do not see any cost impact
11.	Is it needed to provide raw footage along with final footage in hard drive?	Required
12.	Please confirm if the Key Team Member composition suggested has to be followed, or we have the liberty to provide Team Members as we best understand and think fit to the requirement?	The team composition following advertisement & ToR will be encouraged.

**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 Documentation - DOLPHIN Project

Venue: UNIC Meeting Room, Level-8, IDB Bhaban

Date: 7 August 2019, Time: 11:00 am

Reference: RFP-BD-2019-032

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Co
1	Nature and Life Foundation	Name: <u>Salam Ahmed</u> Designation: <u>Coordinator</u> Signature: <u>[Signature]</u>	Lai Ce E-i
2	Mediacom Limited	Name: <u>Farhan Adib</u> Designation: <u>Sr. Account Executive</u> Signature: <u>[Signature]</u>	Lai Ce E-i
3	GreenFrame	Name: <u>Bilal</u> Designation: <u>Archive Division</u> Signature: <u>SUBAN</u>	Lai Ce E-i
4	Mediacom Ltd.	Name: <u>Bani Amin</u> Designation: <u>Group Account Manager</u> Signature: <u>[Signature]</u>	Lai Ce E-i
5	D M	Name: <u>Riad Mahmud</u> Designation: <u>Producer</u> Signature: <u>[Signature]</u>	Lai Ce E-i
6	/	Name: <u>/</u> Designation: <u>/</u> Signature: <u>/</u>	Lai Ce E-i

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7	<del>Mahmudul Hossain</del> DREAMER COMMUNICATION	Name: <u>Mahmudul Hossain</u> Designation: <u>MANAGING DIRECTOR</u> Signature: <u>[Signature]</u>	Lai Cell E-m