

**Minutes of the Pre-bid Meeting held on 19 August 2019 regarding the RFQ
For
Supply Umbrella- 836 nos., Side Shoulder Bag with Back-Pack Option-836 nos. and
Calculator- 436 nos. for Livelihoods Improvement of Urban Poor Communities (LIUPC)
Project
Reference: RFQ-BD-2019-012**

Members attended the meeting:

Name	Designation
Mohammad Enamul Hassan	Admin, HR & Procurement Specialist, LIUPC Project
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFQ issued on 07 August 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Who will provide the Sample of Umbrella, Calculator and Side Shoulder Bag?	The bidders will submit the sample. The sample submission deadline Date and time: On or before August 29, 2019 by 4:30pm Place : UNDP Registry, IDB Bhaban 19 th Floor.
2.	Can we deliver the goods by Courier Service?	Yes, you can but it should be “HOME DELIVERY”
3.	What will be the colour of Logos?	The Logo will be Multi colour (Share with awarded bidder)
4.	Umbrella (Sl# 7, page 6) 3 logos-BD Govt., DFID & UNDP and text to be printed on one panel or multiple panel?	3 logos- BD Govt., DFID & UNDP and text to be print on one panel
5.	Existing specification in RFQ document Umbrella Size (page-6): Open dia : 90cm, Length : 27”, Shaft : 14mm	Revised specification Umbrella Size: Open dia : 90cm, Length : 21”, Shaft : 14mm
6.	Bag: Foreign made or local made?	Foreign made
7.	Zipper size of the Bag (page-7, sl-4)-All Zipper size will be 10 No?	Main Chamber Zipper size- 10 No. Side Chambers: Zipper size 8 No.
8.	Existing specification in RFQ document Calculator Dimension (page-6, sl-8): L-12mmxW-12mmx H-15.5mm	Revised specification Calculator Dimension: L-12cmx W-13.5cmx H-1.0cm

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.