

**Minutes of the Pre-bid Meeting held on 20 August 2019 regarding the RFP  
For  
Hiring Firm for preparing Ward Poverty Atlas Project and Urban Poverty Profile for 09  
Cities under Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)**

**Reference: RFP-BD-2019-019**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Mohammad Kamruzzaman Palash	Urban Planning and Governance Coordinator
Asma Nargis Sultana	Programme Support Officer - UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 08 August 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>S/L</b>	<b>Queries</b>	<b>UNDP Response</b>
1	Briefing about the Assignment	LIUPCP/UNDP Programme person briefed the participants about the particular assignment highlighting the important steps and tasks. The ToR was so much self-explanatory that the bidders did not ask any technical questions.
2	Can the firms add more manpower to the team for the assignment purposes?	Yes, the Firms, if see logical, can add more man power to their proposed team. In the technical proposal they need to provide justification why they are proposing additional manpower mentioning the roles and responsibilities of each of the additionally proposed staffs. CVs of these additional staffs should be provided with the technical proposal.
3.	Is it possible to extend the proposal submission deadline for two weeks?	The proposal submission date has extended till September 05, 2019 (4:30 pm local time). Time extension notice attached.

**Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments shall be an integral part of the RFP/RFQ document and supersede the all provisions as applicable.**