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**Minutes of the Pre-bid Meeting held on 19 September 2019 regarding
the RFQ Request for Supply, Fitting, Fixing of Shelter Kits (Multipurpose Bags, Shovel,
Hand Saw and Claw Hammer) for UNDP Bangladesh Country Office.
Reference: RFQ-BD-2019-018**

Location: 18th Floor Meeting Room UNDP CO, IDB Bhaban, Dhaka at 11:00 AM

Members attended the meeting:

Name	Designation
Mr. Md. Najmul Haider	Procurement Associate, UNDP Bangladesh
Golam Mostofa	Finance Officer, DRRF Project UNDP Bangladesh
Bidders	As per attached Attendance sheet.

- The meeting started with brief introduction by Mr. Najmul Haider on the assignment in question of which bid RFQ was published on 16-Sep-2019
- Afterwards, Mr. Golam Mostofa briefly presented the specification and delivery point

S/L	Queries/Clarification	UNDP Response
1.	Locations of the delivery point	All 03-district mentioned in the RFQ specially for DC office or any suitable convenient UNDP allocated places
2.	Technical Specification as per RFQ pages No-07, Items no "Multipurpose Bag "Brand" name was mistakenly mentioned MX .	UNDP has corrected the Brand Name as "MAX" instead of existing.

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.

Name	Designation	Signature
Najmul Haider	Procurement Associate, UNDP Bangladesh	
Golam Mostofa	Finance Officer, DRRF Project UNDP Bangladesh	