

**Minutes of the Pre-bid Meeting held on 14 October 2019 regarding the RFQ
For
Printing of different types of Nutrition SBCC Materials (LOT-1), Gender related printing
materials (LOT-2) and Project's visibility materials and stationeries (LOT-3) for
Livelihoods Improvement of Urban Poor Communities (LIUPC) Project
Reference: RFQ-BD-2019-015**

Members attended the meeting:

Name	Designation
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
Bidders	As per attached Attendance sheet.

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

S/L	Queries	UNDP Response
1.	For LOT-2 & 3 who will provide the design for Layout & design?	For LOT-2 the supplier will provide the design for Layout & design. For LOT-3 the project will will provide the design for Layout & design. The supplier will do only adjustment.
2.	LOT-3, Sl# 01 Workshop Notepad: i. Volume: Total 16 pages/ 5+16 pages? ii. Print: Inner page print 4 colour/ Black & White? iii. Binding: There are three options. Is it possible to confirm one option? So that we can quote for one option. Otherwise three quotation need to be submitted and the cost will differ for different option.	i. Volume: Total 5+16 pages ii. Print: Inner 5 pages will be printed 4 colour and inner writing pages will be in one colour iii. Binding: Sewn and glue
3.	LOT-1, Sl# 11 Food Distribution Slip i. Quantity: per book containing 500 slips. If the book contains 200 slips, it is easy to carry. But cost will be increased. ii. Layout & Design: Do you need "perpretion" in auto numbering and book binding?	i. Not agreed ii. Die perpretion, auto numbering and book binding.
4.	LOT-1, sl# 7 & 8 i. Lamination: 2 pocket pesting (Die Cut) will be eliminated. It is not required for this item	Agreed
5.	Who will provide the Sample for these 18 items?	UNDP will provide the SAMPLE of 18 items to the winning bidder after awarding the PO. Upon approval of proof copy from LIUPCP, UNDP the Contractor (winning bidder) shall have to submit 2 copies of each item before going for final production

6.	Final delivery within 30 days for LOT-1 & 2 and within 7 days for LOT-3, is this time will be including delivery the products in different places mentioned in RFQ?	Yes, for LOT-1 & 2 it is 30 days and For LOT- 3 it is 07 days.
7.	Only one bidder will be awarded?	No. Multiple vendor can be awarded as per lot basis.

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.