

Minutes of the Pre-bid meeting held on October 23, 2019
RFP for Hiring Firm to conduct Campaign through decorated caravan with sound system and dissemination of handy informative leaflets to 33 Upazillas under 4 Districts -UNCDF

Date: October 27, 2019

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Md. Kamrul Hassan	Communications Officer, SHIFT in Bangladesh Programme, UNCDF

With reference to the subject RFP issued on October 17, 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is there any possibility to extend submission deadline?	No
2	Is it required to meet minimum eligibility criteria?	Yes
3	How many firms will be awarded?	One and only one Service Provider will be awarded, kindly refer RFP document, page no 9
4	Kindly mention about the specifics about the Van Decoration.	The proposed van decoration is the followings: Front side: 3 sided to be covered with echo solvent sticker matter (designed with photographs and messages). Back side: 3 sided to be covered with PVC board (maximum height can be 3.5 to 4 feet, not less than 3 feet) with pasted echo solvent sticker matter (designed with photographs and messages).
5	Samples of previous experience	The applicants are requested to attach the documents/samples of the previous experience

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.