

Minutes of the Pre-bid meeting held on November 04, 2019
**Re-RFP for Hiring a firm to conduct a survey to conduct a survey on available Microinsurance-
 SWAPNO**

Date: November 07, 2019

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Kajal Chatterjee	Project Manager, SWAPNO
Jyotish talukdar	Consultant, SWAPNO
Debashis Roy	Consultant, SWAPNO

With reference to the subject Re-RFP issued on October 29, 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers						
1	Is it possible to increase the proposal submission deadline?	Yes, bid Submission deadline has been extended upto November 19, 2019 (4:30 pm, BD local time).						
2	Is it mandatory to fulfil the minimum eligibility criteria?	Yes.						
3	Is it possible to detail out the activities bidder need to ensure during pilot?	<p>The activities during pilot are as follows:</p> <ul style="list-style-type: none">• System immigration• Train the trainers (TOT) of SWAPNO field staff• Awareness and Training program for SWAPNO beneficiaries• Printed material explaining product details i.e. features• Microinsurance policy enrollment						
4	Kindly mention, is there any requirement of periodic report?	There is no requirement of periodic report.						
5	Amendment: Major Deliverables and timeline	<p>Expected duration of work, page 4, RFP document:</p> <ul style="list-style-type: none">- Kindly consider 6 months/24 weeks instead of <u>3 months</u>. <p>List and description of expected output to be delivered, page 3, RFP document:</p> <ul style="list-style-type: none">- kindly consider the following List and description of expected output as final: <table><tr><th>Major Deliverables/Outputs</th><th>Timeline</th></tr><tr><td>The Contractor will submit a final detailed action plan agreed by both SWAPNO and the Contractor</td><td>1st week</td></tr><tr><td>Finalize study methodology including data collection methods, sampling strategy with appropriate framework</td><td>2nd week</td></tr></table>	Major Deliverables/Outputs	Timeline	The Contractor will submit a final detailed action plan agreed by both SWAPNO and the Contractor	1st week	Finalize study methodology including data collection methods, sampling strategy with appropriate framework	2nd week
Major Deliverables/Outputs	Timeline							
The Contractor will submit a final detailed action plan agreed by both SWAPNO and the Contractor	1st week							
Finalize study methodology including data collection methods, sampling strategy with appropriate framework	2nd week							

Minutes of the Pre-bid meeting held on November 04, 2019
**Re-RFP for Hiring a firm to conduct a survey to conduct a survey on available Microinsurance-
 SWAPNO**

		The contractor will share the customized product profile to be provided to the project beneficiaries	8th week
		The contractor will conduct a Pilot test with the beneficiaries in different geographic locations	10th week
		The contractor will provide the pilot test report on the adoption and usage of newly introduced micro-insurance products	14th week
		The contractor will share the Final report	24th week

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