

Minutes of the Pre-bid Meeting held on 6 November 2019 regarding the ITB

INVITATION TO BID

Long Term Agreement for Provision of Cleaning, Housekeeping and Messenger Service

(Reference: ITB-BD-2019-006)

Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Mohiuddin Ahamed	Head of Admin, Logistic and Common Services
Mr. Faruk Al Mahmud	Focal Point, Asset and Common Service
Ms. Sharmin Islam	WEE Specialist, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject ITB issued on 31-October-2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	In the financial section, Is the amount we will be submitting, is tax/vat excluded or do we have to add tax/vat separately?	Please ensure that Unit Rates are 'Exclusive of VAT' And use separate line at end of the Proposal for VAT and clearly state the Percentage rate (refer to Financial Proposal Format)
2.	Please clarify the submission. Should technical and financial bids be separate?	No, this is an ITB, where submission should not be separate. Single submission via E-Tender.
3.	Can you consider hard copy submission?	UNDP corporately required to follow E-Tender submission. Thus, hard copy or any other format of submission other than E-Tender is 'not acceptable'.
4.	How do you like to see the presentation of the Personnel qualification?	Profile for Management should be submitted along with the Proposed Cleaning Supervisor. For other positions mentioned, the organization should submit a proposed setup with minimum qualification and experience for the positions as per Annex-1 of JD.
5.	Is it possible to extend the timeline to ensure E-tender submission?	UNDP Bangladesh considers extending the deadline of submission up to 21 November 2019, 4.30 PM. Amendment-1 has been uploaded pertaining to this confirmation for reference.

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

ANNEX – ATTENDANCE LIST-NAME OF ORGANIZATIONS

Sl.	Name of the Organization
01	Tahsin Care
02	Prompt Services BD
03	B. K. International
04	Commando Forces & Maintenance Ltd
05	MBM Munshi Bangladesh Ltd
06	Response Limited
07	Advance Business Consultancy
08	Integrated Professional Support & Security Services
09	Zillion
10	Cleaners Associates
11	Garda Shield Security Services Limited

RFP DKC Mentorship - PTIB Bangladesh
Venue: UNDP Innovation Hub Meeting Room, Level-14, IDB Bhaban
Date: 28 April 2019, Time: 11:00 am
Reference: RFP-BD-2019-015
Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
7	Phenon Lab	Name: <i>Fajana Islam</i> Designation: <i>Sales & Marketing Executive</i> Signature: <i>[Signature]</i>	Land Phone: Cell: <i>01784486098</i> E-mail: <i>adina-fajana@yahoo.com</i>
8	Bollens Jarvis limited	Name: <i>Syaki Chowdhury</i> Designation: <i>Junior Economist</i> Signature: <i>[Signature]</i>	Land Phone: Cell: <i>01731184856</i> E-mail: <i>syachaki1@bollensjarvis.asia</i>
9		Name: Designation: Signature:	Land Phone: Cell: E-mail:
10		Name: Designation: Signature:	Land Phone: Cell: E-mail:
11		Name: Designation: Signature:	Land Phone: Cell: E-mail:
12		Name: Designation: Signature:	Land Phone: Cell: E-mail: