

Minutes of the Pre-bid conference held on 17 November 2019 regarding the

**REQUEST FOR QUOTATION (RFQ)**  
**Construction of Road, Bridge, Culvert and Guide-wall at Teknaf (Baharchara, Whykong and Nhila Union) Ukhia (Haldiapalong Union), Cox's Bazar under C2RP-Community Recovery and Resilience Project of UNDP Bangladesh**  
**(Reference: RFQ-BD-2019-025)**



**Members attended the meeting:**

Name	Designation
Pallab Kanti Das	Procurement Officer, AVCB II
Bidders	As per attached attendance sheet.

With reference to the subject RFQ issued on 12-November-2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	Delivery lead time is 30 Calendar days is not realistic. Ideally, it should be 70 Calendar days. Considering the urgency, it could be at least 60 Calendar days.	The project has seriously worked on this and convinced that it will take 30 Days to complete which is realistic. All the raw materials are available in the local market in Teknaf and Ukhia. A practical roadmap on the action plan would be a tool to complete the work by 30 days. The vendor needs to have commitment to this including providing the relevant resources.
2.	In time of working, if any protest arises by the local people regarding the land/ private or any other government property; what will be the role of UNDP to solve that?	The community projects are selected following the UP Act 2013 while the projects are identified by the community themselves including the UP Chairman and Member. Finally the projects are endorsed by the UNO and included in the annual UP plan so, there is in fact no such risk and if it is then the UNO will resolve it.
3.	Which type written of permission of clearance does UNDP has to work on the GoB/ LGD property? Will it be shared with the contract?	The community projects are part of the UP annual plan which are approved by the UNO so, it can be shared.
4.	How long UNDP will take to pay bills for each Lots by installments as mentioned in the payment clause (3 installment for each Lot was mentioned as per deliverables)	After 02 weeks submit the invoice. The payment installment would be 2 not 3.
5.	Does UNDP have any engineer who will visit and guide for the working areas in the time of civil works? If yes, how he will assist the vendor to understand the BOQ in case of any ambiguity!	Yes, UNDP has engineer to monitor the work and sure he will support in all respect for successful completion of the work. He will also assist if any clarification needed on the BoQ or what so over.
6.	If the work stopped by any natural disaster or political unrest, extension of the timeline must be realistic and will be conduct by the meeting	If any natural disaster or political unrest, then the contract must be amended.

Sl.	Queries	Response
	and mutual understanding of the both parties. Contract must be amended accordingly.	
7.	It is necessary to mention the VAT separately in the Price quotation?	Our answer was Yes.
8.	How Project will assist to keep raw materials in the places of the work? Is there any possibility to be protested by the local people/ police or any other agency? If yes, who will take responsibility to be the mediator?	The project will assist to keep raw materials in the work place and very minimum risk of the community protest and the project might get support from the police as we have programme with the District Police in CXB.

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

**ANNEX – ATTENDANCE LIST-NAME OF ORGANIZATIONS**

Sl.	Name of the Organization
01	M/S. Noor Syndicate
02	Rit Construction
03	Acumen Architects
04	Planners Ltd.
05	Nipun Enterprise
06	Innovative Engineers