

**Minutes of the Pre-bid meeting held on 19 November 2019**  
**RFP for Hiring a firm to Conduct Project Feasibility Study for Municipal Markets**

Date: 20 November 2019

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Asim Kumar Karmakar	Coordination Officer, UN Capital Development Fund
Sharmeen Hossain	Investment Officer, UN Capital Development Fund
Nahid Nazim	Procurement Associate, Procurement Team

With reference to the subject RFP issued on 19<sup>th</sup> November 2019, please find below the queries raised by Invitees and answers there to from UNDP Bangladesh:

<b>SL</b>	<b>Queries</b>	<b>Answers</b>
<b>1</b>	Can we get the floor plan?	Yes. Attached as Appendix A.
<b>2</b>	Does the firm need to have own duty station at Kushtia and Chandpur?	No, the firm does not need its own office premises in Kushtia and Chandpur. The designated team members will be provided work spaces at the Paurashava office premises.
<b>3</b>	<p>The project objective is to prepare the feasibility study for the commercial markets, hence, we would suggest UNDP to amend the scope related to technical clearance as to prepare the “conceptual plans for the commercial markets with broad costing”</p> <p>In addition to that, social and environmental impact assessment may be conducted while preparing the Detailed Project Reports (DPRs) for the project by the technical consultant post approval of the feasibility study by the authority. Hence, we request the authority to exclude this scope from this study. (Page-4)</p>	<p>The scope of works will remain as it is. The feasibility study should generate the specifications of the appropriate commercial project(s) that would deem the project viable (i.e. verification through comparative and market demand/supply analysis should justify the proposed no. of floors, mix and number of real estate spaces per floor, willingness of local businesses to pay salami, rent or for buy such spaces and other amenities). Therefore, based on the field surveys a thorough market analysis is expected.</p> <p>The firm should make appropriate recommendations of the proposed project specification in the study. Based on the recommended project specifications, a primary BOQ is expected to specify an approximate total project cost and breakdown for the project (Without which the financial assessment – investment justification cannot be made).</p> <p>Based on the recommended specifications, the social and environmental assessment should also be conducted.</p>

**Minutes of the Pre-bid meeting held on 19 November 2019**  
**RFP for Hiring a firm to Conduct Project Feasibility Study for Municipal Markets**

SL	Queries	Answers
4	The clause is contradicting with the payment terms provided in the page number 6 of the document, where the payments are linked with submission of the deliverables. Hence, we request to amend this clause accordingly. (Page-7)	Payment tranche has been set upon completion of deliverables and will accept the deliverables upon satisfactory certification by the contract administrator.
5	Please clarify whether the agency should have minimum number of engineers and financial analysts with the firm or the agency should propose these number of key personals (engineers and financial analysts) for this project? (8 and 9)	Agency should propose these number of key personals.
6	Please provide the details of the project sites for better understanding and proposing the methodology for the project; 1. Location map of the project sites 2. Area of the proposed project sites 3. Existing/proposed land use if any 4. Applicable building rules/DC Rules 5. Ownership of the proposed project sites. (Page 20)	The broad project specifications include the project location of the commercial projects. Other supporting documents or details of the project sites are confidential and are properties of municipalities; can be shared with the awarded firm upon the commencement of works.
7	<p>Please elaborate on the legal analysis – The expected outcome from the agency.</p> <p>We request you to allow the following:  The proposed team shall visit the project locations from time to time for the data collection, meetings with various stakeholders in coordination with the municipalities. (Page -22)</p>	<p>The legal analysis should identify any legal risks and their respective mitigating factors for the projects. This may include risks related to land ownership, land readiness/handover, permissibility to build on the project sites, operate retail and other commercial activities on the site, the availability of supporting documents related to the project such as land deeds, land lease agreements if any, building permits, approval from controlling authorities for the usage of the land for the stated purpose, the rights to sell, lease or rent out the property etc. Any pre-conditions for the implementation of the project should also be identified.</p>
8	<p>We request you to provide a timeline for the termination of the obligations under this Article. We also request you to limit the liability or obligation of the contractor as per below:</p> <p>For any direct loss or damages caused due to any negligence or wilful misconduct on the part of the Contractor or on the part of any</p>	As per UNDP standard rules.

**Minutes of the Pre-bid meeting held on 19 November 2019**  
**RFP for Hiring a firm to Conduct Project Feasibility Study for Municipal Markets**

SL	Queries	Answers
	person or any subcontractor acting on behalf of the contractor, the liability or obligation of the Contractor shall not exceed (a) the fee set forth in Financial Proposal submitted by the Contractor or (b) the proceeds the Contractor may be entitled to receive from any insurance maintained by the Contractor to cover such liability/obligation, whichever of (a) or (b) is higher. (Page-14)	
9	We request you to consider civil unrest under the Force Majeure or during the civil unrest, the Contract may be suspended for the duration of such unrest and the Contractor shall not be held responsible for any delay due to Civil unrest. (Page-17)	As per UNDP standard rules.
10	We request you to extend the bid submission date to 18th Dec 2019.	No.
11	As per the TOR, the firm must have similar works or projects worth BDT 40 lacs under its portfolio of works. What is meant by similar projects?	Yes, the firm should provide details of projects of similar value and scope of works which does not only mean feasibility studies but could also include research works, data mapping and field analysis, technical works etc.
12	Can we enter into Join Ventures with other firms to submit proposals?	Yes, however, supporting documents are necessary to provide evidence of such a joint endeavor and the terms and conditions of the joint scope of works.

**Appendix - A**

Project Specifications	
Municipality	Kushtia Paurashava
Project Name	Construction of Kushtia Pourashava Town Hall with Related Facilities.
Project type	One commercial building
Project location	Existing Town Hall (Opposite DC's Office)
Proposed size of the project	Land area 0.41 acres (17,985 sq.ft)
Expected number of beneficiaries	500,000 approx.
Objective	The proposed Town Hall project is expected to be newly constructed with civil infrastructure into a convenient and affordable commercial hub for local trade and businesses.
Business scope	Town Hall Building: approx. 18,000 sq.ft (including parking in the basement level, retail stores on ground and 1st floors,

**Minutes of the Pre-bid meeting held on 19 November 2019**  
**RFP for Hiring a firm to Conduct Project Feasibility Study for Municipal Markets**

	convention halls on 2nd and 3rd floors, Hotel & restaurants on 4th and 5th floors and office spaces from 6th to 9th floors and Solar Lighting, Gardening, Rain-water Harvesting on Roof.
Technical scope	Land filing and land development works, building construction works, lifts, escalators and stairways, internal road network for entry and exit of vehicles, footpath, parking facilities, street lights, boundary walls, public toilets and other facilities such as fire safety plan and emergency exit with staircases, electrical, plumbing and sanitation, wi-fi networks, CC camera, generator, water tank based on BNBC standards.
Feasibility Components	Market analysis (Business case validation through comparative demand and supply analysis or surrounding real estate projects) Economic benefit analysis (Economic, Social and Environmental justification) Financial analysis (Investment case validation) Technical analysis (Proposed building structure feasibility including primary building specifications and costs) Legal implications (i.e. availability of legal documentation related to Land rights, permits and licenses and other legal risk analysis)

<b>Project Specifications</b>	
Municipality	Chandpur Paurashava
Project Name	Biponi Baagh Residential Complex with Supermarket Facilities and 3-star Hotel Complex with Commercial Facilities
Project type	Two commercial buildings
Project location	Existing Kacha Bazaar at Biponi Baagh on Comilla Road
Proposed size of the project	Land area 185 decimals (Build up space 24,000 Sq.ft.)
Expected number of beneficiaries	150,000 approx.
Objective	The proposed Biponi Baagh project is expected to upgrade this civil infrastructure of the existing facility into a convenient and affordable commercial hub for local trade and businesses and build a prime residential complex at the city center.
Financial scope	Residential building: 10,000 sq.ft (including parking in the basement level, organic farmers market and super shops on ground and 1st floors, Store facilities on 2nd floor and residential apartments from 3rd to 10th floors.  3-star hotel building 14,000 sq.ft (including parking on basement level, retail stores on ground floor, office spaces on 2nd floor and hotel rooms from 3rd to 10th floors.
Technical scope	Land filing and land development works, building construction works, lifts and stairways, internal road network for entry and exit of vehicles, footpath, parking facilities, street lights, boundary walls, public toilets and other facilities such as fire safety plan and emergency exit with staircases, electrical,

**Minutes of the Pre-bid meeting held on 19 November 2019**  
**RFP for Hiring a firm to Conduct Project Feasibility Study for Municipal Markets**

	plumbing and sanitation, wi-fi networks, CC camera, Generator, Water tank based on BNBC standards.
Feasibility Components	<ol style="list-style-type: none"><li>1) Market analysis (Business case validation through comparative demand and supply analysis or surrounding real estate projects)</li><li>2) Economic benefit analysis (Economic, Social and Environmental justification)</li><li>3) Financial analysis (Investment case validation)</li><li>4) Technical analysis (Proposed building structure feasibility including primary building specifications and costs)</li><li>5) Legal implications (i.e. availability of legal documentation related to Land rights, permits and licenses and other legal risk analysis)</li></ol>

**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.**