

Minutes of the Pre-bid Meeting held on 8 December 2019 regarding the ITB

INVITATION TO BID

Interior Design and Renovation of 18th and 19th Floor of UNDP Bangladesh

(Reference: ITB-BD-2019-007)

Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Talha Mahmud	Consultant, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject ITB issued on 1-December-2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	In the financial section, what is the amount we will be submitting, will it be 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.	Refer to Section 5a (BOQ) a. What is the Height and Depth of cabinets for 18 th and 19 th floor? b. Can you share the design? c. Pantry cabinet – please confirm if bidders should submit water proof material or not? d. Low height cabinet – please clarify whether there would be backside surface or not? e. Should this be knock down provision or not? f. Please mention % of 12 MM and 18 MM particle board - Please mention the material of Glass Door handle - What is the material of the Glass Door accessories (Brand)? - Glass Door – should this be Frameless? - Please mention the quantity and material specification of Signage (18 th and 19 th floor)	UNDP CO has considered all questions, along with additional areas of BOQ. As such kindly be informed following changes to be considered as ' FINAL ' for the bidders to submit their proposal against ITB-BD-2019-007 a. Section 5a now reflects modification of the BOQ as per discussion in the pre-bid meeting and inclusion of Electrical BOQ. Please consider Amendment-1a to ITB-BD-2019-007 (Section 5a) instead of Section 5a included in ITB-BD-2019-007 b. Form-F: Price Schedule Form reflects modification to address the changes in the Section 5a (BOQ). Please consider Amendment-1b-to ITB-BD-2019 (Form-F: Price Schedule) instead of Form-F: Price Schedule Form included in ITB-BD-2019-007 c. Annex-1 (Drawings) now includes additional 2D drawings for – (i) Workstation Details, (ii) Screening details, (iii) Reference Electrical Drawing, and Annexed with Pre-bid as Meeting Minutes as Amendment-1c-to Annex-1-ITB-BD-2019-007 (Drawing)

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.

ATTENDANCE LIST-NAME OF ORGANIZATIONS

Sl.	Name of the Organization
01	New Formation Architects
02	Acumen Architects & Planners Ltd.
03	Fourth Dimension
04	Mantech Engineering LSS
05	Paradigm Architects and Engineers
06	Myth Ltd
07	Work Space Technology (WST)
08	Creative Touch Ltd.
09	Engineers House Ltd
10	Navana Furniture Ltd
11	L. F. Interior
12	Archvista
13	Insignia Studio
14	Volume 360
15	Neo Craft

Attachment to Pre-Bid Meeting Minutes

- a. Amendment-1a to ITB-BD-2019-007 (Section 5a)
- b. Amendment-1b-to ITB-BD-2019 (Form-F: Price Schedule)
- c. Amendment-1c-to Annex-1-ITB-BD-2019-007 (Drawings)