

Minutes of the Pre-bid conference held on 09 December 2019 regarding the

REQUEST FOR QUOTATION (RFQ)
Renovation and refurbishment work of LIUPC Project Office of UNDP at IDB Bhaban
(Reference: RFQ-BD-2019-028)



Members attended the meeting:

Name	Designation
Pallab Kanti Das	Procurement Officer, AVCB II, UNDP Bangladesh
Mohammad Enamul Hasan	Admin, HR and Procurement Specialist, NUPRP, UNDP Bangladesh
Sabbir Ahmed Nahid	ICT Expert, NUPRP, UNDP Bangladesh
Talha Mahmud	Consultant, UNDP Bangladesh
Bidders	As per attached attendance sheet.

With reference to the subject RFQ issued on 09-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 Annex-1 (BOQ and Bidder's Compliance)	UNDP has considered all questions, along with additional areas of BOQ & Bidder's Compliance -Annex 1. As such kindly be informed following changes to be considered as ' FINAL ' for the bidders to submit their proposal against RFQ-BD-2019-028 a. Annex-1 now reflects modification of the BOQ as per discussion in the pre-bid meeting and inclusion of Electrical BOQ. Please consider Amendment-1a to Annex-1 instead of Annex-1 included in RFQ-BD-2019-028 b. Table-6: Price Schedule Form reflects modification to address the changes in the Annex-1 (BOQ) of RFQ. Please consider Amendment-1b-to RFQ-BD-2019-028 (Table-8: Price Schedule Form) instead of Table-8: Price Schedule Form included in RFQ-BD-2019-028 c. Annex-4 (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-4-RFQ-BD-2019-028 (Drawing)
3.	Warranty period	1-year service and replacement as applicable for all items

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.

Attachment to Pre-Bid Meeting Minutes

- a. Amendment-1a to Annex-1
- b. Amendment-1b-to RFQ-BD-2019-028 (Table-8: Price Schedule Form)
- c. Amendment-1c-to Annex-4-RFQ-BD-2019-028 (Drawing)

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.

ATTENDANCE LIST-NAME OF ORGANIZATIONS

Sl.	Name of the Organization
1	Insignia Studio
2	Mantech Engineering LSS
3	Volume 360
4	Neo Craft