



Minutes of the Pre-Bid Meeting held on 4 July 2021
for supply of 49 nos 110cc Motorcycle to be delivered to Rangamati for AVCB Project
under SID-CHT, UNDP Bangladesh

Reference: RFQ-BD-2021-008

Venue: Zoom Meeting at 10:00 AM to 12.00 PM on 4 July 2021

Participants of the meeting:

Name	Designation, Organization
Ehsanul Karim Chowdhury	Procurement Associate - UNDP Bangladesh
Ratan Khisha	Operations Manager, SID-CHT Project
Protul Dewan	Procurement Associate, SID-CHT Project (Dhaka)
Subarun Chakma	Procurement Associate, SID-CHT Project (Rangamati)
Priyangbada Chakma	Programme Officer, AVCB II, SID-CHT Project
Mohammad Enamul Hasan	Admin, HR & Procurement Specialist, NUPRP, UNDP
Anupam Chakma	District Facilitator, AVCB II, SID-CHT Project
Bidders	List attached

With reference to the subject RFQ issued on 27 June 2021, the following were main questions asked in the meeting and also received through e-mail (bd.procurement@undp.org) from the bidders, with response from UNDP Bangladesh.

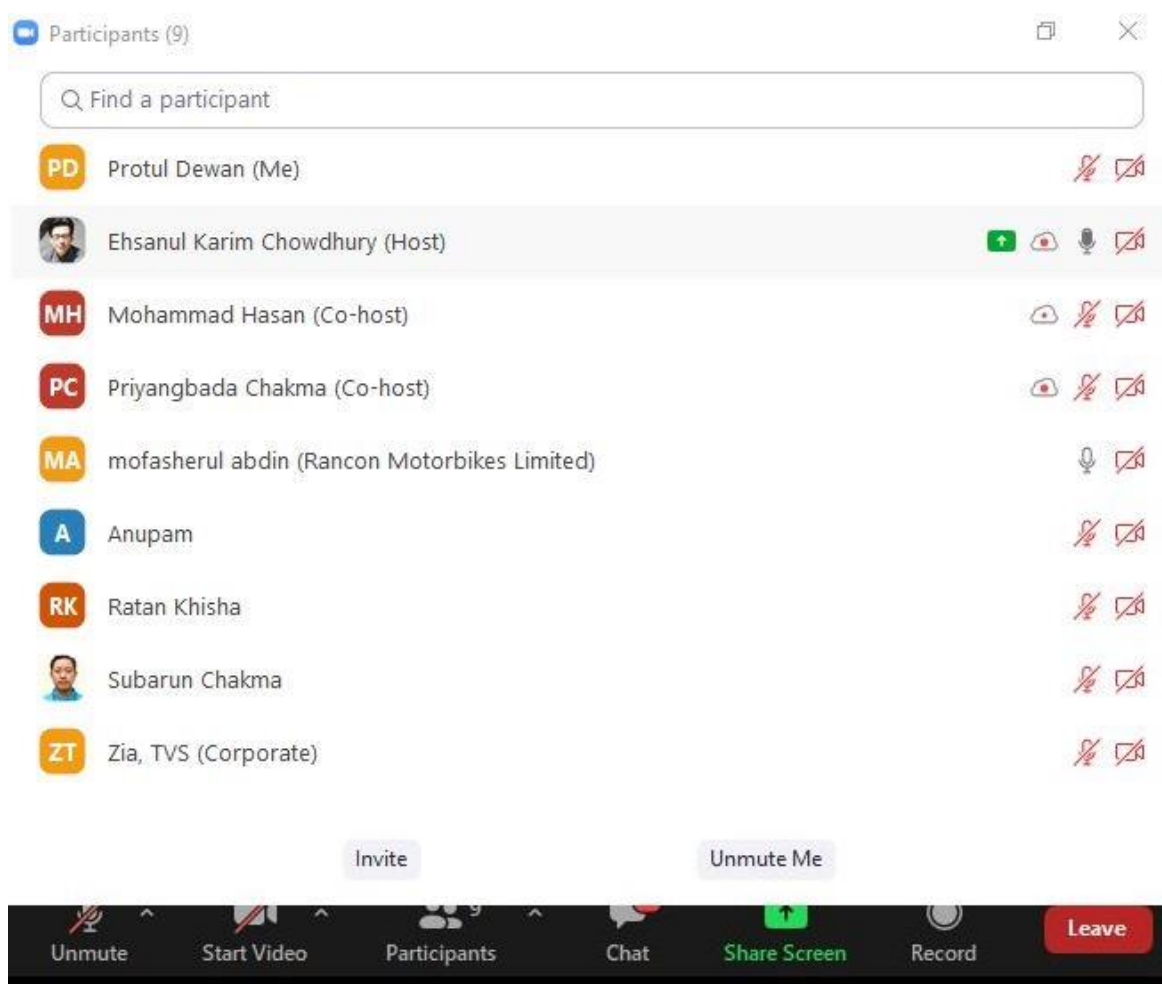
S/L	Queries	UNDP Response
1.	Requesting unit is requesting bidders to submit list of service centers.	Bidders shall include list of their service centers including detail contact information for CHT area along with Company Profile.
2.	Motorcycle registration is for 2 years or 10 years?	Registration will be for 2 years only. BRTA Registration works has to be done from BRTA Mirpur. Please note that after the registration the file has to transfer to Rangamati BRTA so that Digital Number Plates can be received from Rangamati. Vendor has to bear file transfer cost and include in the quotation under registration cost.
3.	Is delivery lead time (30 days) is realistic considering motorcycle registration?	Yes, because registration from Dhaka will take just a few working days. However, distribution of Digital Number plates will take some more times. During the PO creation, there will be a separate line for Registration Cost. Vendor can claim partial cost immediately after delivery of Motorcycle, Tool kit, Helmet and Raincoat. Registration cost can be paid upon receiving Digital Number Plates.
4.	Is there any option to extend quotation submission deadline?	Considering Covid-19 lockdown situation, deadline for bid submission extended up to 13 July 2021.
5.	What is the Helmet size?	Standard size
6.	What is the quantity ration of XL and XXL raincoat?	UNDP will fix up the ratio of XL and XXL raincoat after discussion with the selected bidder.

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.

Bidders:

1.	Rancon Motorbike Limited Email: abdin@suzuki.com.bd; Mob: 01787-681210
2.	TVS Auto Bangladesh Limited Email: ziaul@tvsab.com.bd; Mob: 01919194371

Screenshot of Zoom Meeting.



The screenshot shows a Zoom meeting interface. At the top, there's a 'Participants (9)' header with a search bar labeled 'Find a participant'. Below this, a list of participants is displayed, each with a profile picture, initials, name, and status (e.g., Host, Co-host, or muted). The participants are: Protul Dewan (Me), Ehsanul Karim Chowdhury (Host), Mohammad Hasan (Co-host), Priyangbada Chakma (Co-host), mofasherul abdin (Rancon Motorbikes Limited), Anupam, Ratan Khisha, Subarun Chakma, and Zia, TVS (Corporate). At the bottom, there's a toolbar with buttons for 'Unmute', 'Start Video', 'Participants', 'Chat', 'Share Screen', 'Record', and a red 'Leave' button. Above the toolbar, there are buttons for 'Invite' and 'Unmute Me'.