

**Minutes of the Pre-Proposal meeting held on 08 April 2014
Regarding the RFP- Implementation of Human Rights Awareness Campaign
Through using Pot Song, Gamvira and Drama
RFP Reference: RFP-BD- 2014-017**

Date: 09 April 2014

Members attended the meeting:

Name	Designation
Mohammad Asgar Ali	Procurement Assistant, UNDP
Jatan Barua	Procurement Associate, UNDP
Khan Rabiul Alam	Programme Analyst, BNHRC-CD Project
Bidders	List attached

With reference to the subject RFP issued on 02 April 2014, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	UNDP Response
1	What would be the duration of drama/Gamvira/Pot Song?	2-2.30 hours
2	How the venue would be decorated?	Small stage only for performers that would be structure a certain highest so that everyone can see the performance in effectively;
3	How would be sitting arrangement of audience?	Use mat and carpet so that the audience can easily sit.
4	Is there any limitation for using of local partnership?	No, but after the award the list of the partners need to be shared and approved by NHRC-CD Project.
5	Should we distribute any materials?	Yes, NHRC will provide few printing materials to distribute at community level.
6	Is it possible to increase the submission dead line of proposals?	No
7	Is it mandatory to submit Audit Financial Statement?	Yes

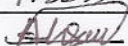
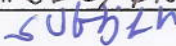
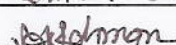




Note: Above Clarifications in response to queries raised during the Pre-pre-proposal meeting and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.

RFP for Implementation of Human Rights Awareness Campaign through using Pot Song, Gamvira and Drama
Venue: Procurement Conference Room, Level-12, UNDP, IDB Bhaban

Date: 8 April, 2014 Time: 12:00 P.M.

Reference: RFP-BD-2014-017

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	Green Frame	Name: ALI Sohel	Land Phone:
		Designation: Assistant director	Cell: 01722113487
		Signature: 	E-mail: alihozaib87@gmail.com
2	ABUSUFFIAN BIPLO Green Frame	Name: ABUSUFFIAN BIPLO	Land Phone:
		Designation: CEO/ Director	Cell: 0171569707
		Signature: 	E-mail: GreenFrame@gmail.com
3	WIDEANGLE COMMUNICATION	Name: MAHFUL	Land Phone:
		Designation: Communication officer	Cell: 01712-990090
		Signature: 	E-mail: mail.wideangel@gmail.com
4	Maasranga Productions Ltd	Name: Pankaj Banik	Land Phone: 8822917, 8814593
		Designation: Head of Operation	Cell: 01713337401
		Signature: 	E-mail: pankaj@squaregroup.com
5	n	Name: SETARUL KARIM	Land Phone: 01916365007
		Designation: Media consultant	Cell: 01916365007
		Signature: 	E-mail: setarulkar@gmail.com
6	RUPANTAR	Name: RAFIQUUL ISLAM KHOKAN	Land Phone: 041-731876
		Designation: Executive Director	Cell: 01711345172
		Signature: 	E-mail: rafia@rupantar.org
7	BITA . 7.53 Mahedi bag Chittagong.	Name: Shafiqur Rahman	Land Phone: 031-610262, 618562
		Designation: Manager PSA .	Cell: 01711360024 .
		Signature: 	E-mail: leita.ctg@gmail.com
8		Name:	Land Phone:
		Designation:	Cell:
		Signature:	E-mail:
9		Name:	Land Phone:
		Designation:	Cell:
		Signature:	E-mail:
10		Name:	Land Phone:
		Designation:	Cell:
		Signature:	E-mail:
11		Name:	Land Phone:
		Designation:	Cell:
		Signature:	E-mail: