

**Minutes of the Pre-Proposal meeting held on
Regarding the RFP- Hiring Firm for Production of a 10 & 14 minute Video
Documentary-UNCDF**

Date: 14-July-2014

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Assistant, UNDP
Ataul Gani Osmani,	Communications Officer, UZGP & UPGP
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 13-Jul-14, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is there any requirement of docu-drama?	No.
2	Do the bidders need to provide any story line?	No.
3	For this documentary who are the focus group?	Community people (beneficiaries from the services provided by the UZP and UP) and linked stakeholders (LGIs), elected public representatives and government officials,
4	How many Upazila and union parishad have to cover/visit to finish the requirement?	At least 14 Upazilas and 20 Union Parishads under 7 selected districts.
5	What are the seven district names?	Kishoreganj, Brahmanbaria, Sirajganj, Khulna, Barguna, Sunamganj and Rangpur
6	What kind of camera the bidder will use?	2K--Standard HD Professional Camera

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.

