

**Minutes of the Pre-bid Meeting held on 18 August 2014 regarding the RFP
For
UNDP Country Office ICT Helpdesk Management Support
Reference: RFP-BD-2014-045**

Members attended the meeting:

Name	Designation
Mr. D M Shahidul Alam	System Engineer, UNDP Bangladesh
Mr. Jatan Barua	Procurement Associate, UNDP Bangladesh
Mr. Md. Ziaur Rahman	Procurement Associate, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 13-Aug-2013, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	Is there any standard format for proving support plan?	The bidder shall submit the support plan based on their own justment which would be congruence to the TOR.
2	Is there any standard format to submit the Financial Proposal?	The bidder shall submit the financial proposal as per Cost Breakdown by Component given below table.
3	Is it required to submit the commitment letter with CVs?	Yes; the CVs must be comprise of commitment letter and signed by the personnel.

Cost Breakdown by Cost Component [This is an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Unit Rate in BDT	Total Rate in BDT
I. Personnel Services					
1. ICT Helpdesk Support Personnel	Month		2		
2. Electrical-cum-IT Helper	Month		1		
II. Personnel Services (on call basis)					
Within Office Hour					
1. ICT Helpdesk Support Personnel	Hour				
2. Electrical-cum-IT Helper	Hour				
After Office Hour (including weekends & holidays)					
3. ICT Helpdesk Support Personnel	Hour				
4. Electrical-cum-IT Helper	Hour				
TOTAL Amount in BDT					

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.

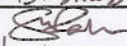



RFP for UNDP CO ICT Helpdesk Management Support

Venue: Procurement Conference Room, Level-12, UNDP, IDB Bhaban

Date: 18 August, 2014 Time: 02:00 P.M.

Reference: RFP-BD-2014-045

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	Business Automation Ltd.	Name: Mahmudur Rahman Designation: Ex-Business Dev. Signature: 	Land Phone: Cell: 01682-420 235 E-mail: milon@batworld.com
2	Ranks ITT	Name: Jahid Hassan Designation: Asst Manager Signature: 	Land Phone: Cell: 01712198787 E-mail: jahid@ranksitt.net />
3	Daffodil Computers Ltd.	Name: Md. Masudur Rahman Designation: Manager Signature: 	Land Phone: 9116600 Cell: 01713493235 E-mail: service@daffodil-bd.com
4	Ranks ITT	Name: MIRZA Designation: D. Man Signature: 	Land Phone: Cell: 0171346116 E-mail:
5		Name: Designation Signature:	Land Phone: Cell: E-mail:
6		Name: Designation Signature:	Land Phone: Cell: E-mail:
7		Name: Designation Signature:	Land Phone: Cell: E-mail:
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9		Name: Designation Signature:	Land Phone: Cell: E-mail:
10		Name: Designation Signature:	Land Phone: Cell: E-mail:
11		Name: Designation Signature:	Land Phone: Cell: E-mail:

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