

**Minutes of the Pre-bid Meeting held on 18 August 2014 regarding the ITB  
For  
Provision for Publishing of Advertisement in the Daily Local Newspapers  
Reference: ITB-BD-2014-001**

**Members attended the meeting:**

Name	Designation
Mr. Pinak Ranjan Biswas	Procurement Analyst, UNDP Bangladesh
Mr. Jatan Barua	Procurement Associate, UNDP Bangladesh
Mr. Muhammad Al-Amin	Procurement Associate, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the above subject ITB issued on 07-Aug-2014, please find the below queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	Is it mandatory to submit the "Written Self-Declaration of not being included in the UN Secretary Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List"?	Yes, it is mandatory. In this regard, a Declaration form has been attached in page 29 of ITB document.
2	Would the quoted price be inclusive VAT and related cost?	Yes, The quoted price shall be inclusive of Vat and all related cost.
3	Is it mandatory to submit "Authorization letter from respective newspapers to act as Agent"?	Yes, it is mandatory.
4	Is Partial bid allowed or not?	Partial bid is allowed but it shall be Lot Wise.
5	Is it mandatory to submit at least 3 Work Orders or Contracts from 3 different clients to substantiate the requirement covering 5 years of experience?	Yes, it is mandatory.
6	Is it mandatory to submit official letter of appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country?	Yes, it is mandatory.
7	Is it mandatory to submit 3 copies of Proposals with 1 original hard copy, 1 copy as hard copy and 1 Soft Copy in CD (confirmed to original)?	Yes, it is mandatory.

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













Provision for Publishing of Advertisement in the Daily Local News Papers.

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

Date: 18 Aug 2014, Time: 11: 00 A.M

Reference: ITB-BD-2014-001

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	Space Marketing Communication	Name: Jannatul Ferdous Designation: Executive Signature: 	Land Phone: Cell: 01985776306 E-mail: jfkeya@space.com
2	Creative Media Limited	Name: Keya Roy Designation: Research Associate Signature: 	Land Phone: Cell: 01688964297 E-mail: creativesbk@yahoo.com
3	Pearl Communications	Name: Md. Shahriar Ahmed Designation: Senior Executive Signature: 	Land Phone: Cell: 01714134793 shahnian@pearl-bd.com E-mail: shahnian@pearlcommunications.com
4	Asad Hossain Annex Communication Ltd	Name: Asad Hossain Designation: Director Signature: 	Land Phone: 9677404 Cell: 01819492040 E-mail: @maxsupply@gmail.com
5	Jahidur Rahman Annex Communication	Name: Jahidur Rahman Designation: Manager Supply Signature: 	Land Phone: 9677404 Cell: 01715600342 E-mail: annexsupply@gmail.com
6	Zahidul Islam Mass-Line	Name: Zahidul Islam Designation: Signature: 	Land Phone: 9104637 Cell: 01819402497 E-mail: office@masslinebd.com
7	Mattina	Name: Aribul Islam Designation: Manager Communication Signature: 	Land Phone: Cell: 01730066925 E-mail: aribul@mattna.net
8	Mattina	Name: Sayma Begum Ritu Designation: Asst. Manager - Media Signature: 	Land Phone: Cell: 01713-993322 E-mail: ritu-3689@yahoo.com
9	Fakur Hossain Pearl Com.	Name: Fakur Hossain Designation: media manager Signature: 	Land Phone: Cell: E-mail:
10	GREEN FRAME	Name: MAHFUZ Designation: Communication Signature: 	Land Phone: 028817622 Cell: 01712-990090 E-mail: greenframe@gmail.com

11	GreenFrame	Name: <i>Manager Bappy Banna</i>	Land Phone:
		Designation <i>Manager</i>	Cell: <i>01713585084</i>
		Signature: <i>Banna</i>	E-mail: <i>greenframe@gmail.com</i>
12		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
13		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
14		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
15		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
16		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
17		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
18		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
19		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
20		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
21		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
22		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
23		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail: