

Minutes of the Pre-Proposal Conference

**RFP for Production of 30-35 Seconds TV-Commercial about the benefit of using energy efficient STAR LABEL products supported by BRESL project
(RFP-BD-2014-052)**

Date: 24 September 2014

Venue: Procurement Conference Room

Time: 11.00 AM to 12.30PM

Members attended the meeting:

SL.	Name	Designation
1	Mr. Shahjahan Chowdhury	Project Manager, BRESL Project, UNDP Bangladesh
2	Mostaq Ahmed	Procurement Assistant, UNDP Bangladesh
3	Participants from different interested organization	List of participants attached

The meeting initiated with the introduction session by Mr. Mostaq Ahmed who discussed about the bidding process of this procurement. Then it was taken over by Mr. Shahjahan Chowdhury, who briefed about the expectation from this Assignment. The floor was then open to representatives of the different firms to raise their questions and queries related to the Assignment and the solicitation process:

Please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Can the Proposal submission deadline be extended considering the vacation of EID Festival?	Yes – the proposal submission deadline is extended until: 3.00 PM (Bangladesh local time) on 09 October 2014
2	Please clarify whether this assignment is only for the production of the TVC or Broadcasting or Airing of the TVC is also included. If the Airing is included then please provide a precise media planning / schedule for the Airing in the proposed channel	The proposal should be submitted only for the Production of the TVC not for Broadcasting / Airing.
3	In the RFP page no.2 of 26, 3 rd paragraph it is mentioned that "At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions." Based on this, should we set the price 25% higher?	It is clearly mentioned that "UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions." If UNDP need to vary the required quantity then the total price of the contract will be adjusted as per the unit price quoted.

Note: Above Clarifications in response to queries raised during the Pre-Bid meeting shall be an integral part of the RFP document.

PRODUCTION OF 30-35 SECONDS TV-COMMERCIAL (TVC) ABOUT THE BENEFIT OF USING ENERGY EFFICIENT STAR LABEL PRODUCTS supported by BRESL project of Bangladesh Standards and Testing Institution (BSTI).

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

Time: 11:00 A.M, Date: 24 September 2014

Reference: RFP-BD-2014-052

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
1	DRIK	Name: Mahde Hasan Designation: Executive AV Signature: Mahde	Land Phone: Cell: 01716 445988 E-mail: misheloutsider@yahoo.com
2	DRIK	Name: Nassrin Sultana Designation: Executive Signature: Nulita	Land Phone: Cell: 01966-676865 E-mail: nassrin@druk.net
3	DRIK anufam.mail@gmail.com	Name: Anupam Designation: Head of Audiovisual Signature: Anupam	Land Phone: Cell: 01720121416 E-mail: anufam@druk.net
4	Bangla Communication	Name: Mubir Designation: Asst Manager Signature: Mubir	Land Phone: Cell: 07713498337 E-mail: mubir@BanglaCommunication.com
5	creative media limited	Name: Kaya Roy Designation: Research Associate Signature: Kaya	Land Phone: Cell: 01688964297 E-mail: creativesbkr@yahoo.com
6	Procharon Advertising	Name: Md. ABU RAYHAN Designation: Account Manager Signature: Rayhan	Land Phone: Cell: 01711362051 E-mail: John.Procharon@gmail.com
7	GREENFRAME	Name: ABUSUBHAN Designation: M.D Signature: SUBHAN	Land Phone: 028817672(R) Cell: 01715697071 E-mail: GREENFRAME@gmail.com
8	Mediacom Ltd.	Name: Sayubrid Designation: Executive, Social Com Signature: Sayubrid	Land Phone: Cell: 01717768345 E-mail: sayubrid@mediacom.bd.com
9	New Track	Name: Humayun Kabir Designation: Consultant Signature: Humayun Kabir	Land Phone: Cell: 01820-223822 E-mail: newtrackworld@gmail.com
10	Mediacom limited	Name: Nazia Nabi Designation: Executive, Client Rel Signature: Nazia	Land Phone: Cell: 01711081902 E-mail: nazia@mediacom.bd.com
11	IPAG	Name: Shafquat / Khalid Designation: Research Analyst Signature: Shafquat	Land Phone: 01717207754 Cell: - E-mail: Shafquat.alam@ipag.com.bd.