

Minutes of the Pre-Proposal meeting held on 19-Oct-2014

Regarding the RFP- Hiring Firm for Developing an Integrated Web based UZP Accounting System with a complete MIS system for all stake holders-UZGP

Date: 22 October 2014

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Assistant, UNDP
Mr. Zahir Uddin	Operations manager, UPGP & UZP
Mohammad Mohebur Rahman	MIS Officer, UZGP
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 12 October, 2014, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is it possible to increase the proposal submission deadline?	Unfortunately it is not possible
2	Whether any sort of consortium/joint venture is allowed? Both local and international?	Yes, Consortium or joint venture may be formed both locally and internationally. Whereas lead firm must be articulated and has to meet all of the requirements mentioned in RFP document.
3	How many Location needs to cover for training? Who will bear the related cost (such as training venue, refreshment, training manual, training allowance, bag, note book etc)	At least 14 UZPs this training will held and UZGP will bear this cost.
4	How many days this training will take place and for how many people will participate?	Training in each UZP required 1 day and participants approx 15-25
5	What sort of Platform will be used for software Development?	Open source i.e PHP, database: my sql or sql server 2008
6	Is it required for Vendor to provide license?	No, UZP is responsible for licensing



7	Provide information regarding below points; <ul style="list-style-type: none"> - Data volume - Response Time - Online Hits at a time - Concurrent user of this System - System availability - Data Clustering 	Data volume can be define like each UZP submit min 5-10 forms and file size will be 1 to 2 mb multiply by 487; Response time will be a standard one; Online hits at a time will be 50-200; Concurrent user 450+; System Availability: Standard one; Data Clustering: Standard one.
8	Is it required for vendor to provide server configuration?	Yes it is required
9	Is it required to provide dual language in data base?	In database it is not required but in reporting it is required
10	In page no 23- can we consider "Easy registration Process" instead of Easy Installation Process?	Yes. Consider easy registration process
11	How many report the system will produce?	Min = 30, Max = 50
12	In page no 24- please mention what sort of Stamp register?	Revenue Stamp register
13	Is it possible to increase delivery time?	Yes, the total delivery time line 15 weeks instead of 12 weeks.
14	Please mention regarding the maintenance period in detail whether it will be six months or one year	One year after deployment of the software.
15	Who will responsible for data entry?	UZP will responsible for data entry
16	Who will responsible for Domain & Hosting?	Firm will responsible for domain and hosting

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

