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**Pre-bid Meeting Minute: RFP for Services of NGOs to Support in Implementing CHT Watershed Co-Management Activities of UNDP-CHTDF in the 3 Circle Territories in 2014**

**Date:** 1 December 2014

**Time:** 10:30 AM– 12:00 PM

**Venue:** Meeting Room, Building No. 2, CHTDF-UNDP, Rajbari Road, Rangamati

**Participants:** CHTDF, UNDP –

1. Md. Habibur Rahman, Cluster Leader - CEP, CHTDF, UNDP
2. Mostofa Omar Sharif, Programme Officer – NRM and CC, CHTDF, UNDP
3. Protul Dewan, Procurement Associate, CHTDF, UNDP

**Interested Organization and NGOs:** The Attendance Registry is attached.

**A. Overall discussion on the RFP**

Points covered:

1. Overview of Village Common Forest (VCF) and PNGO activities under CHTWCA
2. Submission guideline for the proposals
3. Explanation of the minimum eligibility criteria and technical evaluation of the proposals

**B. Questions & Answer Session:**

**1. Duration for this contract as mentioned is only 9 months, is it right? What is the exact duration of the project?**

Answer: Yes, the duration is 9 months for this contract.

**2. Will UNDP share reports and activities on their piloted models that would be scaled up under CHTWCA mentioned in the RFP solicitation documents?**

Answer: UNDP will not share any more documents. CHTDF's website [www.chtdf.org](http://www.chtdf.org) could be accessed to get more information.

**3. Clarify the term 18 TAX EXEMPTION in the RFP document?**

Answer: "Not Applicable" can be mentioned if it is not applicable for any organization.

**4. In page 4 of Bohmong Circle's RFP document, it is written to coordinate with Chakma Circle. Will this be Bohmong Circle?**

Answer: Yes, that is typo error. Consider as Bohmong Circle. .

**4. In page 4 of Bohmong Circle's RFP document, it is written to coordinate with Rangamati Hill District Council. Will this be Bandarban Hill District Council?**

Answer: No. Rangamati Hill District council will be a key stakeholder to coordinate since 2 upazilas of Rangamati district (Kaptai and Rajasthali) are part of Bohmong Circle. In addition, Bandarban Hill District Council needs to be considered as a key stakeholder for coordination which was not mentioned.

**5. Will one organization be eligible to submit for all the 3 RFPs?**

Answer: Yes, one organization will be eligible for all the 3 RFPs since these are separate RFPs.

**6. Can multiple organizations jointly submit proposal against a single RFP?**

Answer: Yes, multiple organizations can jointly apply under one's lead. However, only lead organization will be evaluated. Also, none of the participating organization will be allowed to apply separately further against the same RFP.

**7. Will the organization include the budget for logistics for the staffs mentioned in the ToR ?**

Answer: It is the organization to decide the cost requirement to deliver the mentioned deliverables in the ToR.

**8. It is mentioned in the deliverable number 3.3 for Bohmong and Mong Circle area RFP and 2.3 in the Chakma Circle area RFP – "Provide all kinds of supports to communities in implementing livelihood development projects" but this is non-budgetary activity. Please clarify.**

Answer: The organization has to provide the supports in planning, linking with agencies that offer trainings/inputs, hiring experts etc. So, the activity remains as non-budgetary for the NGOs.

**9. It is mentioned in selection criteria that office in CHT and registered with mentioned authorities are eligible. What have you then meant by local NGOs? Are such NGOs local?**

Answer: Minimum eligibility criteria mentioned in section 'G' will be the basis for selection. Accordingly, organization with its office in CHT and registered with authorities mentioned in RFP will be eligible. Please read 'partner NGO' instead of 'Local partner NGO' mentioned in the RFP document.

**10. Will the lowest priced proposal get the award? If so, will that limit the chance of good technical proposals to be awarded?**

Answer: Lowest price is not the only consideration for awarding. However, awards will be based on the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal. It is mentioned clearly on page 6-7 of RFP.

**11. Will the bidder with NGO Bureau registration be eligible for this proposal?**

Answer: Yes, NGOs with registration from NGO Bureau will be eligible.



**12. Will bachelor degree be enough for Monitoring and Reporting Officer position, since its supervisory position's requirement is 4-yrs bachelor degree?**

Answer: Yes, minimum bachelor degree can be considered as the minimum requirement for Monitoring and Reporting Officer position.

**13. Does the bidder need to submit the documents of other organizations who will apply under a lead organization?**

Answer: It is up to the bidder to decide.

**14. What will be the number of participants for the deliverable activities # 2.8, 2.11 & 2.12 under the RFP of both Bohmong and Mong Circle?**

Answer: 30 participants for each of these activities can be calculated.

**22. What will be exact delivery figure for on activity sl. 2.2 (page 20) of Bohmong Circle?**

Answer: The figure will be 102 instead of 120102, this is a typo error.

**24. Is there any possibility to increase the timeline for submission?**

Answer: No, the timeline for submission i.e by 08/12/2014 will not be increased.



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