

**Minutes of the Pre-bid Meeting held on 11 March 2015 regarding the RFP
For
Hiring Firm for Production of a 10-minute Video Documentary for
Upazila Governance Project (UZGP)
Reference: RFP-BD-2015-001**

Members attended the meeting:

Name	Designation
Mr. Jatan Barua	Procurement Associate, UNDP Bangladesh
Mr. Md. Ziaur Rahman	Procurement Associate, UNDP Bangladesh
Mr. AtaulOsmani	Communications Officer, UZGP and UPGP
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 05-March-2015, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	How a firm can be judged minimum 7 years of experience in producing Video Documentaries/ TV Spots/ Docu-drama for national/ international/ UN and donor agencies?	Please submit copies of previous works Contract/ Purchase Order/ Work Order etc. to substantiate this criterion.
2	Please explain Team Leader, Director and Script Writer can be same person or have to be different.	The Team Learder, Director and Script Writer must be different person, can not be the same person.
3	Please let us know the name of 14 Upazilas under 7 Districts.	1) Kishoreganj Sadar and Mithamoin under Kishoreganj district; 2) Brahmanbaria Sadar and Bancharampur under Brahmanbaria district; 3) Kazipur and Ullapara under Sirajganj district; 4) Dumuria and Dacope under Khulna district; 5) Betagi and Barguna Sadar under Barguna district; 6) Jagannnathpur and Salla under Sunamganj district and 7) Pirganj and Pirgacha under Rangpur district.
4	Please confirm 4-minutes shorter version of Video Documentary would be different of 10-minutes original Video Documentary.	Yes, different.
5	Who will be the responsible for payment and other logistics during the production of 10-minute Video Documentary?	As the firm will be paid the total contract amount for the whole activities, it is firm's responsibility to bear all related costs and arrangement for producing this 10-minutes Video Documentary.

6	As per RFP Solicitation Document “the video documentary must be shot by standard professional HD camera” and “the video documentary must be produced in DV/mini DV (PAL Standard) and DVD (multi region) as master copy”.	Yes
7	If the shoot is made on HD cameras on card and not on DV/Mini DV tapes. Do you need the footage shot on DV/mini DV tapes?	Yes
8	Do you accept the production (footage captured) on HD camera using cards with master copies of the final documentary provided on DVD?	Yes

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 Production of a 10-minutes Video Documentary for UZGP

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

Date: 11 March 2015, Time: 11:00 am.

Reference: RFP-BD-2015-001

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	ZANALA Bangladesh Ltd	Name: Nafisa Tabassum Designation: Executive Client Service Signature: Nafisa Tabassum	Land Phone: Cell: 01955511340 E-mail: nafisa@zanala.com
2	ART VISION Communications	Name: Mohammad Munik Designation: Director Signature: [Signature]	Land Phone: Cell: 01711 040163, 01680-274121 E-mail: artbd.com@gmail.com
3	Rabbit Communications	Name: SAGIR MOSTAFA Designation: CEO Signature: [Signature]	Land Phone: Cell: 01711531929 E-mail: Rabbitbd@yahoo.com
4	Panorama Creators	Name: Mohiuddin Tipu Designation: Consultant Signature: [Signature]	Land Phone: Cell: 01552346287 E-mail: mohiuddintipu@gmail.com
5	Arifa Haque Center for Theatre & Research Development (CTRDR)	Name: Arifa Haque Designation: Research Analyst Signature: Arifa Haque	Land Phone: Cell: 01718810615 E-mail: pharmacy.arifa@yahoo.com
6	ALIM AL RAZI Centre for Research and Communication (CRC)	Name: ALIM AL RAZI Designation: Executive Director Signature: Alim	Land Phone: Cell: 01713114733 E-mail: ed.crcbd@gmail.com
7	Lucy Trupti Gomes Farhan Adib Media.com	Name: Farhan Adib Designation: Executive Signature: Farhan	Land Phone: Farhan@mediacombd.com Cell: 01711381364 E-mail: sobugpahar@gmail.com
8	Steps Towards Development	Name: TARUN KARMAKER Designation: Coordinator Signature: [Signature]	Land Phone: 8113275, 9118167 Cell: 01712027004 E-mail: tarunkarmaker2012@gmail.com
9	Procharon Advertising	Name: Muhammad Asif Mostafa Designation: Executive Signature: Asif M.	Land Phone: 8899532 Cell: 01822999936 E-mail: asif.procharon@gmail.com
10	Syed Ashiqueul Haque Executive Director IVDC	Name: Syed Ashiqueul Haque Designation: ED Signature: [Signature]	Land Phone: Cell: 01711434798 E-mail: ivdc-dhaka@hotmail.com
11	Bangla Telefilm	Name: AVIJIT BIN ANAM Designation: Assistant Manager Signature: Avijit Anam	Land Phone: Cell: 01929996356 E-mail: avijit@banglacommunications.com

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
12	Sohel Shishin Green Frame	Name: Sohul Shishin Designation Ass- Dinection Signature: asshishin	Land Phone: Cell: 01618-475271 E-mail: Sohul Shishin@yahoo.com
13	G Recs Frame esbip90b1933@gmail.com	Name: ABUSUBHAN B. PEOB Designation enclivcar m p Signature: SUBHAN	Land Phone: 028817672(R) Cell: 01715697071 E-mail: gnb0@greecframe.com
14	Venus Telebilm	Name: Md. Mostabizar Designation proprietor Signature: MDP	Land Phone: 8114732 Cell: 01711-958647 E-mail: Venustelebilm.dhaka@gmail.com
15	CLAPSTICK media communication ltd.	Name: MEHERA MASUD TOMAL Designation Executive DIRECTOR Signature: Mehera	Land Phone: 910 3008 Cell: 01938877585 E-mail: clapstickmc@gmail.com
16	Visual communication Ltd.	Name: Kamruzzaman Jony Designation Executive Signature: Kamruzzaman	Land Phone: 02-9862141 Cell: 01674-792301 E-mail: Kzaman@viscombd.com, info@viscom.com
17	Anupam Das DRIK.	Name: Anupam Das Designation Head of Audio visual Signature: Anupam	Land Phone: Cell: 01720121416 E-mail: anupam@drick.net
18	IMAGE VISION	Name: MR MOSFIQUE RPHMAN Designation GENERAL MANAGER Signature: MR	Land Phone: 028331742 Cell: 01012768287 E-mail: imagevision01@gmail.com
19	AIMS Bangladesh	Name: Melicha Khan Designation Communication off. Signature: Melicha	Land Phone: Cell: 01727738738 E-mail: aimsbangladesh@gmail.com
20	Aims Bangladesh	Name: Taluk Ahmed Designation producer Signature: Taluk	Land Phone: Cell: 01757121475 E-mail: aimsbangladesh@gmail.com
21	Arani Advertising Ltd.	Name: S. M. Fahad Nadim Designation Executive Officer Signature: Fahad	Land Phone: Cell: 01793710334 E-mail: info@araniad.com
22	Murshida ANCOM Dhammondhi	Name: Mursalin Ahmed Designation Team Member Signature: Murshida	Land Phone: Cell: 01711339589 E-mail: ancom@bol-online.com
23	Mr. Mahbubur Rahman Prokinti Media & Communication	Name: Mr. Mahbubur Designation Manager Signature: Prokinti	Land Phone: 0175599 951517 Cell: 01673909010 E-mail: prokinti@yahoo.com
24	Pareez Rabbey Media-Mix Ltd Ltd	Name: Pareez Rabbey Designation Graphic Designer Signature: Pareez	Land Phone: Cell: 01611555657 E-mail: Pareez.rabbey@gmail.com
25		Name:	Land Phone:

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
	VISUAL COMMUNICATION LTD.	Designation Asst. Manager Signature: <i>H. S. Hina</i>	Cell: 0176469000 E-mail: jishan@viscombd.com
26	Rudra Production	Name: <i>Toha Fanoque</i> Designation Signature: <i>Omri 2025</i>	Land Phone: Cell: 01857849486 E-mail: <i>dhiring cheps@gmail.com</i>
27	Arani Advertising Ltd.	Name: <i>Alit Hassan</i> Designation <i>Manager</i> Signature: <i>Alit</i>	Land Phone: Cell: 01797319674 E-mail: <i>alit@araniad.com</i>
28		Name: Designation Signature:	Land Phone: Cell: E-mail:
29		Name: Designation Signature:	Land Phone: Cell: E-mail:
30		Name: Designation Signature:	Land Phone: Cell: E-mail: