

**Minutes of the Pre-bid Meeting held on 13 May 2015 regarding the RFP
For
Hiring Firm for conducting Citizen Perception Survey on Services Delivery and
Institutional Efficiency of Upazila Parishad (UZP) and Union Parishad (UP)
Reference: RFP-BD-2015-008**

Members attended the meeting:

Name	Designation
Mr. Jatan Barua	Procurement Associate, UNDP Bangladesh
Mr. Md. Ziaur Rahman	Procurement Associate, UNDP Bangladesh
Mr. Md. Habebur Rahman	Research Officer, UZGP & UPGP, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 06-May-2015, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	Is it possible to submit proposal in Consortium (Joint Venture) with any other organization?	Yes. But must be substantiated by the legal documents and UNDP will be contracted with lead firm.
2	Is it possible to make a payment after the finalization of questionnaire?	No, it would not be possible. 10% after submission of Inception Report, 50% after draft report and 40% after final report?
3	What would be the control area of the study?	7 districts, Kishoregonj, Brahmanbaria, Sunamgonj, Sirajgonj, Khulna, Barguna and Rangpur, are considered as Project area ('H' of the ToR). Control area would be the Union Parishads and Upazila Parishads from other districts. Please see, 2.1 of 'G' of the ToR.
4	How do we select Control Upazila and Union Parishad?	Control Upazila and Union will have to similarity on socio-economic conditions with Project Upazila and Union. BBS reports/ census data or other reports will be helpful in this regards.
5	What about the sample size of Control and Project Areas?	Total 3000 Households will be surveyed, while 50% from project area and 50% from control area.
6	For data collection, can we use web based GIS data collection system?	Yes, it can be done. However, it should be clearly mentioned in the proposal.
7	Is it mandatory the age of Supervisor and Data Collectors will not be more than 35 years?	The minimum age of Supervisor and Data Collectors could be 40 instead of 35 years (page 24 of RFP document).
8	Is it possible to reconsider the educational qualification of Team Member-1 (page 6, 10 & 27 of RFP document)?	Revised educational qualification of Team Member-1: The Team Member-1 must have Masters degree in Social Science with minimum 5 years of progressive experience having worked on research, assessments, reviews and evaluations focusing local governance. Any international experience will be value addition.
9	Could the education qualification of Team Member-2 be Social Science instead of Statistics?	No, it will not be possible. One of the members should be Statistics background.

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.

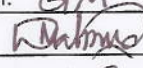
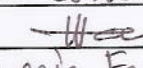
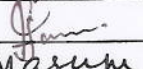
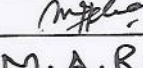
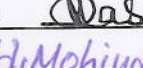
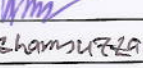
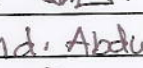
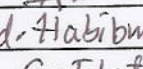
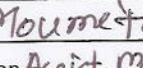
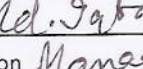
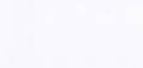
**RFP for Conducting Citizen Perception Survey on Services Delivery and Institutional Efficiency of
Upazila Parishad and Union Parishad**

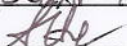
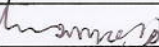
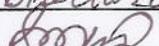
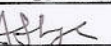
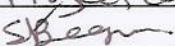
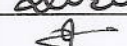
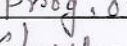
Venue: Procurement Conference Room, Level-12, UNDP, IDB Bhaban

Date: 13 May 2015, Time: 11:00 am.

Reference: RFP-BD-2015-008

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	SRG BANGLADESH Ltd.	Name: WALED MAHMUD Designation: GM Signature: 	Land Phone: 9871692 Cell: 0174413334 E-mail: waled@srgb.org
2	Uni-Consult. chitago@yahoo.com	Name: Nil Ratan Das Designation: Consultant Signature: 	Land Phone: 9261951 Cell: 01712-716276 E-mail: tuli-nus@yahoo.com
3	URP Discipline, Khulna University	Name: Faazila Farzana Designation: Asso. Professor Signature: 	Land Phone: Cell: 01913525249 E-mail: tuli-nus@yahoo.com
4	Verulam Associates Bangladesh Ltd.	Name: Masum Khan Designation: Manager-Finance Signature: 	Land Phone: 8835570 Cell: 01928938410 E-mail: masum.khan71@verulambangladesh.org
5	1)	Name: M.A. RASHID Designation: Sr. Consultant Signature: 	Land Phone: Cell: 01715-225215 E-mail: MA.Rashid@verulambangladesh.org
6	Development Consult and Global Compliance initiative	Name: Md. Mohiuddin Designation: ED Signature: 	Land Phone: Cell: 01720167948 E-mail: mohiuddin.degi@gmail.com
7	Global Research & Marketing (GRM)	Name: Shamsur Rahman Designation: Executive Signature: 	Land Phone: Cell: 01855933626 E-mail: tauhid@grm-bd.com
8	IRG Development Services Ltd	Name: Md. Abdul Latif Designation: Program Manager Signature: 	Land Phone: 9614396 Cell: 01715088878 E-mail: suter@irgdsL.com
9	Eusuf and Associates	Name: Md. Habibur Rahman Designation: Sr. Elect. Engr. Signature: 	Land Phone: 02-8832149 Cell: 01198000177 E-mail: eusuf123@yahoo.com
10	BISR Consultants Ltd.	Name: Moumita Patel Designation: Asst. Manager (Appt) Signature: 	Land Phone: Cell: 01735881088 E-mail: moumita881@gmail.com
11	50	Name: Md. Iqbal Kabir Designation: Manager (CEO) Signature: 	Land Phone: 8100638 Cell: 01858585180 E-mail: iqbalkabir3146@yahoo.com

S/L	Name of the Firm	Details of Representative of the firms	Contact details
12	ORG-QUEST RESEARCH LTD	Name: IQBAL AHMED Designation SR. OPERATION EXPERT Signature: 	Land Phone: Cell: 01712039071 E-mail: lqbal.orgquest@gmail.com
13		Name: SAJID AMIT Designation RESEARCH DIRECTOR Signature: 	Land Phone: Cell: 01795840887 E-mail: sh2367@cea.columbia.edu
14	mPower Social Enterprises Ltd.	Name: Falguni Reza Designation Research Asso Signature: 	Land Phone: Cell: 01760417267 E-mail: falguni@mpower-social.com
15	DECEL.	Name: Dil Afroz Designation Coordinator, DECEL Signature: 	Land Phone: Cell: 01715112903 E-mail: afroz.dil346@gmail.com
16	CBSG	Name: Md Farid Ahammed Designation Ass. Program Officer Signature: 	Land Phone: Cell: 01826647100 E-mail: farid-bawa@farid-bawa@yahoo.com
17	READ	Name: Shahmin Akter Designation Deputy Director Signature: 	Land Phone: Cell: 01718832654 E-mail: read-shahmin2007@yahoo.com
18	READ	Name: Nasir Uddin Designation Additional Director Signature: 	Land Phone: 9116490 Cell: 01714022715 E-mail: read@bdcom.net
19		Name: Shah Jamal Designation Director Operations Signature: 	Land Phone: 9102989 Cell: 01818531455 E-mail: shah.jamal@matrix-bds.com
20	BANGLADESH ENTERPRISE INSTITUTE	Name: Ashaye Sherif Designation Rsrch. Associate Signature: 	Land Phone: Cell: 01681676520 E-mail: 956802593@gmail.com
21	S.N. Associates	Name: Selina Begum Designation Project coordinator Signature: 	Land Phone: Cell: 01711592229, 01817086700 E-mail: gws@bangla.net
22	M.A. Kabir PLDS	Name: M. AKABIR Designation Director Signature: 	Land Phone: Cell: 01911502732 E-mail: amanta.sagar@gmail.com
23	PLDS	Name: NAJAM Designation Director Signature: 	Land Phone: Cell: 018438617602 E-mail: najam.rahman281@gmail.com
24		Name: Shammie Shamsunnahar Designation Prog. officer Signature: 	Land Phone: Cell: 01854296043 E-mail: shammie@cbssg-bd.org
25		Name:	Land Phone:

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
		Designation	Cell:
		Signature:	E-mail:
26	Nielsen BD	Name: Sharmin Jahan Pallabi	Land Phone:
		Designation: Research Manager	Cell: 01845- 88 90 63
		Signature: <i>[Signature]</i>	E-mail: sharmin.jahan@nielsen.com
27		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
28		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
29		Name:	Land Phone:
		Designation	Cell:
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30		Name:	Land Phone:
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