

**Minutes of the Pre-bid Meeting held on 14 May 2015 regarding the RFP
For
Hiring Firm to deliver standard IT skills training and build capacity to secure
employment in the outsourcing market place
Reference: RFP-BD-2015-009**

Members attended the meeting:

Name	Designation
Mr. Jatan Barua	Procurement Associate, UNDP Bangladesh
Mr. Mostaq Ahmed	Procurement Assistant, UNDP Bangladesh
Ms. Shamsun Nahar Airin	Procurement Assistant, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 07-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 re-arrange the Schedule of Payment (Page 5 & 24 of RFP document)?	Negative
3	Is it possible to extend the submission deadline of proposals?	Yes. The extended submission date is 31 May 2015 by 04:30 pm (local time).
4	No information given on the education level or quality of the '240 pre-selected participants' (Page 3 & 22 of RFP document). How these candidates will be selected, on what criteria and education level? This information will great influence how the training program will be designed thus the cost as well.	Minimum class ten level education Primary selection of 240 participants will be done by the community leaders and then company/farm will select 40 participants on face to face interview.
5	'Successful completion measure' - Earning at least 75\$/Month. Not clear if it is for each candidate or average. Should be noted, not all can work on the same rate and it takes more than 6 months (depending on the candidate capacity) how one's skill to reach certain level.	It is average

6	<p>Firm Eligibility page 6, 9, 24 & 25; Point 3 & 5 of page 6:</p> <p>Firms experience on on-line marketplace is impractical. Firm should establish that they capable of conducting any IT based training and have the necessary infrastructure and logistics.</p> <p>As long as the firm is experience in conducting training and the experience of online market place should rest on the trainers.</p>	<p>Training experience of IT as well as the experience on on-line market place is equally important to us. Our ultimate goal is making aspirant capable to play on on-line market place and earn. Only providing training is not an approach of achieving that because first entry in on-line market place needs hands on support.</p> <p>So both experiences need to be demonstrated.</p>
7	<p>Key Personnel Eligibility page 6, 9 & 25; Point 8 of page 6:</p> <p>Could you re-consider the qualification and length of experience of Lead Trainer?</p>	<p>Since it is a challenging avenue for the slum aspirant and the mentors so we like to be engaged more experienced and professional firm/company considering the future potentiality.</p>
8	<p>1) Page 21 of RFP document: D. Scope of Work: How near the Company/Firm should be located to be considered in the Korail slum proximity?</p> <p>2) Page 23 of RFP document: F. Activities: Can traveling arrangement be considered for the purpose?</p>	<p>It is the advantage of any company/firm if it has that facilities or would like to establish that nearby Korail. It would provide scope to UPPR's aspirant from Korail to be closely connected and get facility from there.</p> <p>For whom? Trainees? Answer is negative. UPPR will not provide any extra cost for their travelling. All cost of the participants will be met as compensation which is BDT 2000.00/per month.</p>
9	<p>What would be the time duration of each training session?</p>	<p>We accept the class duration at least 4 hours each day but it depends on the company/firm and their technique of delivery that ultimately help to reach the goal.</p>
10	<p>What would the percentage of time we have to spend on English Language Training and IT skill enhancement training?</p>	<p>First assessment that will create the baseline of the trainees will actually guide the allocation of time. Firm/company will split the whole duration considering its necessity.</p>
11	<p>Please specify the required number of Trainers:</p> <ul style="list-style-type: none"> • Lead Trainer 1 and 3 supporting trainers for both English and IT Skills Training or 2 Lead Trainer & 6 other team members. • Please specify the qualification of English Language Trainers. 	<p>One lead trainer and 3 supporting trainer that is very clearly mentioned in the document.</p> <p>Qualification of the English Language Trainers will be the based on the company standard who can serve the purpose.</p>

12	<p><u>Venue:</u></p> <ul style="list-style-type: none"> • Does supplier has to develop its own venue near Korail? • Is there any constraint regarding PC/Laptop support for each individual participant. Is it 1: 1 or 1: 5? • In what extent UNDP agrees to setup Lab facilities at Korail ? • Supplier who already has their own lab facility available near Korail, will they get any advantages? • Can we provide this training at our own venue/IT Lab (anywhere in Dhaka)? 	<p>Yes</p> <p>Firm/company knows better the proportion of participants and PC/Laptop that works better for achieving such higher level of objective.</p> <p>The question is not clear.</p> <p>Negative. If anyone has already that facility may be the lowest bidder.</p> <p>We prefer to have training at Korail due to the easy access of the Korail aspirants.</p>
13	Is this project designed and developed for only one batch (40 Participants)?	Yes. Upon successful it could replicate.

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 Standart IT Skills Training and build capacity to secure employment in the outsourcing market place

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

Date: 14 May 2015, Time: 11:00 am.

Reference: RFP-BD-2015-009

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
1	SYGENUS	Name: ABDULLAH JABIR. Designation: ADVISOR. Signature: 	Land Phone: Cell: 01730066313. E-mail: abdullah.jabir@gmail.com.
2	King IT Ltd	Name: Shariful Islam Designation: MD. Signature: 	Land Phone: Cell: 01791233006 E-mail: info@kingitbd.com
3	Star Computer Systems Ltd.	Name: Sharif Md. Faisal Designation: System Admin Signature: 	Land Phone: Cell: 01711341980 E-mail: smfaisal@stargroup-bd.com
4	Sustainable Development For Vulnerable people? 12 Bangladesh	Name: MIAH FERIZ Designation: CEO Signature: 	Land Phone: 7501295 Cell: 01715455080 E-mail: miahferiz@gmail.com
5	Sustainable development	Name: Gulabuddin Designation: Co-ordinator Signature: 	Land Phone: Cell: 01625452243 E-mail: Abdulbasit6d@gmail.com
6	Asaduzzaman BASE Ltd.	Name: Asaduzzaman Designation: Train Coordinator Signature: 	Land Phone: Cell: 01218285922 E-mail: asad@base1td.com
7	Shafayat Jamil LEADS Corporation	Name: Shafayat Jamil Designation: Asst. Manager Core Signature: 	Land Phone: 01817143523 Cell: abu.syed@leadstech-bd.com E-mail: abu.syed@leadstech-bd.com
8	IPSITA COMPUTERS PTE LTD	Name: ABDULAH ALAM Designation: Course Coordinator Signature: 	Land Phone: shafayat.jamil@leadstech-bd.com Cell: 01711388069-01817143528 E-mail:
9	IPSITA COMPUTERS PTE LTD	Name: ABDULAH ALAM Designation: Course Coordinator Signature: 	Land Phone: 9662522 Cell: 01711-322945 E-mail: info@ipsitasoft.com
10	Euro Bangla IT	Name: Md. Mawik Designation: Business Manager Signature: 	Land Phone: 01928910810 Cell: E-mail: mawik@eurobangla.com
11	Soft Linkz	Name: Mr. Zed Khan Designation: Manager IT Signature: 	Land Phone: Cell: 01799-869957 E-mail: zed@softlinkzbd.com

S/L	Name of the Firm	Details of Representative of the firms	Contact details
12	Mubin limited	Name: Md. Mostafizur Rahman Designation: Director Signature: [Signature]	Land Phone: Cell: 01777238793 E-mail: mmraju93@gmail.com
13	SOLAR WORLD	Name: MD NEAMUL HUQUE Designation: DIRECTOR Signature: [Signature]	Land Phone: Cell: 01678143943 E-mail: solarworldau@gmail.com
14	EY	Name: KAMLESH VYAS Designation: DIRECTOR Signature: [Signature]	Land Phone: Cell: 01706 270941 E-mail: KAMLESH.VYAS@IN.EY.COM
15	CONSULTANT HOUSE	Name: MR J MEHEDI Designation: CEO Signature: [Signature]	Land Phone: 02 9110384 Cell: 01933191919 E-mail: CONSULTANTHOUSE@OUTLOOK.COM
16	Techfocus	Name: Asfug Designation: CMO Signature: [Signature]	Land Phone: Cell: 01922777888 E-mail: asfug@techfocus1st.com
17	Digicon Technologies	Name: Nafees Mohamud Designation: Business Development Signature: [Signature]	Land Phone: Cell: 01678665044 E-mail: nafees.muhammad@digicenttechno-logics.com
18	IBCS-PRIMAX Software (Bangladesh) Ltd.	Name: Md Abdul Hadi Designation: Sr. Executive Signature: [Signature]	Land Phone: Cell: 01713397582 E-mail: hadi@ibcs-primax.com
19	Wahid IB Corporation	Name: Wahid Designation: Business Development Manager Signature: [Signature]	Land Phone: Cell: 01719390400 E-mail: zaman@ibcsbd.com
20	NGen IT	Name: Adan Mahmud Designation: NGenIT Signature: [Signature]	Land Phone: 9110348 Cell: 01841424204 E-mail: ngenit@gmail
21	BDJOBS.COM LTD.	Name: MOHAMMAD ASAD BIN YOUSUF Designation: ASST. MANAGER Signature: MD. A.B. Jaf	Land Phone: 9 Cell: 018194433 E-mail: asad@bdjobs.com
22	BDJOBS.COM LTD	Name: Mashur Rahman Designation: Trainer Signature: [Signature]	Land Phone: — Cell: 01918-521602 E-mail: mashurmonty@gmail.com
23	MUBIN LTD.	Name: PAVEL Designation: DIRECTOR Signature: [Signature]	Land Phone: 01777738777 Cell: 11 E-mail: Pavel18s@gmail.com
24	LEADS Technology Ltd.	Name: ABU SYED Designation: Asst. Manager Signature: [Signature]	Land Phone: Cell: 01811-486489 E-mail: abu.syed@leadstech-bd.com
25		Name: _____ Designation: _____ Signature: _____	Land Phone: _____