

Minutes of the Pre-Proposal Conference

**RFP for Conducting a Study on “The Present Status, Performance, Barriers and Prospects of Hybrid Hoffman Kilns (HHK) in Bangladesh as an Energy Efficient Brick Making Technology”
(RFP-BD-2015-007)**

Date: 17 May 2015

Venue: UNDP Village Well, 19 Floor, IDB Building

Time: 11.00 AM to 12.30PM

Members attended the meeting:

SL.	Name	Designation
1	Mr. Jasim Uddin Ferdous	Team Leader a. i., Green Brick Initiative
2	Mr. Md. Amanullah Bin Mahmood	Monitoring Officer, Green Brick Initiative
3	Mr. Md. Ziaur Rahman	Procurement Officer, UNDP Bangladesh
4	Mostaq Ahmed	Procurement Officer, UNDP Bangladesh
9	Participants from different organizations	List of participants Attached

The meeting initiated with the introduction session by Mr. Mostaq Ahmed then it was taken over by Mr. Jasim Uddin Ferdous, who briefed about the expectation from this Assignment. The floor was then open to representatives of the different firms to raise their questions and queries related to the Assignment and the solicitation process:

Please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	The bid requirement (eligibility of Firm) has specified that, “Minimum 10 (Ten) years of experience to conduct nation-wide study/research for the government/autonomous bodies/development agencies” Can this criteria be reassessed, and minimized to less than 10 years?	Yes, the eligibility criteria for the minimum overall experience of the Firm has been modified as: Minimum 08 (Eight) years of experience to conduct nation-wide study/research for the government/autonomous bodies/development agencies;
2	Can International organizations bid for this tender or is the invitation restricted nationally?	Any International Firm intending to participate in this bidding process must have a local presence in Bangladesh.
3	Does the registration required to form a joint venture consortium?	The consortium may be formed through an Agreement that must have legal acceptance under the existing Law of Bangladesh. The Lead firm must meet all the eligibility criteria's given in the RFP
4	There are no prescribed forms for CVs. Do we have the option to use any standard FORMS? Please confirm	There is no prescribed form/ template for CVs and PDS. Any standard forms / templates can be used. The signed CV with a statement of commitment to work in the assignment must be submitted

****Note: Above Clarifications in response to queries raised during the pre-proposal conference shall be an integral part of the RFP document and supersede the all provisions as applicable.**

RFP for Conducting a Study on "The present Status, Performance, Barriers and prospect of HHK in Bangladesh as an Energy Efficient Brick Making Technology"

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

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

Reference: RFP-BD-2015-007

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	Innovative Research & Consultancy Ltd	Name: ASIFUDDIN KHAN Designation: Panel Consultant Signature: <i>asif</i>	Land Phone: Cell: 01760501519 E-mail: kharasriddin23@gmail.com
2	Innovative Research & Consultancy Ltd IRC	Name: Abu Saleh Md. Faruk Designation: Head of Business Dev Signature: <i>Shir</i>	Land Phone: 9873037 Cell: 01731-214436 E-mail: manika@ircbd.com.bd
3	HV Associates Ltd.	Name: ABM Taibul Bari Designation: Managing Director Signature: <i>ABM</i>	Land Phone: 9872967 Cell: 01715390457 E-mail: hvalbd@yahoo.com
4	HV Associates Ltd & HERE	Name: SHAMIM HASAN Designation: CONSULTANT Signature: <i>Shamim</i>	Land Phone: 02 9125135 Cell: 01716165183 E-mail: Shamimhasan526@gmail.com
5	EDS - BD	Name: ASHRAFUL ALUM Designation: Country Coordinator Signature: <i>af</i>	Land Phone: 9611397 Cell: 01711527685 E-mail: ashraful@edsglobal.com
6	Mentor's Ville	Name: Nujhat Kawsari Designation: IE Associate Signature: <i>Nujhat</i>	Land Phone: Cell: 01520080745 E-mail: nujhat@mentorsville.biz
7	Mentor's Ville	Name: KHAIRUN NAHAR Designation: Managing Director Signature: <i>Khairun Nahar</i>	Land Phone: Cell: 01970222619 E-mail: khairun.nahar@mentorsville.biz
8	Enviro Consultants H of CECU	Name: J. C. Saha Designation: MD Signature: <i>JCS</i>	Land Phone: 8141439 Cell: 01713117822 E-mail: jcsaha@outlook.com
9	Nielsen BD.	Name: Anouchka Imam Huda Designation: Executive, SR Signature: <i>Anouchka</i>	Land Phone: Cell: 01717712221 E-mail: anouchka.huda@nielsen.com
10	Rushad mXplore, mFocus & Social	Name: Rushad Farid Designation: Head of Research Signature: <i>Rushad</i>	Land Phone: Cell: 01714112783 E-mail: rushad.14@gmail.com
11	Global Research & Marketing (GRM)	Name: Md. Tahsin Abu Designation: Executive Signature: <i>Tahsin</i>	Land Phone: +88 029022564 Cell: 01672 450 282 E-mail: tahsin@grm-bd.com

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
12	Bangladesh Centre for Advanced Studies (BCAS)	Name: MD. Imrul Hossain	Land Phone: 8818124-7
		Designation: Senior Research Officer	Cell: 01712184355
		Signature:	E-mail:
13		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
14		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
15		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
16		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
17		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
18		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
19		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
20		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
21		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
22		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
23		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
24		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail:
25		Name:	Land Phone:
		Designation	Cell:
		Signature:	E-mail: