

**Minutes of the Pre-bid Meeting held on 18 May 2015 regarding the RFP
For
Hiring Firm for Impact Assessment of the training on the Right to Information (RTI) and
Developing Capacity development plan to implement RTI Act, 2009.
Reference: RFP-BD-2015-010**

Members attended the meeting:

Name	Designation
Mr. Jatan Barua	Procurement Associate, UNDP Bangladesh
Ms. Mariam Akther Rikta	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 11-May-2015, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response																																								
1	What is the maximum page limit for profile of the firm (page 5 & 25 of RFP document)?	The profile of the firm should be maximum 15 pages.																																								
2	Is it possible to extend the Bid?	Yes. The new deadline for submission of Bid is on or before 4.30 PM (Bangladesh Time), Thursday, 28 May 2015 instead of Tuesday, 19 May 2015.																																								
3	How many upazila will be covered under this study (Geographical coverage; page 21 of RFP document)?	<p>A total 10 (ten) UZPs will be covered by the study. Sample of 7 (seven) UZPs from the below and another 3 (three) UZPs from different district will be covered by the study.</p> <p>Table- 1 : RTI Trainings held during 2013-14</p> <table><tr><th>#</th><th>Division</th><th>Selected District</th><th>Selected Upazila</th><th>Total UZP</th></tr><tr><td></td><td>Dhaka</td><td>Kishoreganj</td><td>Kishoregonj Sadar, Mithamoin, Tarail, Nikli, Pakundia, Kuliachar, Itna, Katiadi, Bhairab, Karimgonj, Austagram, , Bajitpur, , Hossainpur</td><td>13</td></tr><tr><td>2.</td><td>Chittagong</td><td>Brahmanbaria</td><td>Ashuganj, Nisirnagar, Sarail, Akhaura, Bijoynagar Bancharampur, B. Baria Sadar, Kasba, Nabinagar,</td><td>09</td></tr><tr><td>3.</td><td>Rajshahi</td><td>Sirajganj</td><td>Tarash, Ullapara, Serajgonj Sadar, Shahzadpur, Raiganj, Kazipu, Chauhali, Belkuchi, Kamarkh.</td><td>09</td></tr><tr><td>4.</td><td>Rangpur</td><td>Rangpur</td><td>Rangpur Sadar, Taragonj , Pirgonj, Gongachara, Bodargonj, Kaunia, Pirgacha, Mithapukur</td><td>08</td></tr><tr><td>5.</td><td>Sylhet</td><td>Sunamganj</td><td>Tahirpur, South Sunamgonj ,Sunamgonj Sadar, Jagannatpur Doarabazar, Chatak, Sulla, Derai, Bishwamvarpur, Dharmapasha, Jamalgonj</td><td>11</td></tr><tr><td>6.</td><td>Khulna</td><td>Khulna</td><td>Dacope, Batiaghata, Dighalia, Dumuria, Fultala, Koira, Paikgacha, Terokhada, Rupsha.</td><td>09</td></tr><tr><td>7.</td><td>Barisal</td><td>Barguna</td><td>Bamna, Betagi, Patharghata, Amtoli, Taltoli, Barguna Sadar.</td><td>06</td></tr></table>	#	Division	Selected District	Selected Upazila	Total UZP		Dhaka	Kishoreganj	Kishoregonj Sadar, Mithamoin, Tarail, Nikli, Pakundia, Kuliachar, Itna, Katiadi, Bhairab, Karimgonj, Austagram, , Bajitpur, , Hossainpur	13	2.	Chittagong	Brahmanbaria	Ashuganj, Nisirnagar, Sarail, Akhaura, Bijoynagar Bancharampur, B. Baria Sadar, Kasba, Nabinagar,	09	3.	Rajshahi	Sirajganj	Tarash, Ullapara, Serajgonj Sadar, Shahzadpur, Raiganj, Kazipu, Chauhali, Belkuchi, Kamarkh.	09	4.	Rangpur	Rangpur	Rangpur Sadar, Taragonj , Pirgonj, Gongachara, Bodargonj, Kaunia, Pirgacha, Mithapukur	08	5.	Sylhet	Sunamganj	Tahirpur, South Sunamgonj ,Sunamgonj Sadar, Jagannatpur Doarabazar, Chatak, Sulla, Derai, Bishwamvarpur, Dharmapasha, Jamalgonj	11	6.	Khulna	Khulna	Dacope, Batiaghata, Dighalia, Dumuria, Fultala, Koira, Paikgacha, Terokhada, Rupsha.	09	7.	Barisal	Barguna	Bamna, Betagi, Patharghata, Amtoli, Taltoli, Barguna Sadar.	06
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4	How to submit the final study report with capacity Development plan (page 23 of RFP document under Final product/services sl. No. 5)?	Final study report with Capacity development Plan to be submitted – Hard & soft copy in MS Word.																																								

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 Hiring Firm for Impact Assessment of the training on the Right to Information (RTI) and Developing Capacity development plan to implement RTI Act, 2009.

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

Date: 18 May 2015, Time: 11:00 am.

Reference: RFP-BD-2015-010

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	ECademy	Name: Md. Sadek Hossain Designation: Sr. Account Manager Signature: [Signature]	Land Phone: Cell: 01777758857 E-mail: sadek.hossain@ecademy.com.bd
2	PMID	Name: Rafiqul Islam Khan Designation: Managing partner Signature: [Signature]	Land Phone: Cell: 01711731216 E-mail: pmidbd@yahoo.com
3	University of Dhaka Dept. of Anthropology	Name: Hasina Begum Designation: M. Phil Researcher Signature: Hasina Begum	Land Phone: Cell: 01717-299257 E-mail: hasina83sust@gmail.com
4	ICADEMY	Name: MONIR AHMED Designation: GM Signature: Monir Ahmed	Land Phone: Cell: 01777758858 E-mail: M.AHMED@ECADemy.COM.BD
5	SRS	Name: Zaman Designation: Programmer Signature: Zaman	Land Phone: 58951607 Cell: 01552320384 E-mail: zaman.srs@gmail.com
6	Keystone Business Support	Name: MARHA TASHIN Designation: ASSOCIATE Signature: [Signature]	Land Phone: Cell: 01777-644667 E-mail: tashin.marin@gmail.com
7	SR Bangladesh Ltd	Name: MUFTI MD ISHAQ Designation: Asst. Manager Signature: [Signature]	Land Phone: Cell: 01711637157 E-mail: mufti.ishaque@gmail.com
8		Name: Designation: Signature:	Land Phone: Cell: E-mail:
9		Name: Designation: Signature:	Land Phone: Cell: E-mail:
10		Name: Designation: Signature:	Land Phone: Cell: E-mail:
11		Name: Designation: Signature:	Land Phone: Cell: E-mail: