

**Minutes of the Pre-bid Meeting held on 2 June 2015 regarding the RFP
For
Production of Result Based Documentary on Human Rights Issues on Bangladesh National
Human Rights Commission Capacity Development Project (BNHRC-CDP)
Reference: RFP-BD-2015-016**

Members attended the meeting:

Name	Designation
Mr. Jatan Barua	Procurement Associate, UNDP Bangladesh
Ms. Mariam Akther Rikta	Procurement Associate, UNDP Bangladesh
Mr. Khan Md. Robiul Alam	Advocacy & Communication Analyst, UNHRC-UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 28-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 length/duration of the documentary?	The duration of the documentary is 7 to 10 minutes.
2	Do VAT and Tax deduct from contract amount?	No. Please exclude the 3 rd term of the RFP page no 23 as it is already mentioned in the RFP document page 4.
3	Does winning bidder work with UZGP team (page 23 of RFP document under Technical proposal)?	No. It should be BNHRC CDP instead of UZGP. It was typo.
4	How many DV 4 copies are required (page 21 of RFP document under information regarding production of video & deliverables sl. No. 8)?	It should be 300 instead of 350.
5	What does five stories mean?	It will be an individual success story of NHRC. The number will be maximum five.
6	Shall we use another data to show change result?	Yes, infographic may be used to show the results.
7	Shall we do any field test?	No
8	Where is the Shooting location?	Two will be in Dhaka and three will be outside of Dhaka
9	What is the Printing color of DVD?	As briefer, we will insert four colour printing paper inside the DVC with text and photo

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 Result Based Documentary on Human Rights Issues on Bangladesh National Human Rights Commission Capacity Development Project (BNHRC-CDP)

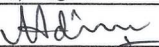
Venue: Procurement Conference Room, Level-12, UNDP, IDB Bhaban

Date: 2 June 2015, Time: 02:00 pm.

Reference: RFP-BD-2015-016

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
1	Expressions LTD	Name: Jasia Talizadeh Designation: Executive Signature: Jasia	Land Phone: Cell: 01534339304 E-mail: jasia@expressionsltd.com
2	VISUAL COMMUNICATION LTD.	Name: Sarjida Akter Designation: Executive Client Service Signature: Sarjida	Land Phone: Cell: 01614050601 E-mail: Sarjida@viscombd.com
3	Creative Media Ltd.	Name: AYON DEBNATH Designation: Senior Associate Signature: AD	Land Phone: Cell: 01829369139 E-mail: creativesbk@yahoo.com
4		Name: Salman Chohan Designation: Research Associate Signature: AE	Land Phone: Cell: 01011222505 E-mail: creativesbk@yahoo.com
5	CLAPSTICK Media Communication Ltd.	Name: CHINMOY SAMADAR Designation: Program Coordinator Signature: Chinmoy	Land Phone: +88029103008 Cell: +8801938877587 E-mail: Clapstickme@gmail.com
6	GreenFrame	Name: Abu Subhan Biswas Designation: MD Signature: Subhan	Land Phone: Cell: 01715697221 E-mail: gnta@greenframeprod.com
7	Green Frame	Name: Sohel Shishin Designation: AD Signature: Sohel	Land Phone: 0258817672 Cell: 01618-475271 E-mail: info@greenframeprod.com
8	Rabbit Communications	Name: SAGIR MOSTAFA Designation: CEO Signature: Sagir	Land Phone: 029005076 Cell: 01711531929 E-mail: rabbitbd@yahoo.com
9	Mediacom Limited.	Name: FARHAN ADIB Designation: Executive Signature: Farhan	Land Phone: Cell: 01726202002 E-mail: Farhan@mediacombd.com
10	Shanu Manik ART-VISION	Name: Shanu Manik Designation: Creative Director Signature: Shanu	Land Phone: Cell: 01711040163 E-mail: artbd.com@gmail.com
11	Wasif Grows Grey Shack	Name: Grey Shack Designation: Creative Director Signature: Wasif	Land Phone: Cell: 01701580787 E-mail: wasif@greysnack.com

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
12	Aa Arcani Advertising Ltd.	Name: S. M. Fahad Nadim	Land Phone:
		Designation: Executive Officer	Cell: 01793 710334
		Signature: 	E-mail: info@arcaniad.com
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: