

Minutes of the Pre-Proposal Conference

RFP for Campaign and Outreach to Popularize Interactive Voice Response (IVR) - 10941 (RFP-BD-2015-023)

Date: 12 July 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. Md. Abdul Quayyum	Communication Specialist, CDMP-II Project
2	Mr. Masud Khan	Disaster Risk Management (DRM) Specialist
	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. Md. Abdul Quayyum & Mr. Masud Khan, 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 during the Pre-Proposal Conference & subsequent email correspondence and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Are the duration of the TVC & RDC will be in 5-10 sec? The proposed duration is very limited to convey the required message Please clarify regarding the Duration of the TVC and RDC.	The revised duration is 15 - 20 sec for TVC & RDC.
2	What will be the airing and broadcasting schedule for both TVC & RDC? Please share the appropriate Schedule for Airing with date (to to from), Time and quantity (how many times in how many days?	Once per day, 30 days over the period of two months. Bidder should propose both off-pick and pick time rate.
3	Please confirm the duration of street drama?	Generally it should not be more than 30 minutes.
4	<ul style="list-style-type: none">- If we are considering to implement or install the communication material for the campaign then we want to raise the question again are we installing the billboard too? In that case we again suggest the size is not standard size. Standard size can be 30'X10', 30'X15', 30X20' or 40'X20'. Cost will vary if we change the size of the billboard.- If we install the billboard then how many billboard we have to install?	The answer is NO! We just need the design in standard size (30'x10') so that we can print and install when required.
5	What will be the type of the video for AV show either documentary / docudrama / Fiction / Nonfiction? Please share the brief specification for the AV show	For AV show, we don't need any other video but the documentary we proposed as one of the deliverables will be projected before or after the street drama. Methodology of making that video documentary is therefore important here.
6	Please confirm the size & paper quality of the Poster. Is it 20 in x 30 in?	20"x30". 80 GSM Offset Poster paper

****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.**

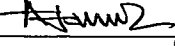

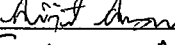
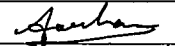
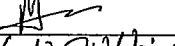
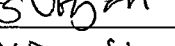
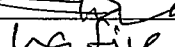
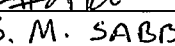
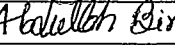

RFP for Campaign and Outreach to Popularize Interactive Voice Response (IVR) - 10941

Venue: UNDP Village Well, Level-19, IDB Bhaban, Agargaon, Dhaka

Date: 12 July 2015, Time: 11:00 am.

Reference: RFP-BD-2015-021

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	THIRD EYE communication	Name: AKHTARUZZAMAN Designation: Director, comm Signature: 	Land Phone: Cell: 01712066752 E-mail:
2	THIRD EYE communication	Name: Masruba Afrin Designation: Admin Signature: Masruba	Land Phone: Cell: 01686140528 E-mail: Upoma.Rahman@yahoo.com
3	Third Eye communication	Name: Sayed Awwad Designation: CEO Signature: 	Land Phone: Cell: 01711526390 E-mail: Sayedawwad@yahoo.com
4	Bangla Telefilm	Name: Tashima Akhter Designation: Copywriter Signature: Tashima	Land Phone: Cell: 01929996373 E-mail: tashima@banglacommunications.com
5	Bangla Telefilm	Name: AVIJIT BIN ANAN Designation: Assistant Manager Signature: 	Land Phone: Cell: 01929996356 E-mail: avijit@banglacommunications.com
6	Mediacom Limited	Name: Farhan Adib Designation: Executive, Social Signature: 	Land Phone: Cell: 01726202002 E-mail: Farhan@mediacombd.com
7	Grey Advertising Ltd.	Name: Malfuzur Rahman Designation: Director Signature: 	Land Phone: 9881689 Cell: 01713015941 E-mail: malfuzur.rahman@grey.com
8	GreenFrame for	Name: ASUSUJAN DUTTA Designation: C.O Signature: 	Land Phone: 025881672 (R) Cell: 01715697671 E-mail: joba@greenframeprod.com
9	Syed Asadique Mahmood	Name: IVDC dhaka Designation: Executive Director Signature: 	Land Phone: 01932723038 Cell: 01711434790 E-mail: ivdc-dhaka@hotmail.com
10	Dhansiri communication Ltd.	Name: Shafik Designation: Executive Signature: 	Land Phone: Cell: 01611100054 E-mail: Shafik@dhansiri.com
11	WINDMILL ADVERTISING LIMITED	Name: S. M. SABBIR Designation: Sp. Executive Signature: 	Land Phone: 09612300400 Cell: 01912091485 E-mail: SABBIR@WINDMILLBD.COM
12	WINDMILL ADVERTISING LIMITED	Name: Abulbaki Binsaid Designation: Sr. Executive Signature: 	Land Phone: - 09612300400 Cell: 01717685745 E-mail: ZUBAIR@WINDMILLBD.COM

S/L	Name of the Firm	Details of Represtative of the firms	Contact details
13	Dhansiri Communication Ltd	Name: PARVEZ CHONDHURY Designation: DGM Signature: [Signature]	Land Phone: Cell: 0191999 9971 E-mail: parvez@dhansiri.com.bd
14	PARVEZ CHONDHURY DHANSIRI	Name: Parvez Alamgir Designation: Sr. Executive, Client Service Signature: [Signature]	Land Phone: Cell: 01717 850228 E-mail: jhonny@dhansiri.com.bd
15	ZANALA BANGLADESH LTD.	Name: SUAZI MARUFUZZAMAN Designation: Associate Manager Signature: [Signature]	Land Phone: Cell: 01730334050 E-mail: maruf@zanala.com
16		Name: JABED IQBAL Designation: MANAGER Signature: [Signature]	Land Phone: Cell: 01755546458 E-mail: Jabed@Zanala.com
17		Name: Designation: Signature:	Land Phone: Cell: E-mail:
18		Name: Designation: Signature:	Land Phone: Cell: E-mail:
19		Name: Designation: Signature:	Land Phone: Cell: E-mail:
20		Name: Designation: Signature:	Land Phone: Cell: E-mail:
21		Name: Designation: Signature:	Land Phone: Cell: E-mail:
22		Name: Designation: Signature:	Land Phone: Cell: E-mail:
23		Name: Designation: Signature:	Land Phone: Cell: E-mail:
24		Name: Designation: Signature:	Land Phone: Cell: E-mail:
25		Name: Designation: Signature:	Land Phone: Cell: E-mail: