

**Minutes of the Pre-Proposal meeting held on 06-Oct-15
Regarding the RFP- Event Management-Bangladesh Development Forum (BDF) 2015**

RFP Reference: RFP-BD- RFQ-15-020

Date: 08-Oct-2014

Members attended the meeting:

Name	Designation
Md. Ziaur Rahman	Procurement Associate, UNDP
Rafique Siddique	Monitoring Specialist, Aid Effectiveness Project
Shakhawat Hossain	ICT Specialist, Aid Effectiveness Project
Md. Rezaul Karim	Admin and Finance Assistant, Aid Effectiveness Project
Bidders	

With reference to the subject RFP issued on 01-Oct-15, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is it required to include VAT and other related cost in Unit price?	Yes, VAT and other related cost must be included in unit price and these prices will be reflected in the total price.
2	Is it required to dismantle the stuffs and handed over to project focal?	All dismantled must be done by the contractor. It is also contractor's obligation to do the cleaning after completion of the event as per requirement of BICC.
3	Could you please elaborate the Technical Specification of the requirement?	Yes, the Technical Specification is elaborated and attached herewith as 'Annex-A' instead of 'Annex-1'. Hence bid submission form also transformed as 'Annex-B' instead of Annex-2'. Both Annexes, Annex-A and Annex-B attached herewith replace Annex-1 and Annex-2' in RFQ document respectively.
4	How would the payment be made?	The calculation for payment will be made at actual usage of the requirements based on unit price quoted by the bidder.
5	Could you please upload the word version of "FORM FOR SUBMITTING SUPPLIER'S QUOTATION"?	Yes, the word version of "Annex-B: FORM FOR SUBMITTING SUPPLIER'S QUOTATION" is uploaded based on request. Kindly note that any modification/deletion/insertion in 1 st 5 column in the table, shall be the reason for disqualification.

Note: Above Clarifications in response to queries raised during the Pre-bid meeting and amendments shall be an integral part of the RFQ document and supersede the all provisions as applicable.