

Pre-bid Meeting Minute: RFP for Households Survey in the 3 districts of Bandarban, Khagrachari and Rangamati in Chittagong Hill Tracts

Date: 8th July, 2012
Time: 10am-11am
Venue: IDB Bhaban, 7th floor meeting room
Participants: CHTDF, UNDP –

1. Md. Zahedul Islam, Procurement Officer
2. Jefarson Chakma, Project Office – Planning, Monitoring and Reporting
3. Julianna Hyjek, Planning, Monitoring and Reporting Officer

Interested organizations/NGOs: (the attendance registry is attached)

Agenda:

A. Brief presentation on the program by Mr. Jefarson Chakma

B. Brief presentation on the solicitation document by Mr. Zahedul Islam

C. Questions & Answer Session:

1. Can two (2) organizations submit in partnership?

Answer: There is no restriction in this regard. But in case of partnership proposal should clearly identify the lead organization and roles of each partner and the lead organization will wholly be responsible for the assignments to the CHTDF, UNDP.

2. In case 2 organizations submitted proposal in partnership how the scoring will be done?

Answer: Combined strength will be considered but focus will be given on the lead organization.

3. Is it necessary to use 59 indicators?

Answer: Yes

4. Is there any requirement to include agricultural expert in the team?

Answer: No. As agriculture component is not considered for the proposed HH Survey.

5. Shall UNDP provide any administrative/logistics support to the contracted organization in terms of security, access to different institutions etc.?

Answer: The contracted organization will be responsible for managing security of its staffs. However CHTDF, UNDP will facilitate access to different institutions where necessary as mentioned in the TOR.

6. Is there any page limit? What would be the number of copies of proposals to be submitted?

Answer: There is no page limit for the proposal. For number of copies to be submitted please refer to the solicitation document (clause 14: Sealing and Marking of Proposals).

7. Which are the indicators not covered in the TOR?

Answer: Few indicators were not covered, mainly related to health and community empowerment. Detail information will be provided to the winning bidder.

8. Is it possible to provide map of 3 districts?

Answer: Maps will be provided to the contracted organization

9. Is it possible to submit proposals in Dhaka office?

Answer: No.

10. Is it possible to provide the monitoring log frame? Which broad indicators will be covered in the baseline?

Answer: The log-frame and CHTDF Consolidated M&E framework will be provided to the winning bidder after the contract award. Similarly the indicators will also be shared later.

11. In case of proposing an international consultant how to include the budget in the financial proposal when proposal should be submitted in BDT?

Answer: For such cases bidders may use the appropriate conversion rate to convert the fee into BDT.

12. Can an international organization be a lead organization?

Answer: There is no restriction in this regard. Any qualified organization can participate as lead organization, which should be highlighted in the proposal.

13. Is there any format of the CVs to be submitted along with the proposal?

Answer: No. But all required information should be covered in the CV as mentioned in the TOR.

14. If enumerators can not be provided from the ethnic minority groups as per the requirement what will happen?

Answer: This is not a disqualification criterion but bidders will loose scores in the technical evaluation if enumerators are not hired as per requirement. To the extent possible, enumerators from ethnic minority groups should be included.

15. Is there any ceiling on administrative overhead?

Answer: There is no such ceiling and it depends on the bidder.

16. Is it necessary to do pre-testing for this survey on top of what is mentioned?

Answer: The details of the survey methodology should be decided by the company that submits the proposal. Pre-testing of survey tools is mandatory.

17. Is it necessary to submit the data by district or union?

Answer: By district it is necessary.

18. Is there any format of the technical proposal?

Answer: No

19. Is it necessary to submit the financial proposal in letter head and sign each page?

Answer: Submitting the financial proposal in letter head is required and the proposal should be signed. Bidders should submit the proposal submission form, provided with the solicitation document, along with the technical proposal.

20. Is it possible to provide list of beneficiaries?

Answer: Yes, a list of beneficiaries for CHTDF intervention area can be provided to winning bidder after the contract award.

21. Will there be any sample from the 5 non-intervening upazilas?

Answer: A sample from non-intervening upazilas should be selected, as specified in the TORs.


Notice: For household and population estimation please refer to the attached (emailed along with this meeting minute) report on Population and Household Census 2011 by Bangladesh Bureau of Statistics



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Project Officer – PMR
CHTDF, UNDP



Julianna Hyjek
PMR Officer
CHTDF, UNDP



Zahedul Islam
Procurement Officer
CHTDF, UNDP

Pre-bid Meeting Attendance Registry

Attendance Registry on
Pre-bid Meeting on RFP for Household Survey in the 3 districts of Bandarban, Khaerachari and Rangamati in CHT

Date: 8-July-12

Time: 10am

Serial	Name of the Organization/NGOs	Name of the participant	Email	Signature
1	SRP Bangladesh MUSTI MD ISHRAQUE	MUSTI MD ISHRAQUE	musti_mdi@yahoo.com	
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5	EUSUB ASSOCIATES	Binendra Lal Roy	eusub123@yahoo.com	Binendra Lal Roy
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