Minutes of the Pre-bid Meeting held on 6 March 2018 regarding the RFI

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

For

Expanding the Protected Area System to Incorporate Important Aquatic Ecosystems Project(EPASIIAEP)

Reference: RFI-BD-2018-004

Members attended the meeting:

Name	Designation
Ms. Mariam Akther Rikta	Head of Procurement, UNDP Bangladesh
Mr. Samer Kamel Abu Hawilih	Procurement Specialist, UNDP Bangladesh
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Najmul Haider	Procurement Associate, UNDP Bangladesh
Mr. Arif M Faisal	Programme Specialist - Environmental Sustainability and Energy, CCER
Mr. Rezaul Karim Chowdhury	Project Manager, DOLPHIN Project
Mr. Md. Rezaul Haque	Programme Associate, CCER Cluster
Mr. Rhitwik Roy Chowdhury	Project Assistant, DOLPHIN Project
Bidders	As per attached Attendance sheet.

With reference to the subject RFI issued on 27-Feb-2018, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	UNDP Response
1.	Is it possible to upload MS word copy of RFI questioner (Annex I) & Capacity Assessment Checklist(CACHE) for CSO/NGO (Annex II)	Both Annexes will be uploaded
2.	How NGOs will respond on banning by any other institution/governments especially if any NGO is not banned then what document will be added	In case of banned only, document(s) will be attached
3.	In CACHE (Annex II), it might have been better if the hint was given as 'please fill up as appropriate' like Annex I	It is deemed as Annex I and NGO(s) can submit response as appropriate
4.	In case of consortium, whether the individual NGO or both the NGO will submit bid	Only mother NGO will submit bid
5.	Can any NGO apply for both RFI i.e. RFI-BD-2018-003 & RFI-BD-2018-004? If yes, then whether separate individual registration required or not.	If any NGO does have the similar mandates & vision like what is mentioned in the objectives of RFI 003 & RFI 004 then that NGO may apply for both RFI. One Ngo can apply for both RFIs with one registration
6.	What will be maximum limit of any file, folder to be attached	File: max 5 MB and in case of zipped folder, the max. limit is 45 MB. Please refer to e-Tender submission guideline for further details.
7.	If any NGO wants to withdraw/cancel the submission what will be the procedure or whether it is possible or not	Once a full application is submitted it is not possible to withdraw or cancel whole application but before the submission one information can be cancelled and edited as well. For details kindly refer to e-Tender guideline and search with specific keywords for speedy solution.

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