

Minutes of the Pre-bid Meeting held on 29 August 2019 regarding the RFP

REQUEST FOR PROPOSALS

Hiring a firm to conduct Public Perception Survey - Partnership for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh (Reference: RFP-BD-2019-034)



Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Michael Von Tangen Page	Technical Specialist - Research and Survey Analysis (VIA SKYPE)
Mr. Salahuddin Dipu	Admin & Finance Assistant, PTIB
Bidders	As per attached Attendance sheet.

With reference to the subject RFP issued on 22-August-2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	As the Survey needs to be conducted through Android devices, do we need to purchase those devices and include the cost in financial proposal? What if we already have the Android devices and relevant application ready for the survey?	Specifications of the Android device should be at least: Ram: 3 GB, Rom: 32 GB, Rear camera: 8 MP (with good quality photo shooting, use of AI beautification is discouraged while taking photos), CPU: Octa-core, 1.8 GHz, GPS: A-GPS, GLONASS, (should be able to give precise location with an accuracy of 10 to 20 meters in an optimum environment), Battery: 4000mA (mobile power bank may be proposed to ensure sufficient power back-up during survey), Network: Should be capable to receive and transmit strong signal of the operators available in working districts, Display: >6 inch If the bidder already has the device and relevant application for the survey there is no need for procurement and including the costs in financial proposal. More details under Q/A no. 12.
2.	How many Data Collectors is fixed for the survey? Should we need to submit CV's for all the Data Collectors?	In our primary estimate, the project will require 5 Data collectors and 1 Data Quality Assurance Officer, all full time. Please see FORM G: FINANCIAL PROPOSAL FORM Budget Template This a minimum requirement, firm can decide based on its judgement and sample size analysis to increase the number
3.	Refer to RFP Page 24: It is mentioned that a Sample Questionnaire is given in Annex I, but there is no Annex I in RFP. Can we get the Annex I of Sample Questionnaire?	Annex 1: Sample questionnaire attached.
4.	Refer to RFP Page 25: It is mentioned that the geographic area is Teknaf, Ukhiya and Cox's Bazar Sadar. The Survey Participants should be from three groups: i) Rohingya refugee camps ii) Host community population who received benefits from UNDP projects iii) Host Community Population who are yet to receive benefit from UNDP projects. Is there any Host Community Population who has received benefits of UNDP projects in Cox's Bazar Sadar?	UNDP does not provide support to the host community in Cox's Bazar sadar. See the response to the query 7 for detail.
5.	Sample Size is mentioned as 400 for each upazila and Total 1200 in 3 upazilas. As we need to submit quarterly reports, should we survey same 1200	Each quarter same 1200 respondents

Sl.	Queries	Response
	respondents in every quarter or the respondents should be different in each quarter?	
6.	Refer to RFP Page-19: It is mentioned that File size per transmission max 45 MB. Is there any file size limitations for individual PDF file? What is the max size of ZIP format?	Any format, either PDF or ZIP should remain under 45 MB each. However, our experience with local hosting servers and internet bandwidth suggests that bidders may face latency during large file upload. Hence, bidders should use basic IT knowledge in this regard.
7.	The RFP has mentioned three types of survey respondents i.e. Rohingyas living in the refugee camps, host community population who have received benefits from UNDP projects and host community population who are yet to receive any benefit from a UNDP project (Page 25). The RFP has not provided in information on the number of host community population who have received benefit from UNDP. Should we consider them while calculating sample size?	Number of host community population receiving UNDP support: Teknaf: 44,207 Ukhiya: 18,057 Cox's Bazar sadar: 0 Camps: 0 These numbers need to be considered while calculating sample size
8.	The implementing partner will be expected to collate the data and work with the UNDP Sub-Office on undertaking a preliminary analysis of data and to assist the UNDP in presenting the data to workshops in both Dhaka and Cox's Bazar (page 27). How many workshops you are planning to conduct? Who will be responsible to bear the cost of workshops?	UNDP will bear the workshop cost. The firm will be expected to assist the UNDP in presenting the data to workshops when required.
9.	The implementing partner will work with UN GIS team (page 27 of RFP). Does it necessary to have GIS expert in the study team?	Up to judgement contractor.
10.	It is advisable not to disclose in the field that this is a UNDP survey (page 27 of RFP). The FIs will not mention the name of UNDP during the survey. However, to conduct survey in refugee camp, necessary approvals have to take from government, otherwise, they won't allow us to conduct the survey. Will UNDP help us to get access to conduct the survey in the refugee camp?	Firm is responsible to apply for government clearance; however, UNDP will assist where possible or feasible.
11.	The survey period is written as 20 months. However, in another section, it is written that the study will start in October 2019 and the payment schedule indicates that we need to finish the study by March 30, 2021. This means the total survey period is 18 months. Please clarify. Also, for first quarter, additional one month will be required to develop and finalize questionnaire, pre-test, and CAPI program development.	Agree that total duration is 18 months instead of 20. UNDP does not anticipate that each survey will last 3 months, but less than that. Period of 3 months is defined to have updated information over the year, that gives good overview on changes in perceptions. Hence UNDP does not anticipate that additional month is needed in the first quarter
12.	The budget template provides that we need to purchase 5 tabs for this study and during pre-bid session UNIDP has mentioned that after the study agency has to return the tabs to client. However, Nielsen uses its own Tab and for this we do not charge client for this. What will be the condition in that case?	As per GTC Clause 11.9 Kindly note that, the Contractor warrants and represents that the Goods delivered under the Contract are unencumbered by any third party's title or other property rights, including, but not limited to, any liens or security interests. Unless otherwise expressly provided in the Contract, title in and to the Goods shall pass from the Contractor to UNDP upon delivery of the Goods and their acceptance by UNDP in accordance with the requirements of the Contract. If firm does not procure tabs from UNDP fund, the proposal should be clearly articulating the terms or rational of such proposal and cost of such items will not be stated. However, UNDP will also review the submission in line with Clause 11.6 and 11.7 and has the discretion of

Sl.	Queries	Response
		accepting or rejecting any or al offer not conforming with UNDP assignment purpose or objective. General Terms and Condition- Link given below and uploaded with Pre-Bid Minutes as well LINK: https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf
13.	The summation of 6 payment schedules sums up to 90% of the contract value. What will the other 10% payment schedule? Since it is 2 years long study, can we suggest alternative payment schedule i.e. two payments in each quarter? Please confirm	The rest 10% will be added in 6 th payment schedule. Thus the 6 th payment will be 25% of total contract value.
14.	Please provide more details regarding Computer, GIS Software, Tab related configuration	Annexed herewith (ANNEX-2)

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.

ANNEX -1- ATTENDANCE SHEET

RFP -Hiring a firm to conduct Public Perception Survey - Partnership for a Tolerant, Inclusive Bangladesh

Venue: UNDP Meeting Room, Level-12, IDB Bhaban

Date: 29 August 2019, Time: 11:30 am

Reference: RFP-BD-2019-034

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	
1	Eusuf and Associates	Name: Md. Habibur Rahman	La
		Designation: Project Development Specialist	Ce
		Signature: <i>[Signature]</i>	E-r
2	IRh Development Services Ltd.	Name: Abdul Mumit	La
		Designation: Manager, Business Development	Ce
		Signature: <i>[Signature]</i>	E-r
3	Development Research Initiative (dri)	Name: Anindya Barui	La
		Designation: Innovation & Learning Officer	Ci
		Signature: <i>[Signature]</i>	E-
4	S.F. Ahmed Leo.	Name: A.M. Shamul Islam	Li
		Designation: Manager	Ci
		Signature: <i>[Signature]</i>	E-
5	Centre for Peace and Justice, Brae University	Name: Naima Akter	Li
		Designation: Research Associate	Ci
		Signature: Naima Akter	E
6	Nielsen	Name: Fazle Rabbi	I
		Designation: Manager	
		Signature: <i>[Signature]</i>	





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S/L	Name of the Firm	Details of Representative of the firms
7	Kantar	Name: Md Atiqul Islam Designation: Senior Research Manager Signature: 
8	Md. Nuzul Osman Survey & Research	Name: Md. Nuzul Osman Designation: Director operation Signature: 
9	Director Management Watch	Name: Rabia Birka Amanat Gumi Designation: Officer, Business Development Signature: 
10	RDE/SF Ahmed	Name: M.D. Emrabadul Hossain Designation: CEO Signature: 
11		Name: Designation: Signature:
12		Name: Designation: Signature: