

## Minutes of the Pre-bid Meeting held on 8 December 2019 regarding the RFQ

### REQUEST FOR QUOTATION

Interior Design and Renovation of 14<sup>th</sup> Floor of UNDP Bangladesh

(Reference: RFQ-BD-2019-027)

#### Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Talha Mahmud	Consultant, UNDP Bangladesh
Bidders	As per attached Attendance sheet.

With reference to the subject RFQ issued on 2-December-2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl.	Queries	Response
1.	In the financial section, what is the amount we will be submitting, will it be tax/vat excluded or do we have to add tax/vat separately?	Please ensure that Unit Rates are 'Exclusive of VAT' And use separate line at end of the Proposal for VAT and clearly state the Percentage rate (refer to Financial Proposal Format)
2.	Refer to Annex-1 (BOQ and Bidder's Compliance)  a. What is the Height and Depth of cabinets for 14 <sup>th</sup> floor? b. Can you share the design? c. Low height cabinet – please clarify whether there would be backside surface or not? d. Should this be knock down provision or not? e. Please mention % of 12 MM and 18 MM particle board - Please mention the material of Glass Door handle - What is the material of the Glass Door accessories (Brand)? - Glass Door – should this be Frameless? - Please mention the quantity and material specification of Signage (14 <sup>th</sup> floor)	UNDP CO has considered all questions, along with additional areas of BOQ. As such kindly be informed following changes to be considered as ' <b>FINAL</b> ' for the bidders to submit their proposal against RFQ-BD-2019-027  a. Annex-1 now reflects modification of the BOQ as per discussion in the pre-bid meeting and inclusion of Electrical BOQ. Please consider <b>Amendment-1a to Annex-1</b> instead of Annex-1 included in RFQ-BD-2019-027  b. Table-6: Price Schedule Form reflects modification to address the changes in the Annex-1 (BOQ) of RFQ. Please consider <b>Amendment-1b-to RFQ-BD-2019-027 (Table-6: Price Schedule Form)</b> instead of Table-6: Price Schedule Form included in RFQ-BD-2019-027  c. Annex-4 (Drawings) now includes additional 2D drawings for – (i) Workstation Details, (ii) Screening details, (iii) Reference Electrical Drawing and annexed with Pre-bid as Meeting Minutes as <b>Amendment-1c-to Annex-4-RFQ-BD-2019-027 (Drawing)</b>

**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.

**Attachment to Pre-Bid Meeting Minutes**

- a. Amendment-1a to Annex-1
- b. Amendment-1b-to RFQ-BD-2019-027 (Table-6: Price Schedule Form)
- c. Amendment-1c-to Annex-4-RFQ-BD-2019-027 (Drawing)

**ATTENDANCE LIST-NAME OF ORGANIZATIONS**

<b>Sl.</b>	<b>Name of the Organization</b>
01	<b>Navana Furnitures Ltd</b>
02	<b>Engineers House Ltd</b>
03	<b>Neo Formation Architect</b>
04	<b>Creative Touch Ltd</b>
05	<b>L F Interior</b>
06	<b>Dot-5 Private Limited</b>
07	<b>Fusion Communications</b>
08	<b>Work Space Technology</b>
09	<b>Myth Ltd.</b>
10	<b>Archvista</b>
11	<b>Insignia Studio</b>
12	<b>Mantech</b>
13	<b>Volume 360</b>
14	<b>Neo Craft</b>