

Minutes of the Pre-proposal Meeting held on the Request for proposal for Hiring a firm for Baseline Study of Activating Village Courts in Bangladesh Phase- II (Chittagong Hill Tracts Part)

Reference: RFP-BD-2020-006

Venue: UNDP Village Well Meeting Room, 19th Floor, IDB Bhaban
Dhaka at 11:00 AM on 11 March 2020

Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Mr. Ratan Khisha	Operations Manager, SID-CHT
Mr. Protul Dewan	Procurement Associate, SID-CHT
Ms. Priyangbada Chakma	Project Officer, SID-CHT
Mr. Sohel Rana	Programme Officer, PMR, SID-CHT
Bidders	Annexed

Pre-amble:

The meeting started with introduction of the participants and then a brief description on the project and the assignment by Mr. Sohel Rana, Programme Officer – Planning, Monitoring and Reporting. He underlined the objectives of this assignment and described the deliverables of the proposed activities of the assignment.

Mr. Ehsanul Karim Chowdhury from procurement unit of UNDP country office, highlighted the process and compliances for proposal submission. He has also explained the following procedure a) how to register in UNDP e-Tendering system; and b) how to Submit a Bid on e-Tendering also outline of Technical and Financial proposal submission process.

Then the participants were allowed to ask questions for further clarification about the assignment and proposal submission process. Following were the major questions and answers asked in the meeting.

S/L	Questions from Bidders	UNDP Response
1.	<i>What does the workshop mean and who will bear the cost of the workshop? Research Firm or UNDP, page 30</i>	Workshop means presenting the findings of the study among UNDP staffs. There is no cost involved from bidder's side. UNDP will arrange logistics to conduct the workshop.
2.	<i>What should be the ideal format for technical proposal submission MS word or PDF?</i>	Technical proposals must be submitted in PDF format.
3.	<i>Is the sample size fixed as mention in page 32 of the RFP solicitation document?</i>	This is a proposed and brief methodology. However, the firm is expected to submit an efficient and detail methodology for carrying out this study. Sample size is fixed and cannot be changed.
4.	<i>As mention in page 32 of the RFP solicitation document, Technical Proposal Design should not be no more than 12 pages. Is it correct?</i>	Yes. Main part of the proposal should be maximum 12 pages (not sheets) excluding Cover Page, Abbreviations, Glossary, Table of Content, Additional Documents, and Annexes.
5.	<i>Is it necessary to submit the CVs of enumerators?</i>	Yes, it is necessary. CVs of the enumerators can be submitted in the annex section. However, page number is flexible for this position.
6.	<i>What are actual days of work? 90 days or 120 days.</i>	It will be a 90 working days assignment over a span of 4 months.
7.	<i>As mention in page 10 of the RFP solicitation document, CVs should not be more than 5 pages. Is it fixed or fixable?</i>	5 Pages should be good enough to highlight and elaborate skills and expertise of an individual. If reference to works such as research papers, publications, etc. to be mentioned, kindly share the links to those document libraries.
8.	<i>Is it necessary to submit the consent letter of the key personnel proposed for the assignment?</i>	Bidder should attach the signed consent letter confirming the availability for the entire assignment duration of the proposed key personnel along with the proposal.
9.	<i>As mention in page 7 both deliverable 3 and 4 need to be submitted Within 4th weeks from signing of contract. It seems to be very difficult to complete both the tasks at the same time frame.</i>	Both deliverable 3 and 4 needs to be achieved simultaneously.

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



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Resilient nations.*

PRE-BID ATTENDEE FIRMS

- 1. IRG Development Services Ltd.**
- 2. DM Watch**
- 3. Nielson**