

**Minutes of the Pre-proposal Meeting  
on  
REQUEST FOR INFORMATION (RFI) FROM CSO/NGO  
Ref: RFI-BD-2020-001**

Venue: Through Zoom at **02:30 pm on 26 April 2020**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Ratan Khisha	Operations Manager, SID CHT, UNDP
Ehsanul Haque Chowdhury	Procurement Cluster, UNDP, CO
Protul Dewan	Procurement Associate, SID CHT, UNDP Bangladesh
Subarun Chakma	Procurement Associate, SID CHT, UNDP Bangladesh
Bidders	Attended through Zoom Attendance list attached.

**Pre-amble:**

- The meeting started with welcomed by Mr. Ehsanul Karim Chowdhury, Procurement Cluster of UNDP and then requested to change the participant name (in the Zoom platform) as Company name.
- Mr. Ratan Khisha provided a brief explanation on RFI and description of the requirement of this assignment.

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

S/L	Questions from Bidders	UNDP Response
1.	<b><i>Call for Expression of Interest – page 2 B Procurement of Services – 1. Objective</i></b> <b><i>Is the estimated number of events, 300 events of different size, per one year or for full duration of potential contract (during up to 3 years).</i></b>	The estimated number of events is envisaged up to September 2021.
2.	<b><i>Call for Expression of Interest – page 2 B Procurement of Services – 1. Objective</i></b> <b><i>Can you confirm that the budget of 500 000\$ is for 12 months (not the full potential duration of 3 years), meaning if you expect 300 events in one year, the budget is on average 1 600\$ per event?</i></b>	The budget is for up to September, 2021. The budget varies based on the size and nature of the event. Usually for large events < \$ 10,000 medium events < \$ 4000-7000 small events < \$ 1- 3999.
3.	<b><i>Can you clarify if 3 years of experience in relevant geographical region can be outside of three locations in Bangladesh? Can references be given for wider region, such as from Nepal, India?</i></b>	Our requirement is at least 2 years of experience in providing event management services in the relevant geographical region.
4.	<b><i>If geographical region is restricted to three locations in Bangladesh, can you confirm if we submit application as a consortium, it is sufficient that one company in consortium has proof of 3 years of experience in the relevant geographical region?</i></b>	In the joint venture agreement both parties' capacity is assessed based on the minimum qualification criteria.
5.	<b><i>Can you confirm that positive reference certificates should be written confirmations from clients, in free form letter? There is no specific template from UNDP for this.</i></b>	No specific template required. A free form of letter will suffice.
6.	<b><i>It was mentioned that there is limit of 15 pages for presentation of the company profile. Can you specify what is the page limit referring to? Normally, our Technical Proposal contains more than 15 pages in order to present the company profile, background, methodology of work, etc.</i></b>	This refers to only company profile; not the technical proposal.  Technical proposal does not necessarily be limited in page number.
7.	<b><i>Capacity to hold an estimated average minimum of 3 numbers of events/ year for each of the event category [Standard, Mid-level and National Level]. Queries: through</i></b>	Work Order reference and excel list with details information including awarded amount.

	<i>work order reference/ or with technical plan elaborate or Job excel list?)</i>	
8.	<i>As you know the current situation, can you extend tender submission deadline, because as per EOI requirement, there are some documents need to collect from our respected client and office.</i>	Duly considered.
9.	<i>As Financial capacity proving document, you want bank solvency certificate, audit report and bank statement?</i>	Yes, the related evidence correlating to financial capacity of the companies.

**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.**

## **PRE-BID ATTENDEE FIRMS**

1. Response Limited
2. Nograi Café & Restaurant
3. Solten Business International Limited
4. Tongdainnay café
5. Trinamul Unnayann Sangstha
6. Khangmoy Restaurant
7. Damtua Inn
8. Nandan Training and Conference Centre
9. Triple A Enterprise
10. Tugun Restaurant
11. M/S. Bitu Chakma