

Minutes of the Pre-proposal Meeting
on
INVITATION TO BID (ITB) for Solidarity Pack Supply Distribution at CHT Region, Bangladesh
on Lot Basis under COVID-19 Response
(Lot-1: Khagrachari, Lot-2: Bandarban and Lot-3: Rangamati)
Ref: ITB No.: ITB-BD-2020-002

Venue: Through Zoom at **11:00 – 12:30 pm on 12 May 2020**

Members attended the meeting:

Name	Designation
Prasenjit Chakma	National Project Manager, SID CHT, UNDP
Ratan Khisha	Operations Manager, SID CHT, UNDP
Ehsanul Karim Chowdhury	Procurement Cluster, UNDP, CO
Feroj Ahummed Faisal	Technical Coordinator, Farmers Field School Training & Quality, SID-CHT
Protul Dewan	Procurement Associate, SID CHT, UNDP Bangladesh
Subarun Chakma	Procurement Associate, SID CHT, UNDP Bangladesh
Bidders	Attended through Zoom Attendance list attached.

Pre-ample:

- The meeting started with welcome speech by Mr. Ehsanul Karim Chowdhury, Procurement Cluster of UNDP.
- Mr. Prasenjit Chakma provided a brief of programmatic explanation on ITB and description of the requirement of this assignment.
- Mr. Ehsanul Karim Chowdhury further provided a brief of Technical aspect regarding on e-Tender submission for this ITB.

Then the participants were allowed to ask questions for further clarification on the ITB. Following were the major questions and answers asked in the meeting.

S/L	Questions from Bidders	UNDP Response
1.	<p>1) Section -3: Payment Data Sheet page 18 BDS No. 7 Advance Payment upon signing of Contract: NOT ALLOWED</p> <p>2) Section 5B: Payment Terms page 31: (Maximum advance payment is 20% as per UNDP Policy. Which is correct</p> <p>2) In the same point payment will be made in Trance on the basis of quantity. My question for example we are selected for Khagrachori and what will be the payment mode. After delivery of total district quantity or by Upazila. For each district a large amount will be needed.</p>	<p>1. Advance payment is not allowed. Payment will be made in tranches on the basis of quantity (Solidarity Pack) supplied under each locations and acceptance by UNDP Focal Point and within 30 days of receipt of invoice.</p> <p>2. Payment will be made in tranches on the basis of quantity (Food Baskets) supplied under each locations and acceptance by UNDP Focal Point and within 30 days of receipt of invoice</p>
2.	<p>1. What documents required submitting bill after completion once disposal points?</p> <p>2. What working days do you take a time after submitting bill/voucher and relevant documents for completed disposal point for payment to vendor ?</p>	<p>1. Certification of receipt of the total delivered quantity of packages from the UNDP focal point.</p> <p>2. Within 30 days after receipt of final invoice</p>
3.	<p>1. I printed and found Section 5 Terms of Reference about on Formulation and Advancement of the National Adaptation Plan in Bangladesh, (page 32), ITB-BD-2020-002, is it a part of SID-CHT and DRRF?</p> <p>2. Table 4 Breakdown of Price per deliverable/Activity (page) of Form G: Financial Proposal Form, is it a part of SID-CHT and DRRF?</p>	<p>1. We couldn't find such information in the section 5 of the ITB document (page 32).</p> <p>2. Form G is not applicable for this ITB.</p>
4.	<p>1. Product specification</p> <p>a. Rice: Moisture Level, Broken % & Atap variety, 28/29 or others</p> <p>b. Pulses: Boulder or Deshi,</p> <p>c. Oil: PET or Pouch</p> <p>d. Potato: Diamond or Deshi, Weight spec</p> <p>e. Onion: Myanmar or Indian, Weight Spec</p> <p>f. Product shelf-life (depending on the delivery time period)</p> <p>2. Delivery details</p> <p>a. Approx: timeline of completing each lot</p>	<p>1. Product specification:</p> <p>a. Rice: Moisture level-12-16%, Broken%-maximum 0-4% acceptable, Variety- 28 or similar grain size</p> <p>b. Pulse-Deshi; Moshur-medium grain size; moisture content- 12-16%</p> <p>c. Oil- Pet bottle</p> <p>d. Potato- Deshi; medium to large size</p> <p>e. Onion- Deshi/Indian medium size 30-45 nos per Kg weight.</p> <p>f. Product shelf life- 30 days from delivery</p> <p>2. Delivery details-</p> <p>a. Distribution works needs to be done in all three Lots simultaneously. The delivery/distribution is expected to start during the first week of June and shall end by the 3rd week of June 2020.</p>

	<p><i>b. What's the modality of setting the plan? For example: the company proposed a plan with UNDP, UNDP runs it by the local Govt offices and approves?</i></p> <p><i>3. How do you want the packaging to be done considering factors like:</i></p> <p><i>a. Carton or PP sack??</i></p> <p><i>b. Oil pouch/pet bottles lying horizontally in the bottom of the truck might spill due to the total weight of the sacks on the top</i></p> <p><i>c. Potato and Onion on the bottom might also be damaged</i></p> <p><i>d. If we do "re-packaging" at the union porishod premise, by bringing the all products separately to the porishod premise and then individually pack it there:</i></p> <p><i>i. we will have to deploy additional HR, which will be reflected in the costing</i></p> <p><i>ii. The packaging premise should have a shed as we are entering monsoon season</i></p> <p><i>iii. The product security in that premise has to be ensured.</i></p> <p><i>e. We are assuming that, people will have to carry their individual solidarity pack from "union porishod" office to their home, the packaging has to be such that:</i></p> <p><i>i. quality of the products remains the same till they reach home,</i></p> <p><i>ii. they can carry the total weight</i></p> <p><i>f. Do you want to do any kind of Branding on the packaging material?</i></p> <p><i>4. Eid vacation is coming at the end of this month, so it would be preferable to start the operation after the vacation</i></p>	<p>b. The vendor will provide its preferred delivery schedule to UNDP; however, after the contract/PO was awarded UNDP SID CHT will discuss with the vendor and finalize the distribution plan with the concerned District Manager (DM) of SID-CHT. The awarded vendor will work in close coordination with the concerned DM of SID CHT.</p> <p>3. All in a Jute/PP sack- but different food items in separate packets, individual seed items in separate packets and seeds in a cover packet, soaps and surgical masks in separate pack.</p> <p>a. Jute/PP Sack</p> <p>b. On vendor choice, we want to receive all in a bag at spot. Pet bottles of cooking oil may be handed over separately to the beneficiaries.</p> <p>c. We want to receive in good condition; To prevent damage, packing should be done carefully so that Onion and potato are put on top.</p> <p>d. On vendor arrangement. Vendor should quote unit costs; transportation/packaging/distribution cost and any other cost like VAT & Tax separately.</p> <p>e. i. Yes ii. Yes</p> <p>f. Not requested as per ITB.</p> <p>4. The delivery/distribution is expected to start during the first week of June and shall end by the 3rd week of June 2020.</p>
5.	<p><i>1. Surgical mask: As per the specification, do you refer to the regular Blue font and</i></p>	<p>1. Good quality surgical mask and as per specification note and with separate packet</p>

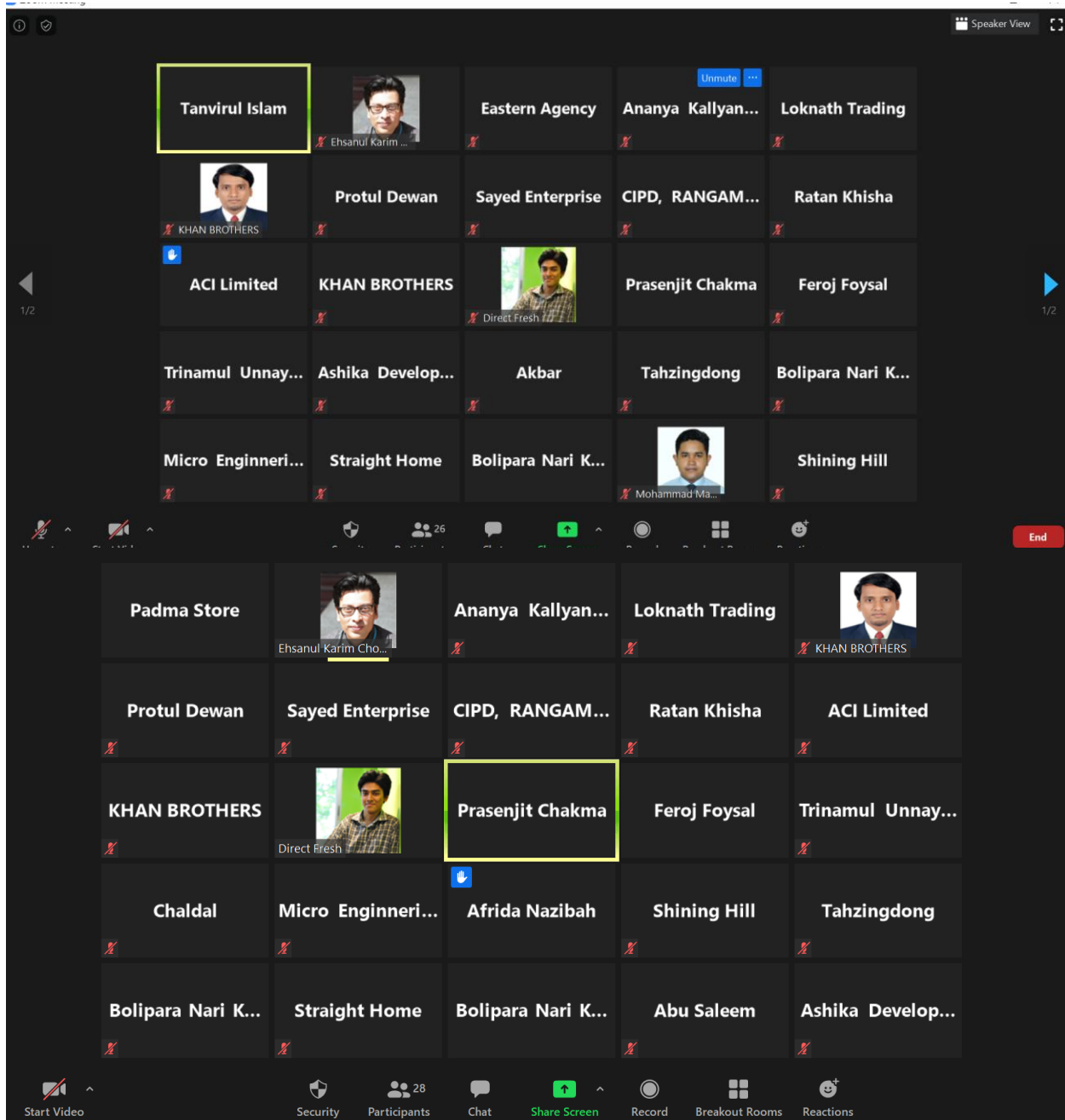
	<p><i>white back surgical masks? Attaching a picture for reference. Also, do we need to consider 4 pcs in any kind of pack to insert the masks?</i></p> <p><i>2. Soap: 3 soap brands are mentioned: Savlon/Dettol / Lifebuoy. Can we include any other antiseptics soap from the same companies?</i></p> <p><i>3. Pulses (mosur dal): what kind of Mosur dal you are looking for? Deshi / Nipa or Crimson.</i></p> <p><i>4. Delivery start: Is it mandatory to start delivery from 31st May? Or 10 days after receiving PO? We got two different times. What is the exact expected schedule to start delivery?</i></p> <p><i>5. Outer bag requirement: will the items be delivered independently or need to insert them in a master outer bag?</i></p> <p><i>6. Perishable items packing: Potato and onion to be packed together or separately? Separate packaging is recommended</i></p>	<p>2. No</p> <p>3. Deshi Mushor Dal - medium grain size</p> <p>4. The delivery/distribution expected to start during the first week of June and shall end by the 3rd week of June 2020.</p> <p>5. Jute/PP Sack.</p> <p>6. Separate packing of each item required.</p>
6.	<p><i>1. Is there any Brand name for Supply seed?</i></p> <p><i>2. Seed should be hybrid or non-hybrid?</i></p>	<p>1. The brand names for the seeds has been mentioned in the description column in SECTION 5A: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES—ITB-BD-2020-002 page 23 of the ITB.</p> <p>2. Open Pollinated seeds; Hybrid for Indian Green Spinach (Puishaak) can be accepted</p>

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. Padma Store
2. Ananya Kallyan Sangathan
3. Loknath Trading
4. Trinamul Unnayan Sangstha
5. Khan Brothers
6. Tahzingdong
7. CIPD, Rangamati
8. Bolipara Nari Kalyan Sangstha
9. ACI Limited
10. Micro Engineering
11. Direct Fresh
12. Chal Dal Limited (Mr. Akbar)
13. BRAC Humanitarian Operations
14. Shining Hill
15. Straight Home
16. Ashika Development Associates
17. Eastern Agency

SCREENSHOT OF ZOOM



The screenshot displays a Zoom meeting interface with a grid of 20 participants. The top grid shows participants in a 4x5 layout, and the bottom grid shows participants in a 4x5 layout. A toolbar at the bottom includes icons for Start Video, Security, Participants, Chat, Share Screen, Record, Breakout Rooms, and Reactions.

Participant Name	Participant Name	Participant Name	Participant Name	Participant Name
Tanvirul Islam	Ehsanul Karim ...	Eastern Agency	Ananya Kallyan...	Loknath Trading
Protul Dewan	Sayed Enterprise	CIPD, RANGAM...	Ratan Khisha	
ACI Limited	KHAN BROTHERS	Prasenjit Chakma	Feroj Foysal	
Trinamul Unnay...	Ashika Develop...	Akbar	Tahzingdong	Bolipara Nari K...
Micro Engineeri...	Straight Home	Bolipara Nari K...	Shining Hill	
Padma Store	Ehsanul Karim Cho...	Ananya Kallyan...	Loknath Trading	KHAN BROTHERS
Protul Dewan	Sayed Enterprise	CIPD, RANGAM...	Ratan Khisha	ACI Limited
KHAN BROTHERS	Direct Fresh	Prasenjit Chakma	Feroj Foysal	Trinamul Unnay...
Chaldal	Micro Engineeri...	Afrida Nazibah	Shining Hill	Tahzingdong
Bolipara Nari K...	Straight Home	Bolipara Nari K...	Abu Saleem	Ashika Develop...

Toolbar: Start Video, Security, Participants (28), Chat, Share Screen, Record, Breakout Rooms, Reactions.

Loknath Trading	 KHAN BROTHERS	Protul Dewan	Sayed Enterprise	CIPD, RANGAM...
Ratan Khisha	ACI Limited	KHAN BROTHERS	 Direct Fresh	Prasenjit Chakma
Feroj Foysal	Trinamul Unnay...	Akbar	Micro Enginneri...	BRAC
Shining Hill	Tahzingdong	Bolipara Nari K...	Straight Home	Bolipara Nari K...
Abu Saleem	Ashika Develop...	 ACI Limited	Eastern Agency	StraightHome

Start Video
Security
Participants 28
Chat
Share Screen
Record
Breakout Rooms
Reactions

Eastern Agency	Ananya Kallyan...	Loknath Trading	 KHAN BROTHERS	Protul Dewan
Sayed Enterprise	CIPD, RANGAM...	Ratan Khisha	ACI Limited	KHAN BROTHERS
 Direct Fresh	Prasenjit Chakma	Feroj Foysal	Trinamul Unnay...	Ashika Develop...
Akbar	 Mohammad Ma...	Tahzingdong	Bolipara Nari K...	Micro Enginneri...
Straight Home	Bolipara Nari K...	Shining Hill	Abu Saleem	 ACI Limited

Start Video
Security
Participants 27
Chat
Share Screen
Record
Breakout Rooms
Reactions
End