

**Minutes of the Pre-bid Meeting on RFP
For
Hiring Firm/NGO/Organization to update and enhancing NDCs by 2020 for Bangladesh**

Reference: RFP-BD-2020-016

Meeting Date: 9 July 2020
Venue: Virtual Meeting

1. List of Participants

SI No.	Name of the Participants and Organization	Email Address
From Bidders		
1	Mr Rashiduzzaman Ahmed, NACOM	rashed71@gmail.com
2	Mr Touhidul Islam, NACOM	touhid.nacom@gmail.com
3	Mr M. Anisul Islam, CNRS	anis@cnrs.org.bd
4	Mr Abhishekh Barua, DM WATCH	abhishekh.dmwatch@gmail.com
5	Mr Rubaiyet Al Zahir, DM WATCH	zahir.dmwatch@gmail.com
6	Dr Khalid Hossain, IUCN Bangladesh	khalid.hossain@iucn.org
7	Mr Ahmmed Zulfiqar Rahaman, CEGIS	azr.wre@gmail.com , azrahaman@cegisbd.com
8	Mr B.M. Tamim Al Hossain, CEGIS	thossain@cegisbd.com
9	Mr James Harries, Ricardo Energy & Environment, UK.	james.harries@ricardo.com
From UNDP		
10	Mr Arif Mohammad Faisal	Programme Specialist
11	Ms Rezwana Hoque Chaity	Head of Procurement
12	Mr Sattya Ranjan Bhattacharjee	Project Manager
13	Ms Asma Nargis Sultana	Programme Support Officer

With reference to the subject RFP issued on 05 July 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

2. Comments/Responses Matrix

SI No.	Queries from Bidders	UNDP Response
1	Requirement of Trade License (Page#19)	All organizations/firms should submit the trade license for the year 2019-20 and NGO will submit NGO Bureau Registration Certificate for same year.
2	Requirement of VAT and Tax Certificate (Page#19)	Organization should submit the latest VAT certificate and Income Tax Certificate for the year of 2018-19 or 2019-20
3.	Liquidated Damages (Page# 16 sl#42)	UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract; Any delay for valid reasons shall be

SI No.	Queries from Bidders	UNDP Response
		communicated with UNDP in writing to get an agreement with the Contract Administrator to avoid any liquidated damages.
4.	Add 1 more Mitigation Expert in the RFP (page-29 under Composition of the Team)	All the sectoral experts (e.g. energy, transport, industry, etc.) will make GHG inventory and identify mitigation options/action from that sector. So, they are all mitigation experts and no need to include additional mitigation expert in the RFP.
5.	Requirement of JV Notarization	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal;
6	Edit NDC Experience for firm/expert (page-21 under Section 1- Bidder's qualification, capacity and experience)	Instead of NDC experience, it will be climate change, GHG inventory and mitigation related experiences in the related sectors.
7.	Edit Advance University Degree in the key qualification (page-31 for Team Leader)	Master's Degree will be used instead of advance university degree
8.	Edit the Team Leader issue (page-31 bullet point-3)	Team leader could be either national or international. However, if any firm propose national consultant, s/he should have international working experience in different countries.
9.	Extension of 2 weeks for submission of bidding documents (page-17 under Deadline for Submission)	Explained the position of UNDP Bangladesh. Due to tight schedule and time constraint it is not possible to extend 2 weeks. Deadline for Submission has extended till Wednesday 22 July,2020. Time: 4.30pm (Local Time)
10.	Extension of consultancy period from 5 months (page-18 under Maximum expected duration of contract)	It is also explained that due to commitment with UNFCCC to complete this assignment by December 2020 and hence it is not possible to extend the schedule.
11	Is it mandatory to physically conduct all consultation, training and workshops?	No, due to COVID-19 situation, the agency may conduct most of the consultation, workshop and training virtually through ensuring adequate participation of stakeholders.

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