

**Minutes of the Online Pre-bid Meeting held on 16 June 2020 regarding the RFP
For
Hiring Firm/NGO for Conducting Training on CCA mainstreaming and Bankable
Project Development Skills for NAP Project**

Reference: RFP-BD-2020-017

Members attended the meeting:

Name	Designation
Arif Mohammad Faisal	Programme Specialist
Saudia Anwer	Project Manager
Rezwana Haque Chaity	Head of Procurement
Asma Nargis Sultana	Programme Support Office
Bidders	As per attached Zoom screen shot.

With reference to the subject RFP issued on 12 July 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

Sl No.	Queries from Bidders	UNDP Response
1	Requirement of Trade License	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	Key TASKs/ deliverables (Page-25)	Deliverable 2 (Updated Report on adaptation-specific capacity gap assessment and capacity building action plan on climate change) and Deliverable 3 (Updated Report on adaptation-specific knowledge gap assessment and knowledge management plan) should be submitted on/before 90 days of contract
3	Eligibility of Academic Institutions	Firms/NGOs are eligible, but academic institutions can apply who have scope to profit earning venture following eligibility criteria
4	Training will be conducted in coordination with BPATC, BCSAA, BIAM, NAPD, NAEM, BARD, RDA, NATA, NILG, etc.3) and public and private universities- (PAGE 23)	As they are central training institutions of Bangladesh to organize training for civil servants and have their own curriculums. Therefore, it's advisable to collaborate them by using existing training institutions of GoB to explore gaps and identifies the requisite as value addition.
5	Is Proposal Security applicable (last page of RFP document)?	Not Applicable.
6	Proposal can submit through e-mail?	Proposal only submit through E Tendering
7	Can UNDP share the word version of templates?	Word Format is shared in e tendering platform
8	Does the bidder submit their financial proposal as per Form G, (Page 39)?	No, this template is given as an example.
9	Budget Clarifications (Page 29)	Training could be delivered through online, physical or blended approach Following uncertainty due to Covid-19, prefer to propose all options i.e online, physical and blended

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.