

**Minutes of the Online Pre-bid Meeting held on 28 July, 2020 regarding the RFP
For
Facilitation and Quality Assurance of Livelihoods Skills Training of SWAPNO Project
Reference: RFP-BD-2020-019**

Members attended the meeting:

Name	Designation
Rezwana Hoque Chaity	Programme Support Manager
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
Kajal Chatterjee	National Project Manager, SWAPNO
Md. Golam Fazle Rabbani	Enterprise Development and Employment Specialist
Durani Abul Hasan	MIS Officer, SWAPNO
Bidders	As per the attached Zoom screen shot.

With reference to the subject RFP issued on 26 July 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	How to submit the financial proposal	The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Please donot put the price of your proposal in the ‘ LINE ITEMS ’ in the system. Instead put 1 and upload the financial proposal as instructed above.
2.	Is any INGOs can be eligible to apply for this tender?	The organization which has a valid work permit and authorized by NGO Affairs Bureau in Bangladesh can participate in this tender.
3.	Number of beneficiaries per district and the total number of beneficiaries	The total number of beneficiaries is 3564, Gaibandha – 612, Lalmonirhat – 1332 and Jamalpur – 1620
4.	How many years of the audited financial report need to be submitted	Last 3 years audited reports have been submitted by the bidders (2017,2018 & 2019)
5.	How many job completions reports need to be submitted ?	Atleast 03 satisfactory performance need to submit
6.	Can an organization apply from aboard	Yes, anyone can apply if the organization has a legal work permit in Bangladesh.
7.	Can we submit a proposal through a consortium with an organization?	It is allowed to submit proposal in consortiam/joint venture (ref: Page- 6 of RFP document)

8.	Is there any scope to extend the project duration due to the present COVID-19 situation as well as the flood in the respective area?	We would like to start the training from Mid-September. The project team has a long experience working in this region. The team has already forecasted the flood situation. And the team have also experience to complete life-skills training successfully in the COVID-19 situation. Therefore, we assume the mentioned time is enough to complete the assignment. However, in case of any disaster, the team can consider it for a couple of months as well.
9.	How many days required to complete the ToT and what would be the role of the organizations regarding this.	The contracted organization will identify and hire the resources persons for three districts as per ToR. After completing the hiring process, the contracted organization will organize district level ToT for five days. UNDP will facilitate the ToT from their resource on the module. For this entire activity, the project team considers 15 days.
10.	How many resources persons are required to conduct the training?	It is requested the applicants to figure out the actual number of resources persons based on a field investigation. The tentative number is mentioned in the ToR. However, the applicant will use their best judgment to meet the objective of the ToR
11.	As UNDP projects are VAT exempted. So, do I put the VAT amount in the financial proposal?	The applicant must put the VAT in the financial proposal in separate row.
12.	At this moment, I do not have update legal documents like trade license, VAT certificate etc. So can I proceed the application with the previous year documents	The trade license, VAT registration, and other legal documents should be updated
13.	Do I need to submit the joint venture agreement as a sole bidder?	In this case, the applicant just mentions not applicable.
14.	If I don't need any bid security then do I need to fill the proposal security form?	In this case, you can mention not applicable
15.	Do I need to submit the financial proposal in both currencies like USD and BDT?	As UNDP exchange rate is different from the market rate, so the company based in Bangladesh requested to apply in BDT.
16.	Is there any suggested rate of training remuneration	No, the applicant will propose the standard market rate. As it is a competitive process so we will not suggest any rate.
17.	Is there any upper limit of overhead	As it is a competitive process so the applicant will propose a rational overhead cost as per their standard or to be competitive and win the project.
18.	Is there any page limitation for technical and financial proposal	Not really, but the proposal we expect is a rational, specific proposal. We don't expect a big volume of the proposal.
19.	What would be the educational background of the trainers	The trainer should have a relevant background and experience
20.	How can I register as a bidder organization	There is a guideline in the and video on Youtube how can any new organization register online as a new bidder.

21	Do I need to put initials in each page of the proposal even for online submission	No, it is not required but the cover letter should be signed by authorized person.
20	For snacks and lunch, is there any quality standard or any cost margin to develop the budget	We expect a standard lunch and snack that is healthy enough for the beneficiaries. We don't expect any type of adulterated food that may cause the sickness of participants and hamper the training. The training will be organized at union and/or upazila level and the bidders will offer a quality menu for everyday snacks and lunch. However, regular menu such as a minimum of 2 to 3 items at snack and 4 to 5 items at lunch could be considered.
21	How we will share financial proposal password	The bidders who will qualify the technical evaluation, UNDP procurement unit will request to share the password through email bd.procurement@undp.org
22	Is there any possibility to extend the proposal submission deadline?	No, the submission deadline will be as mentioned in the advertisement..

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