

**Minutes of the Online Pre-bid Meeting held on 23 August 2020 regarding the RFP  
For  
Hiring firm for plastic waste baseline assessment and Seller-Buyer Survey in Narayanganj city  
corporation  
Reference: RFP-BD-2020-023**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Rezwana Hoque Chaity	Head of Procurement- UNDP Bangladesh
Md. Enamul Hasan	Admin, HR & Procurement Specialist, NUPRP
Linda Germanis	Int. Individual Consultant - Private Sector, UNDP Bangladesh
<b>Bidders</b>	
Mr. Ehsan	Data Management Aid [ehsan@dmabd.com]
Rafayet Khan	Light Castle Partners [Rafayet.khan@lightcastlebd.com]
Gaurav Roy	EDS [gaurav@edsglobal.com]
Debleena	AECOM India Private Limited [ <a href="mailto:Debleena.mitrasingha@aecom.com">Debleena.mitrasingha@aecom.com</a> ]
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With reference to the subject RFP issued on 23 August 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>S/L</b>	<b>Queries</b>	<b>UNDP Response</b>
1.	For the mapping data collection process, will the data be provided by UNDP or should the bidder collect the data from the field?	Some data is available by local authorities with which UNDP works through LIUPC urban programme. UNDP will provide support for partnership building with relevant stakeholders to collect data, but not the data itself.
2.	From Task 1 to Task 8 the timeline has been given. When does the timeline start?	From signing of the contract.
3	Under team leader qualifications it is mentioned ‘ relevant disciplines’. What are relevant disciplines?	An example is chemical engineering. We will look at the combination and consistency of education and work experience.
4	If the team leader has relevant experience in solid waste, but not in plastic waste, will it be considered?	Yes, it will be considered.
5.	From Task 2 to 5, will the location be NCC and Dhaka?	For supply chain data collection the location is NCC, for the seller buyer survey Dhaka is also included as most buyers are located in Dhaka

6.	Will data address only HDPE and LDPE? Or other kinds of plastic too?	In terms of process mapping: the process of solid waste management has to be looked at. In terms of pricing at each stage of collection, ad volumes, HDPE and LDPE only should be analyzed. Secondary data of other kinds of plastic (pricing volume, etc.) can be used as benchmark.
7.	For each task a chapter should be drafted and compiled in the final report. Is it correct?	Yes, it is correct.
8.	In task 6 and 7, an evaluation of technology solutions for recycling is requested. Is this a cost benefit analysis?	Cost benefit analysis can be a methodology to evaluate possible technology solutions for recycling. What we are looking for here is evaluation of technology based on volumes of HDPE and LDPE as consistent input supply is key to determine the business case of the suggested solution.
9.	What is the recommended data collection area in NCC?	UNDP will provide connection with local authorities to identify target areas for data collection. UNDP will do so via LIUPC urban programme team. The suggestions will be based on dumpsite and secondary transfer station location.
10.	The RFP requests to identify key players in the value chain. Will UNDP indicate who the players are?	Bidders need to demonstrate knowledge of the players, UNDP will help reaching out to them
11.	Will experience in other kinds of waste management count as relevant experience.	Waste management experience will count. We will look at the understanding of waste management business case, pricing, supply chain, market linkage understanding. Experience limited to the environmental aspects only won't be relevant.
12.	How many years of experience is relevant areas does the bidder need to have? 5 or 6?	5 years
13.	Are the experts required to be in Dhaka and NCC?	For primary data collection on supply chain the location is NCC; for seller buyer survey the location is Dhaka. Data analysis can be done in a location of choice.
14.	Are consortiums allowed in the process?	Yes, joint ventures and consortium are allowed.
15.	Are there geographical boundaries within which experience has to be shown?	No geographical boundaries.
16.	E-submission sometimes create problems. What is your suggestion on this?	We request you to submit your bid a day prior or well before the closing time. Please avoid last minute submission. Any bidder seeking E-tendering access/submission related support should specify 'Call for Reference number' on the Email subject line and send it to <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> before 30 August 2020.

**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.**