

Minutes (REVISED FINAL) of the Pre-Bid Meeting on Supply of Hygiene Items and Farming Materials

in Cox's Bazar as Covid-19 support

Reference: RFQ-BD-2020-10

Project: SID-CHT, CHTDF

Venue: Zoom Meeting, Time: from 11:30pm to 12:30pm Date: 24 August 2020

Members attended the meeting:

Name	Designation/Organization
Biplab Chakma	Chief, Livelihoods & Natural Resource Management, SID-CHT Project
Christina Nilsson	Advisor Women and Youth Resilience in CHT, SID-CHT Project
Ratan Khisha	Operations Manager, SID-CHT, UNDP
Ehsanul Karim Chowdhury	Procurement Cluster, UNDP, CO
Subarun Chakma	Procurement Cluster, SID-CHT Project
Bikram Kishore Khisa	Upazilla Facilitator, SID-CHT Project
Rangabi Thanchangya	Programme Associate, SID-CHT Project
Bidders	- ATTACHED ANNEX-2

- The meeting started with welcome address by Mr. Ehsanul Karim Chowdhury, Procurement Cluster of UNDP and introduced everyone.
- Mr. Ehsanul has briefed about the RFQ and e-Tendering System.

Then the participants were allowed to ask question for further clarification on the bid and items to be supplied. Following were the major questions and answers asked in the meeting.

S/L	Queries	UNDP Response
1.	I have account in e-Tendering system. But now I can not log in. What to do?	Bidders who are having issues like this are requested write to bd.procurement@undp.org with explanation and screen shot of the problem they are facing.
2.	What VAT amount we should add?	It depends on type of company. UNDP is Tax exempted (Refer to RFQ Solicitation Document Annex-5, section 3 of General Terms and Conditions). Bidders should clearly figure out VAT amount and factor it while submitting the financial proposal. Awarded bidder must submit Mushak 6.3 and Treasury Challan to UNDP with the submitted bill.
3.	In Atlas system there is no option to mention VAT.	In Atlas system bidders need to provide price including VAT. However, in the financial proposal bidders need to mention VAT amount separately.
4.	In hardcopy bid papers we sign and seal on each page. Here online do we need to sign and seal of each page?	There are particular pages in the RFQ document bidder must sign and seal (Annex-2 & Table 2)and the scan copies this needs to be submitted in e-tendering.
5.	Is partial bid allowed?	Partial bid is not allowed.
6.	In your RFQ document you have mentioned Brand Name. Can we offer different brand?	To give you a clear idea for the bidders we have mentioned brand name here as benchmark. Bidders are free to offer any better brand above our benchmark.
7.	Is bleaching power for laundry wash or other purpose?	Bleaching powder is for germ killing.
8.	Bath soap mentioned 75gm. But in market available net wet is 100gm.	Bidders cannot offer below 75gm. But can offer above which could be 100gm.
9.	Re-packaging is forbidden but bleaching powder may not available in 250gm pack.	Re-packing for seeds is not allowed to avoid quality deterioration. However, re-packing is allowed only for bleaching powder, but “Bleaching Powder” should be printed in big font in English and Bangla on each pack.
10.	You are asking for bucket. Is it including lid (<i>Dhakna</i>) or not?	YES, including lid (<i>dhakna</i>).
11.	Should we use sticker paper or use glue to fix the sticker.	Bidder can use any type of paper and glue but should be laminated and waterproof.
12.	What is the size of Khurpi (<i>Nirani</i>)?	12” standard size (with handle). A sample picture added in Annex-1 (Pic-1) for better understanding. These are ‘SAMPLE IMAGE’ and should not be considered as recommended for this solicitation. UNDP does not promote specific brand nor recommend as such and encourages for fair, transparent competitive approach from all bidders.
13.	Spades are different in size and design in different areas. Which one you are asking for? To share a picture would be better.	Size 5 which is clearly mentioned in the RFQ document. A sample picture added in Annex-1 (Pic-

		2) for better understanding. These are 'SAMPLE IMAGE' and should not be considered as recommended for this solicitation. UNDP does not promote specific brand nor recommend as such and encourages for fair, transparent competitive approach from all bidders.
14.	Sample verification	Before final packing sample verification will be done by a team from UNDP. Only if the team certifies then Final Packaging can be made. During the delivery in each location there will be another sample verification on the spot.
15.	What is exact distribution plan?	Exact distribution dates will be fixed upon discussion with awarded bidder. However; Delivery should be made in distribution point mentioned in within 20 days from the issuance of the Purchase Order (PO) from ready stock.
16.	Some of us are new to e-Tendering system. If you show us would be good.	'eTendering FAQ' and 'UNDP eTendering user guide for bidders' already shared with RFQ document. Here is a video link given for easy access - Video Guide on How to Register a Bidder Profile on eTendering Video Guide on How to Submit a Bid on eTendering

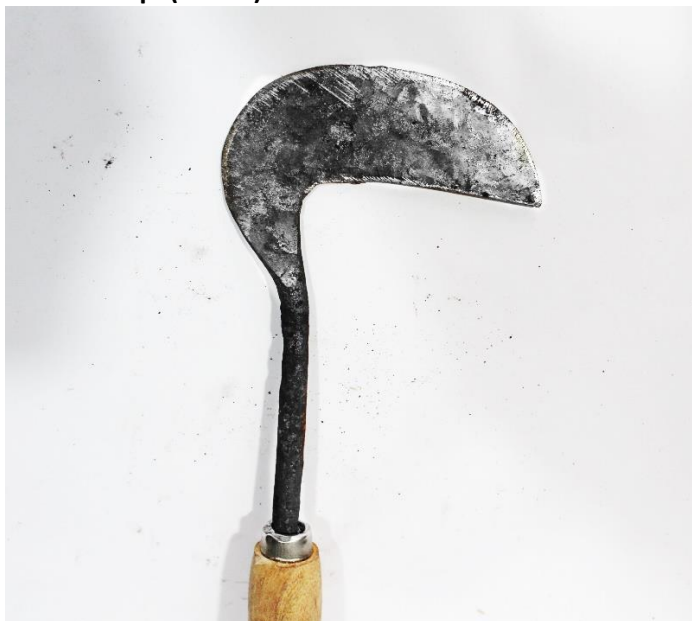
Note: Questions can be acceptable through email but should arrive by 25 August 2020. Above Clarifications in response to queries raised during the pre-bid meeting and amendments shall be an integral part of the RFQ document and supersede the all provisions as applicable.

Annex – 2

Bidders	- Corporate IKON; info@corporateikon.com
	- ACI Foods Limited; faria@aci-bd.com , acifoods@aci-bd.com
	- M/S Shah Munir; salahuddinhero6@gmail.com
	- ManTech Engineering Lss; info@corporateikon.com
	- Shah Amanat Traders; shahamanat2005@gmail.com
	- Zas Corporate; tender@zas.com.bd
	- NR Enterprise; amin4681@gmail.com
	- 4D Solution; 4dsolutionbd@gmail.com
	- M/S J K Traders International; joynalcxs@gmail.com
	- AC Trading Corporation; actradingcorporation@gmail.com
	- Blue Canvas Ltd.; arif856@gmail.com , arif@bluecanvasbd.com
	- Mehra Corporation
	- Abu Biplob

Annex – 1

Picture -1: Sample picture of Khurpi (*Nirani*)



Picture -2: Sample picture of Spade (*Kodal*)



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