

**Minutes of the Online Pre-bid Meeting held on 30 August 2020 regarding the RFP
For
Hiring firm for conducting a study on water and sanitation coverage and explore the
opportunities of private sector investment in the safe water and sanitation sector in the 2
(two) SFLP pilot Upazilas**

Reference: RFP-BD-2020-024

Members attended the meeting:

Name	Designation
Rezwana Hoque Chaity	Head of Procurement- UNDP Bangladesh
Md. Enamul Hasan	Admin, HR & Procurement Specialist, NUPRP
Md Shariful Haque	Project Coordinator, SFLP, UNDP Bangladesh
Saiful Islam	M&E and MIS Officer, EALG, UNDP
Bidders	
Pompiya Mondal	CRISIL Infrastructure Advisory [pompiya.mondal@crisil.com]
Abhishekh Barua	DM Watch [abhishekh.dmwatch@gmail.com]
Rubaiyet Al Zahir	DM Watch [zahir.dmwatch@gmail.com]
Vikash Sharda	Partner, Infranomics Consulting LLP, [vikash@infranomics.in]
Rafiqul Islam Khan	PMID [info@pmidbd.com]

Regarding the subject RFP issued on 24 August 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Is it expected that the firm should propose the sample size or only the methodology of the survey?	The firm should propose both the sample size as well as the methodology because the methodology will depend on the sample size.
2.	The ToR refers that, UNDP will provide the toolkit and the firm will translate it into Bangla. Is the job only to translate the toolkit or to analyze, contextualize it?	The firm should only translate the toolkit into Bangla and take some help (if needed) from the toolkit while conducting the assignment, but it is not necessary to be confined within the toolkit.
3.	The ToR refers that the business model has to be documented, is it only the pertaining business models that already exist or UNDP expects that the consultant should propose the models which are suitable in that area based on the baseline assessment considering the local economy?	The business model can come from other parts of Bangladesh or the local context.
4.	Do you have any travel or movement restrictions as there needs some primary surveillance assessment?	As the government of Bangladesh has withdrawn all sorts of movement restrictions, so there is no limit on that but you should take proper hygiene measures and ensure social distancing while surveying.

S/L	Queries	UNDP Response
5.	What about the consultancy timeframe that UNDP allowed only 45 days for the survey? We think this is a very tight schedule to conduct this sort of survey.	The firm can employ sufficient enumerators so that they can collect data simultaneously throughout the 2.5 months (utilizing 45 days for the study) duration.
6.	There are 5 installments for the schedule of payment, don't you think it is too many installments in such a short duration?	<p>The revised payment schedule: (Page 5 & 23)</p> <p>1st payment (20% of the total cost) will be paid after the submission of the inception report with detailed methodology and work plan including tools for the collection of data under the study.</p> <p>2nd payment (40% of the total cost) will be paid after the submission of the final set of tools in English and Bangla and translated version of the SDG financing and localization toolkit in Bangla along with the data collection completion report and database.</p> <p>Final Payment (40% of the total cost) will be paid after the submission of draft Upazila wise three (3) complete study report incorporating union wise fact sheets on the situation of water and sanitation coverage and opportunities of private sector engagement in the sector and various business models in water and sanitation. The payment will only be paid once the hiring firm addresses the feedback on the final Upazila wise draft report.</p>
7.	It is difficult to submit VAT payment certification as Bangladesh Government doesn't provide any such document to any organization rather Bangladesh Government provides a tax payment certificate. Under this circumstance how does a firm submit VAT payment certification according to Minimum Eligibility Criteria of the RFP (Page-6, 9 & 24)?	Please submit Business Licenses-Registration Paper (latest and the copy of original registration), Tax payment Certificate & VAT Registration Certificate
8.	Deadline of RFP submission: Sunday, September 7, 2020, as per RFP (Page-1). It should be Monday.	Correction: Deadline of RFP submission: Monday , September 7, 2020
9.	RFP Page-6 <i>Team composed of minimum three people, including a Chief Consultant/Team Leader, Study Specialist, Private Sector Specialist, and Field Assistant/Data Collector for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:</i>	It is not mandatory to submit CVs of Field Assistant/Data Collector during RFP submission as their CVs will not be assessed in technical evaluation, but the selected firm must ensure the required qualifications of Field Assistant/Data Collector as per RFP. Other CVs of the Team Leader, Specialists to be submitted.

S/L	Queries	UNDP Response
	Is it mandatory to submit all CVs of Field Assistant/Data Collector?	
10.	Is it required to submit Annex-2 using Service Provider's Official Letterhead/Stationery? (Page-9)	<p>Annex-2 must be submitted using Service Provider's Official Letterhead/Stationery without changing anything with authorized person signature.</p> <p>The Service Provider shall submit relevant documents separately on-</p> <ul style="list-style-type: none"> • Qualifications of Service Provider • A proposed methodology for the completion of services • Qualifications of key personnel • Cost breakdown per deliverable • Cost breakdown by cost component
11.	E-tendering submission related issue	<p>We request you to submit your bid a day prior or well before the closing time. Please avoid last-minute submission.</p> <p>Any bidder seeking E-tendering access/submission related support should specify 'Call for Reference number' on the Email subject line and send it to bd.procurement@undp.org before 5 September 2020.</p>

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 all provisions as applicable.