

**Minutes of the Online Pre-bid Meeting held on 8 September 2020 regarding the RFP
For
Hiring firm for Comprehensive Design, supervision for Low-cost Housing in Gopalganj**

Reference: RFP-BD-2020-025

Members attended the meeting:

Name	Designation
Md. Enamul Hasan	Admin, HR & Procurement Specialist, NUPRP
A S M Shahriar Jahan	Housing Coordinator, NUPRP, UNDP Bangladesh
Bidders	
Kanij Shohani Bristy	Professional Associates Ltd (palbd198383@gmail.com)
Abu Maruf Al Faysal	ECBL (ecbl@gmail.com)
Shoyeb	Auspicious (shoyeb@auspiciousbd.com)

Regarding the subject RFP issued on 3 September, 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	In case of architectural design and drawing approval, only securing approval of Architectural drawing is required?	Yes. Since Architectural drawing is in UNDP's hand, we only need approval of Architectural design and drawings from appropriate authority as per prevailing laws and rules of GoB. In addition to that, contractor has to prepare and secure approval for structural, electrical, plumbing & sanitary and Fire protection design and drawings from appropriate authority as mentioned in ToR.
2.	Can international bidder participate?	Yes, this is an open tender therefore, national/international bidders can participate.
3.	What is the duration of the project?	Duration of the project is 2 years 10 months (up to June 2023) as mentioned in ToR
4.	What is the Evaluation process?	The proposals will be evaluated using the cumulative analysis scheme where a total score is obtained upon the combination of weighted technical and financial attributes. The basis of Evaluation and the process is elaborated in tender documents.
5.	Is it a Government project?	NUPRP (LIUPCP) is being implemented by the Local Government Division (LGD) of Government of Bangladesh and funded by the Department for International Development (DFID) together with United Nations Development Programme (UNDP) and Government of

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		Bangladesh (GoB).
6.	What are the numbers of buildings and what is the heightest storey?	There are similar types of 4 building with different level (2 to maximum of 5 storied).
7.	Is knowledge of project management software such as CPM, PART etc mandatory for Design & Supervision Engineer ??	No. Knowledge of project management software is not mandatory but it will be an added advantage.
8.	Can you modify payment terms to three or four installment?	Payment terms are based on submission of deliverables which has been mentioned in ToR. As per UNDP procurement policy, maximum 20% of contract value can be paid for inception report.
9.	Is there any limitation in file size for uploading documents?	Yes. Only file size up to 47 MB can be uploaded.
10.	Will environmental clearance certificate (NOC) be required?	Yes, NOC from Department of Environment under Ministry of Environment, Forest and Climate Change of GoB will be required.
	<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.</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.