

**Minutes of the Online Pre-bid Meeting held on 16 September 2020 regarding the RFP
For
Hiring Firm/NGO/Organization for Facilitation and Quality Assurance of Livelihoods
Skills Training (Re-Advertisement)
Reference: RRFPP-BD-2020-019**

Members attended the meeting:

Name	Designation
Rezwana Hoque Chaity	Head of Procurement-Country Office
Asma Nargis Sultana	Programme Support Officer- Country Office
Kajal Chatterjee	National Project Manager, SWAPNO Project
Md. Golam Fazle Rabbani	Enterprise Development and Employment Specialist-SWAPNO Project
Bidders:	Mesbahul Haque-Knowledge Management Consultant Ariful Karim-Fullstop Solutions Arsalan Zaman-SNAD Foundation Bangladesh Md. Al-Imran Rumon- IPTM Mahmuda Akter Khan-IPTM A.Khan M.Islam Joy-BCCP Mohibur Rahman Sagor-CNRS Mesbaul Haque-promPT Muhammad Imran-Innovision Abul Azad-AID Comilla

With reference to the subject RRFPP issued on 13 September 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Who are the Union Workers and Other representatives mentioned in the financial template?	Union workers are the staffs of our implementing NGOs. In the training program, they will assist the firm to organize the training program, ensure the participation of beneficiaries, etc. Other representatives considered here from Union Parishad elected members, Upazilla administration, line department officials etc. who may come to monitor the training, checking the quality, etc. as this is a govt. owned project so DDLG and DC office will play a vital role
2.	Is there any remuneration for Union Workers and other representatives?	As the UWs are Project's paid staff so additional remuneration was never considered for them. In addition, other representatives may come spontaneously/voluntarily to check the quality and monitor as part of their job.
3	Is there any scope to segregate overhead costs in table-3 (annex -1)? How will a firm explain the cost of HR, admin etc. separately	The firm will only put the total cost in the overhead line of the table-3. The project wants to see the only % of overhead costs. The cost of HR can be captured in the format provided in attached file SOFT COPY OF SECTION-6 under FORM-G PAGE-1 to 3).

4	What is the difference between first and 2 nd RFP	In the first RFP some of the budget heads were not very clear and created confusion. This time all the confusing budget heads have been eliminated. We are not expecting any budget beyond this template attached file SOFT COPY OF SECTION-6 (FORM-G page 1 to 3)
5.	What is the implication of Form-G? As the financial template (annex 1) reflects the full budget so do I need to fill again the Form - G	We have placed the Annex-1 under Form-G Financial Proposal Form.(Ref: attached file SOFT COPY OF SECTION-6) now it is an integral part of Form-G. Financial proposal related FORMS are Form-F and G ,please don't disclose your financial proposal anywhere other than these forms 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 do not put the price of your proposal in the 'LINE ITEMS' in the e-tender system. Instead put 1 and upload the financial proposal as instructed above.
6	Do I insert any row in the financial template (annex 1) table 3?	The table-3 (cumulative cost) has been revised in attached file "SOFT COPY OF SECTION-6" under FORM-G, page 1 to 3) Yes, you can insert the additional row in table 3, if needed. The soft version will be available on the website.
7.	We know that UNDP project costs are VAT exempted so do I put the VAT amount in the financial proposal? What would be % of VAT for this assignment?	UNDP is tax exempted not VAT. The applicant must mention the VAT in the financial proposal. The vendor will provide VAT and submit the treasury challan during the submission of the invoice. Different VAT rates are applicable for different goods/services. During the meeting, it was discussed and proposed by the participants that normally 15% VAT is charged for providing consulting services
8.	What will be the per head beneficiary transportation costs?	This is a competitive bidding process and UNDP will not indicate any cost for any budget head component. It is expected that the bidders will quote rationale transportation cost considering the local context.
9.	In Form – B under "Please attach the following documents" it refers to section-2 is it evaluation criteria?	It will be Minimum Eligibility and Qualification Criteria under Section-4: Evaluation Criteria
10.	Do we need to attach the legal status documents with the form B?	Please mention the file name in form-B and upload the legal documents separately with the proper name of the files.
11	How do I name the files?	Please do not attach multiple files in the same name. Because the system will receive only one file in one name.
12	Shall I get any support from UNDP to select and recruit the trainer?	The vendor will select and recruit the resources of persons or trainers. UNDP will be not in a position to support the vendor to recruit the trainers.

It is requested 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 'Request for Proposal number' on the Email subject line and send it to bd.procurement@undp.org.

The submission deadline is at 12:00 PM (BDT), September 24, 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 all provisions as applicable.