

**Minutes of the Online Pre-bid Meeting held on 23 September 2020 regarding the RFP
For
Hiring Mentorship firm to support “Youth Co:Lab Springboard Programme**

Reference: RFP-BD-2020-028

Members attended the meeting:

Name	Designation
Md. Enamul Hasan	Admin, HR & Procurement Specialist, NUPRP
Fayez Ahmed	Youth Programme Coordinator-Consultant, UNDP
Bidders	
Shafiatul Kubra Mim	Gen Lab (shafiatulmim01@gmail.com)
Israt	Gen Lab (ishrat.rouf@gmail.com)
Mehrab	Ygap Bangladesh (mehrab.tarek@ygap.com.au)
Minhaz Anwar	BetterStories (minhaz@betterstories.asia)
Allen Selima	BetterStories (selima@betterstories.asia)
Sharnila	BetterStories Limited (sharnila@betterstories.asia)
Tamim	BYLC Ventures (habibullah@bylc.org)
Barisha Rabbe	BYLC Ventures (rabbe@bylc.org)
Ayaz Aziz	BYLC Ventures (ayaz@bylc.org)
Rafayet Khan	LightCastle Partners (Rafayet.khan@lightcastlebd.com)
Mehad ul Haque	LightCastle Partners (mehad.haque@lightcastlebd.com)
Omar Farhan Khan	LightCastle Partners (omar.farhan@lightcastlebd.com)
Tasfia	Startup Dhaka (tasfia.startupdhaka@gmail.com)
Neealana	StartupChattogram (startupctg@gmail.com)
Akib	StartupChattogram (akib@startupchattogram.org)

- The meeting started with welcome address and brief explanation of the assignment by Fayez Ahmed.
 - Md. Enamul Hasan shared the process and guidelines for e-tendering and submission procedures.
- Then the participants were allowed to ask question for further clarification on the assignment and proposal submission. Following were the major questions and answers asked in the meeting.

Regarding the subject RFP issued on 16 September 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	What would be the modalities of all the mentorship sessions and activities?	Bidders are encourage to plan workshop sessions and activities as per regular time and can also have adaptation plan to adjust with any crisis situation like COVID 19.

S/L	Queries	UNDP Response
2.	Can bidders add logistics and event organizing cost, i.e. organizing the end story telling session, in the financial proposals?	Yes. They can.
3.	Can multiple organisations/companies or any consortium can participate in the bidding?	If there is any existing agreement among the companies and have the required documents, they can participate in the bidding.
4.	How to activate any deactivate bidder account?	To get any support in re-activate any bidders account and for any technical supports bidders are requested to share their queries and support requests to bd.procurement@undp.org .
5.	Will there be any changes in the date of the first deliverables?	Yes, the bidder have to submit the first deliverable by 25 October. (Page no. 23)
As discussed in the meeting, point no. 08 from the Scope of Work (Page 22) has been eliminated from this assignment. Thus bidders are requested not to mention and quote any financial amount under the “Enterprises stories in Print & Visual Media (identified by UNDP Bangladesh)” in III. Other Related Cost section of Cost Breakdown by Cost Components (page 12 and page 27).		
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 at least 48 hours prior to the submission deadline in order to be able to resolve the problem.		

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.