

Minutes of the Pre-bid meeting held on October 15, 2020
RFP-BD-2020-034 for Hiring a firm for Development of a Crowdfunding Platform for -
a2i.

Date: October 19, 2020

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Tohurul Hasan	Program Manager (DFS), a2i
Fazle Munim	Technology Expert, a2i
Nahid Nazim	Procurement Associate
Bidders	

With reference to the subject RFP issued on October 07, 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Training & Handover the system with source code – who will provide?	The selected vendor will provide the training on operation of the platform. The training will be provided only a2i staff.
2	How many API need to integrate?	Highest 10 API needs to be integrated.
3	Is it possible to increase the project submission deadline for 1 week? Because this is very important and innovative project that has web, Android and iOS application.	Yes.
4	Physical presence of the key personnel and what frequencies?	Physical presence is not mandatory. It depends on the negotiation of both parties.
5	Page 4 - "Training & Handover the system with source code" Would you please clarify us about the following: a) What will be no. of trainees? b) What will be the training duration? c) Who will provide the training venue? d) Who will provide the training materials? e) Who will provide the training kits? f) Who will provide the training allowance? g) Who will provide the refreshment?	The training will be provided to a2i staff. So the number is not more than 5. Training duration depends on the vendor. They will determine how much time they require to provide the technical & operational training. Any manual or training documents will be provided by the vendor.
6	Minimum Eligibility Criteria for the Key personnel: "Necessary document must be submitted to substantiate the above eligibility criteria." Would you please clarify us about the "Necessary Documents?"	Submit detail and signed CVs for each key personnel.
7	Form for Submitting Service Provider's Proposal: "This Form must be submitted only using the Service Provider's Official Letterhead/Stationery"	Yes. Particularly, technical proposal, financial proposal and declaration on Annex-4.

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	Would you please explain us does the bidder need to submit the full proposal in official Letterhead/Stationery?	
8	Would you please clarify us if SMS notification is included in any module under the scope defined, who will provide the cost for SMS charge?	A2i will provide the SMS portal and all cost will manage by a2i.
9	Would you please explain us who will provide the API for necessary integrations? Is there any NID integration required?	A2i will arrange the API for integration. There is no requirement for NID integration.
10	Would you please clarify us who will bear cost of Android/IOS play store hosting cost?	A2i will bear the cost
11	Would you please clarify us if any sort of data migration is needed in the assignment, what would be the approx. volume & format of the existing data?	No data migration required.

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 the all provisions as applicable.