

**Minutes of the Online Pre-bid Meeting held on 16 November, 2020 regarding the RFP
For
Hiring Firm for Designing and Development of Instructional Video for Online Course on
Human Rights for Police**

Reference: RFP-BD-2020-043

Members attended the meeting:

Name	Designation
Bithika Hassan	Gender Expert- Human Rights Programme, UNDP
Afzal Hossain Sawar	Policy Specialist - Educational Innovation a2i project
Purabi Matin	HD Media Manager, a2i, UNDP
Mahbubul Haque	Data Analysis expert, HRP, UNDP
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
Bidders:	
Mr. Jehroome	WANDERERS MEDIA WORKS PVT LTD
Mr. Aminur Rahman	BacBon Limited
Mr. Md Mahbubul Haque	BacBon Limited
Mr. Junayed Al Hasan	DNet
Mr. Abu Suffian Biplob	GreenFrame
Mr. Md Abu Musa	GreenFrame

With reference to the subject RFP issued on 10 November 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Does HRP team share the list of the speakers with the bidders?	Potential selected vendor will receive list of speakers from HRP/a2i team
2.	In Annex-1 you mentioned video recording for instructional contents development. There are some videos already recorded. - Do you share video with us? - Do we need outdoor shooting?	- Content / training module and video will be shared with the selected vendor for their understanding - Based on context vendor need to shoot outdoor to visualize the context.
3.	Bidders has freedom to design content from the given module .	In consultation with the UNDP team, selected vendor will be able to add or apply interactive way of presentation
4.	Do we submit promo video along with the proposal?	No need to submit promo video with the proposal. Awarded vendor will prepare promo video along with the other deliverables.

5.	Under technical proposal 2.3 you mentioned “A Seven minutes presentation needs to pitched”. Do we submit it with proposal? What is the Process of your technical evaluation?	<p>The Technically qualified marks is 49 (70% of 70 marks) First the panel evaluate the proposals with 60 marks and technically qualified marks will be 42 (70% of 60 marks). We will invite the technically qualified bidders for the seven minutes presentation in front of evaluation panel (through Zoom). The panel will evaluate the presentation and the pass marks will be 7 (70% of 10 marks).</p> <p>UNDP will request for Financial proposal password from the technically qualified bidders who will get the pass marks 49.</p>
6.	Is there any thing defined for the video (duration of animation, infographics) what kind of infographics/ animation need for the 7 min video ?	Based on situation bidder will propose the visualization pictographics and animation and the characters should be symbolized Bangladeshi characters. At least 5 minutes visuals should be pictographics and infographic
7.	Do we submit the proposal online?	Yes the Firm/Organization will sub their technical and financial proposal along with the documents mentioned in the solicitation document through e-Tendering.
8.	Will UNDP provide content before the proposal submission?	UNDP will share training module and content with the awarded/selected firm.
9.	The firm/ organization will arrange validation workshop after awarded the contract?	Yes
10.	Do we submit the financial proposal along with the technical proposal?	<p>The bidder will submit the Technical and Financial proposal along with the documents mentioned under “Criteria for the Assessment of Proposal” through e-Tendering . <u>The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. 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.</u></p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE ‘LINE ITEMS’ IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.</p>

11.	Who will be the target audience?	This course is designed particularly for police officials those who are providing front line service (ie. SI, ASP, SP)
12.	Is it National or International Bid	It is open bid National and International both can apply
13.	In Annex-2 under Minimum eligibility criteria of key personnel: it is mentioned LIUPCP what does it stand for?	It is Typo
14.	For international bidders they will submit their country VAT / TAX clearance certificate	Yes
15.	In Annex-2 under Minimum eligibility criteria of consultancy firm you mentioned for Latest Audited Financial statement. Fiscal year 2019-2020 audit is not yet finalized can we submit probational statement .	Yes you can submit the probational audited certification with duly sealed and signed.
16.	UNDP provide visa or letter ?	UNDP does not provide this type of service

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.