



**Minutes of the Pre-proposal Meeting held on the REQUEST FOR QUOTATION (RFQ) – Supply and Installation of Furnitures and Fixtures at UNDP Bangladesh Country Office (18th and 19th Floor, IsDB Bhaban, Agargaon, Dhaka)**

## Reference: RFQ-BD-2021-001

Venue: ZOOM Platform (<https://undp.zoom.us/j/5204133986>)  
Dhaka at 11:30 AM on 3 February 2021

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
<b>Mr. Ehsanul K Chowdhury</b>	Procurement Associate, UNDP Bangladesh
<b>Ms. Rezwana H Chaity</b>	Head of Procurement, UNDP Bangladesh
<b>Mr. Talha Mahmud Dipta</b>	Consultant (Renovation), UNDP
<b>Bidders</b>	Annexed

**Pre-amble:**

Mr. Ehsanul Karim Chowdhury from the UNDP country office's procurement unit highlighted the process and compliances for proposal submission. He has also explained the following procedure a) how to register in UNDP e-Tendering system, and b) how to Submit a Bid on e-Tendering also outline of Technical and Financial proposal submission process. Ms. Rezwana Chaity Mr. Talha Mahmud then briefed on the works' scope, and project background. The UNDP Procurement team also touched upon some of the technical requirements of the assignment.

The participants were then requested to ask questions for further clarification about the assignment and proposal submission process. Following were the questions asked in the meeting and received through BD Procurement and their answers.



S/L	Questions from Bidders	UNDP Response
1.	Under Annex 1, Serial number 2, can we have any reference of the existing table top layout so that we can understand the configuration properly for quoting?	Please see the attachment with the tabletop drawings (Annex-1 to Pre-Bid)
2.	Can we have clarification regarding appointment of C&F agent and responsibility of C&F agent's payment (in case of importation)?	<p>UNDP will take the responsibility of complete customs clearance and vendor will take responsibility for transportation and delivery at designated UNDP location. This will be done in a very professional manner and the conditions will be as follows:</p> <p>Final destination : ICD KAMALAPUR DHAKA  Port of discharged : Chittagong port  Freight : must be prepaid up to final destination ICD Dhaka  Description of the cargo : office furniture , itemize  PACKING LIST – Net weight to be mentioned against each item and gross weight in the packing list to complete customs assessment  INVOICE – Value to be mention against each item , with total value and currency in the INVOCIE to complete customs assessment.  Consignee – UNDP Bangladesh</p> <p>UNDP will provide full set document with UN Exemption certificate to its C&amp;F Agent who will complete the Customs clearance only and Vendor will take over from there and complete the remaining activities from their end. As such, UNDP would like to see full the cost of bidder for reference purpose and as for VFM analysis.</p> <p><b>Bidder is requested to share Breakdown of Each Cost considering the INCOTERMS<sup>1</sup> and take the Port of Discharge and Final Destination into account.</b></p>
3.	In Annex 2: Few questions Answer is pre selected as "Yes" (like quality assurance certificate, ISO 14001/14064. As Attached). Is it mandatory for a bidder (as a trader not as a manufacturer) to have those certificates?	The certifications for quality assurance are required from the manufacturer company whereas the bidder as the exclusive agent of that concerned company can submit their certifications. In this case a document can be submitted from the manufacturer endorsing the bidder as their exclusive or sole agent in Bangladesh
4.	Can we have a reference image of "low height partition" for better understanding the requirement?	Please see the attachment with the image of the low height partition (Annex-2 to Pre-Bid Meeting Minutes – Attached)
5.	Could you pls provide photos of SI-No 2 item( Table top for existing Table)?	The table tops will be similar to the new workstation tops, but for modular understanding Please see the attachment with the tabletop drawings (Annex-1 to Pre-Bid)
6.	SI-No 3 item( Mobile Pedestal) : what will be the locking system of the drawer?single or central or individual locking?	The steel made mobile pedestal drawers will have a central locking system

<sup>1</sup> Please see INCOTERMS below

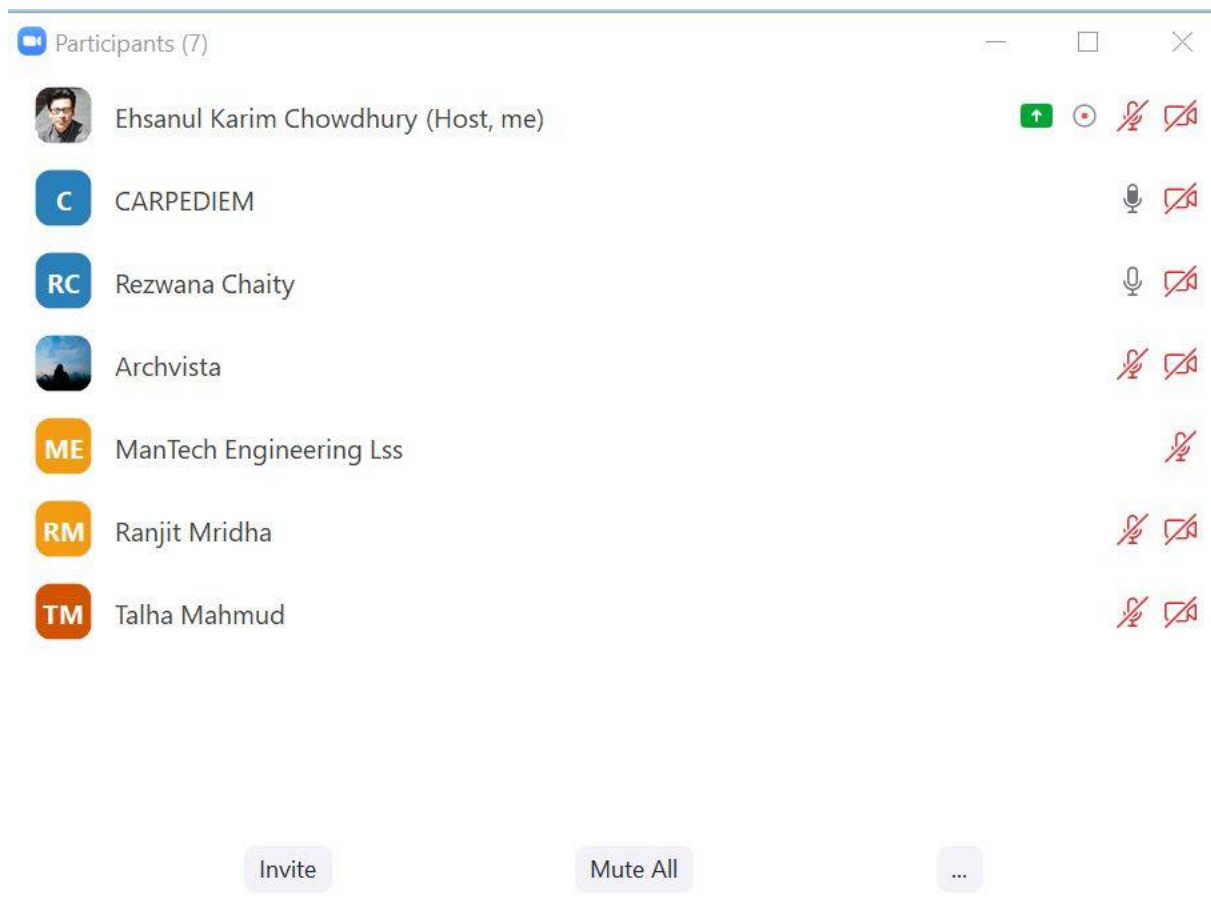


7.	SI-No 8 item( Lounge Seater): Which type need to supply: the reference or remarked one?	The varieties shown in both columns are to give an idea of the items that we are looking for. The bidder will show their available items from their manufacturers for the final selection of the items, since these are assorted items assorted colors may also be applicable during the final order
8.	SI-No 11 item( Small Puff Seater): Which type need to supply: the reference or remarked one?	The varieties shown in both columns are to give an idea of the items that we are looking for. The bidder will show their available items from their manufacturers for the final selection of the items, since these are assorted items assorted colors may also be applicable during the final order
9.	SI-No 10 item( Discussion Chair): Which type need to supply: the reference or remarked one?	The varieties shown in both columns are to give an idea of the items that we are looking for. The bidder will show their available items from their manufacturers for the final selection of the items, since these are assorted items assorted colors may also be applicable during the final order.
10.	Could you pls provide photos of SI-No 13 item( Low Height Partition)	Please see the attachment with the image of the low height partition (Annex-2 to Pre-Bid Meeting Minutes – Attached)

**Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments (if any) shall be an integral part of the RFP document and supersede the all provisions as applicable.**

## PRE-BID PARTICIPATION SCREENSHOT

(Courtesy: Zoom Video Communications, Inc.)



The screenshot shows a Zoom meeting interface with a participants list. The window title is "Participants (7)". The list contains seven participants, each with a profile picture, name, and status icons for video, audio, and chat. At the bottom of the window are three buttons: "Invite", "Mute All", and a menu icon (three dots).

Participant	Video	Audio	Chat
Ehsanul Karim Chowdhury (Host, me)	On	Muted	Muted
CARPEDIEM	Off	Muted	Muted
Rezwana Chaity	Off	Muted	Muted
Archvista	Off	Muted	Muted
ManTech Engineering Lss	Off	Muted	Muted
Ranjit Mridha	Off	Muted	Muted
Talha Mahmud	Off	Muted	Muted

Buttons: Invite, Mute All, ...

## INCOTERMS

TERM	DDU
<b>SEVICES</b>	<b>Delivered Duty Unpaid</b>
Export packing	Seller
Export customs clearance	Seller
Loading at seller's premises	Seller
Inland freight in the seller's country	Seller
Terminal Handling Charges (THC)	Seller
Loading on vessel	Seller
Main carriage/freight	Seller
Customs clearance in buyer's country	Buyer
Delivery to destination	Seller