

**Minutes of the Online Pre-bid Meeting held on 07 February 2021 regarding the RFP
For
Hiring a Firm for Developing Business Continuity Plans for Economic Zones
Reference: RFP-BD-2021-004**

Members attended the meeting:

Name	Designation
Rezwana Hoque Chaity	Head of Procurement - Country Office
Farhana Gaffar	Procurement Associate - Country Office
Arif Abdullah Khan	Programme Specialist - Disaster and Resilience, UNDP
S M Morshed	Project Manager, NRP-PD
Muhammad Jahedul Huq	Planning Specialist, NRP-PD
Bidders:	<p>Sushanta Sarkar Subho, Practical Action</p> <p>Abid Hasan, Practical Action</p> <p>Abu Saif Ansari, Practical Action</p> <p>Syed Tanim Ahmed, Global Research & Marketing</p> <p>Asia Binte Amanat, Global Research & Marketing</p> <p>Shejuti Ahmed, EQMS</p> <p>AHM Mustain Billah, EQMS</p> <p>Two representatives from Deloitte (majgaonkar@deloitte.com)</p> <p>Representative from TUV-SUD</p>

With reference to the subject RFP issued on 31 January 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Under the section on Required Qualification of the Firm, Page No 30 Clause number g(III), it is mentioned that the company should have minimum 05years of experience in developing BCP. Considering the uncommon concept of this RFP, can it be flexible?	05 years of experiences in the areas of disaster risk management, climate change, environment, and business continuity issues.
2.	Under the section on Required Qualification of the Firm, Page No 30 Clause number g(IV), it is mentioned that the company should have undertaken at least 03 similar projects locally/ regionally for developing BCP. Considering the uncommon concept of this RFP, can it be reconsidered?	03 similar projects locally/ regionally for developing strategies on disaster risk management, climate change, environment, and business continuity issues.
3.	Under the section on Required Qualification of the Firm, Page No 30 Clause number g(VI), it is mentioned that the income statement and balance sheet of the company should indicate not less than BDT 75 lacs in the latest audited financial statement.	<p>If the company should indicate an average audited financial statement of the last 3 years (2018 to 2020).</p> <p>The minimum average annual turnover of the company in last 03 years should not be less than BDT. 75 lacs.</p>
4.	Considering the complexity and comparatively uncommon concept of the RFP, is it possible to extend the submission date?	The submission date has been extended till 22 February 2021.

5.	Under the section on Outline of Team Formation, Page No 30 Clause number i(a), it is mentioned that the Team Leader/ Project Manager must have BCM related Certificate. Can it be reconsidered?	The requirement of having BCM related certificate is optional for team leader. But at least two experts must have 05 years of experiences in developing multi hazard-BCP.
<p>It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission.</p> <p>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.</p> <p>The submission deadline is at 04:30 PM, 22 February, 2021</p>		

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.