

**Minutes of the Pre-Bid Meeting on
Hiring Service Providing Organization or Training Institute to Provide Competency-
Based Training and Employment for Underprivileged Women in Leather Industries**

Reference: RFP-BD-2021-005, Project: SWAPNO

Venue: Zoom Meeting, Time: from 11:00am, Date: 7 February 2021



Members attended in the meeting:

Name	Designation/Organization
Ehsanul K Chowdhury	Procurement Unit, UNDP Bangladesh
Md. Golam Fazle Rabbani	Enterprise and Employment Development Specialist, SWAPNO Project
Md. Rajib Ahmed Bijoy	Finance and Admin Officer, SWAPNO Project
Md. Rajiur Rahman	Administrative Associate, SWAPNO Project
Bidders	Attached Screenshot

UNDP Bangladesh advertised RFP-BD-2021-005 and invited bidders via ZOOM to discuss the solicitation process. Following were the questions from the vendor and responses from UNDP.

S/L	Questions from the bidder	UNDP clarification for the bidder
1.	Is there any way to know the stipend cost for Trainee from cost breakdown by cost component part? Are beneficiaries are currently getting any stipend?	Yes, beneficiaries are getting stipend. As, this is a competitive process, and request bidders to consider competitiveness of the market and provide standardized acceptable stipend in their price offer.
2.	Is there any scope to enroll more than 5%-woman beneficiaries considering the possible drop out situation?	The bidders should submit their bid considering the 5%-10% drop-out, but with no implication or increase on their proposed budget or price offer. This could be an innovative solution, but there is no scope to allocate extra budget for accomplish this assignment.
3.	What are the scope to accompany an infant with the beneficiaries (if someone has infant)?	The bidders have to organize and facilitated day care facilities to keep infant (if there is any infant).and it should be within the budget as children below certain age (infant) does not require additional arrangement for occupancy, food and other requirement. But facility should be considered keeping this logistic concern in mind as this is indeed globally practiced norms.

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

REFERENCE-SCREENSHOT
PRE-BID ATTENDANCE (RFP-BD-2021-005)

The screenshot displays a Zoom meeting interface. On the left, a document titled "Annex 4" is open, showing a form with the heading "Provide leged Women in" and a sub-heading "ities (SWAPNO)". Below this, there are several empty text boxes. At the bottom of the document, the text "by the Government of adesh's National Social or left with a disabled" is visible. The Zoom toolbar at the bottom includes a "Record" button, a "Leave" button, and "Invite" and "Mute All" buttons. On the right, the "Participants (7)" list shows the following individuals:

Participant Name	Role	Video	Audio
Ehsanul Karim Cho...	(Co-host, me)	Off	Off
G F Rabbani	(Host)	On	Off
COEL 2	(Co-host)	Off	Off
mohammad Rajib Ahm...	(Co-host)	Off	Off
Rajiur Rahman	(Co-host)	Off	Off
COEL 1		Off	Off
Kauser Ali, iDEA TREE		Off	Off