Minutes of the Pre-proposal Meeting for the Request for Proposal (RFP) – Hiring a firm for setting up the CCIKM, NAP web portal, geodatabase and climate finance tracking management system
Reference: RFQ-BD-2021-006

Venue: ZOOM Platform (https://undp.zoom.us/j/82813273357)

Dhaka at 2.00 PM on 23 February 2021

Members attended the meeting:

Name	Designation
Mr. Arif Faisal	**Programme Specialist - Environmental Sustainability and Energy**
Dr. Taibur Rahman	**Project Coordinator, NAP**
Ms. Rezwana H Chaity	**Head of Procurement, UNDP Bangladesh**
Bidders	**Annex-1**

With reference to the subject RFP issued on February 16, 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Questions from Bidders	UNDP Response
1.	How could a research institute have the access in Govt. Database?	No need to generate new knowledge or information under this contract. The project will support mobilizing those institutes for getting access to those database. The bidder has to identify those institutions and seek support from the project to get those data. Project shall pay for any data purchase if needed. Also, project would try to get those data through signing MoU where appropriate.
2.	Is there any possibility to extend duration of the assignment?	Currently, the project will come to end by February 2022. In case the project gets an extension, UNDP may consider a "no cost extension".
3.	Who will be the owner and end-user of this systems and products?	Govt will be the ultimate owner of this systems. The systems shall be used by the policy planners, practioners, researchers, media among others.

4.	Is there any requirements or preference of using specific programming language for system/database like Java etc.?	The bidder shall propose and justify.
5.	What will be the hosting Platform and How the software Licenses (if any) cost will be borned?	GoB has bought an ARCGIS server and few desktiop user license for that. That platform can be used. Other than this ARCGIS platform, Open source is preferable. Any other license cost should be included in the bid at least for one year.
6.	When will the bid security be submitted?	Must be submitted with the proposal.
7.	Should the firm provide non key human Resources?	Mentioned key professionals will be evaluated directly as per guidelines given in the ToR. However, the bidders are required to propose complete team required to deliver the assignment.
8.	Should you expand existing website or is it completely new one?	It would be a complete new system and portal. This will be linked with existing portals and databases where applicable and relevant.
9.	Who will administer and maintain the web portal?	It will be managed and owned ultimately by a government organization. The bidder is required to submit a sustainability and maintenance plan.
10.	Is it necessary to have 5 years' experience in climate public finance management in Bangladesh?	Yes, must be familiar with public finance governance in Bangladesh.
11.	Is it necessary 7 years' experience in climate change adaptation, risk and vulnerability assessment in Bangladesh?	We prefer but not mandatory to have experience in Bangladesh.
12.	Is Offer amount included VAT/ TAX or excluded	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. The firm is requested to show VAT in separate Row/ Column
13.	Is there any guideline need to be prepared for training:	For maintenance and/or updating the web portal, at least 10 GoB personel shall be trained based on a guideline/manual.
14.	Can an overseas organization apply?	It is an international open bidding process, therefore, any organization can submit bid if that meets the minimum eligibility criteria.
15.	Extension of the proposal submission deadline	Based on the bidders request, the deadline to submit the proposal has been extended till 4.30 pm, 8 March 2021
16.	E-submission sometimes create problems. What is your suggestion on this?	Please check whether you can access e-tendering system and if you can access, please 'accept' the bid in the system so that you get auto-notifications from the system for any updates/modifications. We request you to submit your bid a day prior or well before the closing time. Please avoid last minute submission.

		Any bidder seeking E-tendering access or submission related support should specify Call for Reference number' on the Email subject line and send it to bd.procurement@undp.org with screen shots of the problem.
17.	It was discussed that the envisioned system should be able to support or integrate data from various BD government climate databases. Do you think you can list all the databases and sites that need to be considered? At least the major ones?	The initial tasks of the firm would be to prepare the list of all the databases and sites that need to be collected/integrated with the system. We believe, as minimum as 15 GoB organizations have such datasets.
18.	It is our understanding that the proposed system will be used largely by the government officials and policy makers to query and analyze climate change and finance data, and will not be used by scientists to use the data and tools to carry out scientific analysis. Is our understanding correct?	It will be an open portal, anyone including researchers/scientists may use this.
19.	How important it is for the owners/admins of this system to control the data usage/access to its users? In other words, should we consider access control methods for data sharing?	Access control methods for data sharing has to be developed.
20.	From an system architectural perspective, how important it is for the system to be cloud based?	Bidder's assessment and justification are expected.
21.	Could you send us the information we need and the process to follow for Atlas/e-tendering registration? We don't have one yet.	The user guide is already available in the procurement website.
22.	Special note	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. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password. Please DO NOT put price anywhere in the submission or in the e-tendering system other than encrypted financial proposal. Please insert '1' as your bid price in the e-tendering line item. Please do not mention the amount in the forwarding letter as well.

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.

Annex-1

Photos - Pre-bid meeting attendance.jpg

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Participants (19)

Find a participant

AI	Ashraful Islam Siddique, Sreejon
CA	Climate Adaptation Services (NL)
C	CNRS__1
DR	Dwell Resources
GD	GD
GY	Guo Yi (PERCENT)
HJ	Hasan Jamil (SmartTech, USA)
JL	Jake Lee (PERCENT Tech)
KI	Kamrul Islam- Streams Tech Ltd. -3
M|	Maeenul	CTO, Streams Tech Ltd.
MH	Mainul Hossain Liton
RK	Razimul Karim
RD	Rony Debnath, ADN Telecom Ltd.
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