

**Minutes of the Online Pre-bid Meeting held on 31 March 2021 regarding the RFP
For Re-advertisement of
Hiring a Firm for Developing Business Continuity Plans for Economic Zones
Reference: RRF-P-BD-2021-04**

Members attended the meeting:

Name	Designation
Arif Abdullah Khan	Programme Specialist - Disaster and Resilience, UNDP
S M Morshed	Project Manager, NRP-PD
Muhammad Jahedul Huq	Planning Specialist, NRP-PD
Farhana Gaffar	Procurement Associate - Country Office
Bidders:	Rubaiyet Al Zahir, Disaster Management Watch, zahir.dmwatch@gmail.com Ashir In Tishar, DM WATCH, ashir.dmwatch@gmail.com

With reference to the subject RFP issued on 25 March 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Is it possible to add any other expert/ staff from the firm's end that is not mentioned in ToR, in case the firm finds it is needed? What are the documents that we need to share if the answer is yes.	Regarding team formation, the firm can propose alternative team composition and it should be reflected in financial proposal. Also, the bidding firm will supply CVs of proposed team members following the CV format given in the TOR. Note that the alternative team members' academic qualification and experiences should be in line with specialists/experts mentioned in the TOR.
2.	There is a prescribed financial proposal submission format on page 18 and the other one on page 44-45. Which one the firm should follow?	Please follow the format on page 44-45 of the advertised RFP.
3.	How to address training cost in the financial proposal?	Training related costs (i.e. printing of teaching/training materials, venue and food cost, participants' honorarium, other logistics supports related to training) will be arranged by UNDP. Others cost like resource persons/ experts and development of training modules should be incorporated in the financial proposal submitted by the firm.

4.	How to address VAT and tax in the financial proposal.	It is recommended that the firm does not include incurred tax amount in the financial proposal as UNDP is not accountable for tax. The submitted price proposal must be exclusive of VAT with VAT amount shown in a separate line. UNDP will provide a VAT Exemption Certification upon request from the vendor.
<p>It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission. 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, 08 April, 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.