

**Minutes of the Online Pre-bid Meeting held on 05 April, 2021 regarding the RFP
For
Hiring Firm for Vacant Land Mapping in 5 Cities
Reference: RFP-BD-2021-009**

Members attended the meeting:

Name	Designation
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
Mohammad Enamul Hasan	Admin, HR and Procurement Specialist,NUPRP , UNDP Bangladesh
A S M Shahriar Jahan	Housing Coordinator, NUPRP, UNDP Bangladesh
Bidders:	
Rubaiyet Al Zahir	Disaster Management Watch (zahir.dmwatch@gmail.com)
Mahathir Mohammed	Disaster Management Watch (mahathir.dmwatch@gmail.com)

With reference to the subject RFP issued on 28 March 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	Please clarify whether eligibility for proposal submissions for the above-referenced procurement is limited to national firms in Bangladesh? i.e., are international firms eligible to submit proposals for this UNDP procurement opportunity?	No, this procurement is not limited to National Firms only. It is open international competitive procurement and any national and international firm can participate.
2	Does international companies in consortium with local organisation in Bangladesh are eligible to participate in the RFP?	Yes, international firm in consortium with local company are eligible to participate in this procurement.

3	Could the implementing agency (LIUPCP) provide the approximate area of vacant land for mapping in 5 cities? It would be helpful in estimating the effort level.	<p>In ToR, it is already mentioned that on an average less than 10 vacant lands are found in each word. From this information, level of effort can be estimated also. However, approximate area of selected cities is given below:</p> <table><tr><th>City</th><th>Area (Sq. km.)</th></tr><tr><td>City 1: Narayanganj City Corporation</td><td>46.68</td></tr><tr><td>City 2: Chandpur Paurashava</td><td>21.87</td></tr><tr><td>City 3: Gopalganj Paurashava</td><td>30.7</td></tr><tr><td>City 4: Noakhali Paurashava</td><td>17.11</td></tr><tr><td>City 5: Kushtia Paurashava</td><td>42.79</td></tr><tr><td>Total</td><td>159.15</td></tr></table>	City	Area (Sq. km.)	City 1: Narayanganj City Corporation	46.68	City 2: Chandpur Paurashava	21.87	City 3: Gopalganj Paurashava	30.7	City 4: Noakhali Paurashava	17.11	City 5: Kushtia Paurashava	42.79	Total	159.15
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4	Does the bidding agency has the flexibility in proposing changes in the team structure based on the proposed approach and methodology?	The team structure that is provided in ToR is already tested in pilot area and successful execution of the task is realized.														
5	What task is needed in Narayanganj and Chandpur?	VLM work in Narayanganj and Chandpur is completed long before. The selected firm is required to evaluate 10-20% of previous map with the current scenario and thereafter prepare the final report and present that report to the stakeholders in a City-level workshop.														
6	Community surveyor recruitment process?	Community enumerators and surveyors will be recruited following the criteria and process mentioned in ToR.														
7	What will be collection procure of Mouza Map?	Selected firm will be liable to collect Mouza map from the appropriate authority.														
8	Is all the Mouza map is required?	No. Only relevant Mouza map which correspond to vacant land is required.														
9	Is resource person honorarium required for organizing training session?	Yes, selected Firm is responsible to bear all the relevant cost associated with organizing any training session as well as ward and city level workshop and other activities mentioned in ToR.														
10	Is proposed financial proposal template amendable?	No. Proposed financial proposal template is not emedable. However, bidders are allowed to provide detail estimate of some of the line items in separate table, if necessary.														

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 the all provisions as applicable.