

Minutes of the Pre-bid meeting held on April 26, 2021
RFP-BD-2021-011 for Hiring firm for Feasibility Study on Waste to Value Conversion in
Five Urban Local Bodies in Bangladesh-UNCDF.

Date: April 28, 2021

Members attended the meeting:

| Name | Designation |
|---------------------|-----------------------------|
| Shamsun Nahar Airin | Procurement Associate, UNDP |
| Asim Kumar Karmakar | Coordinator , UNCDF |
| Bidders | |

With reference to the subject RFP issued on April 19, 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

| SL | Queries | Answers |
|----|---|--|
| 1 | Is it possible to extend the proposal submission deadline? | Yes Proposals shall be submitted on or before 4.30 p.m. (local time) on May 06, 2021 |
| 2 | Is it required to meet the all minimum eligibility criteria? | Yes, It is mandatory to meet the minimum eligibility requirements |
| 3 | Is it possible to increase the duration of the entire work? | The total duration of this assignment will be 7 months. |
| 4 | Context of the requirement: Brief Description of Services: Needs assessment: Desk review of most up to date secondary data sources to discuss present status of waste management services in the targeted areas including existing municipal WTE projects such as electricity generation, coal or compost production etc. Review the existing regulatory framework and Ministry engagement and find the policy gaps. We understand that secondary data would be available with Municipal bodies, and consultants would need to collect them for the purpose of assessment. Please confirm that UNDP will facilitate consultants in interfacing with them. We believe that “coal or compost production” mentioned in the scope services refers to Refuse derived fuel (RDF). Is our understanding correct? | Yes UNCDF will facilitate consultants/firm to communicate with the Municipalities bodies. UNCDF has already received a letter from LGD, MLGRD&C regarding these feasibility study. |
| 5 | Scope of work: The detailed tasks of the consultancy firm require ‘design, BOQ and technical specification of proposed plant’ We understand that scope of the RfP is limited for feasibility study, wherein | The firm is required to conduct this feasibility study on value conversion possibilities especially energy generation from Municipality solid waste. Based on this feasibility study the firm needs to |

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| | <p>various options would be highlighted by the consultants for UNDP and Govt. in Bangladesh to take decisions. Such decisions would significantly influence the selection of technology, scale, etc. and materially affect the engineering design, etc. involved for such projects.</p> <p>Such detailed design, BOQ etc. are generally needed at Detailed Project Report (DPR) stage after clear go ahead of this feasibility stage. Hence, it is understood that detailed BOQ and engineering design would form the part of DPR stage, and not in this feasibility study which has just 4 months in producing draft report.</p> <p>Requesting confirmation of above understanding. Also, instead of requirement of 'design, BOQ and technical specifications', we suggest considering 'defining block level project design and broad specification of proposed plant'.</p> | <p>identify potential and appropriate technology for municipal solid waste conversion and energy or other values generation including propose project plant design, stakeholders, financiers, tariff structure, sponsor companies and different stakeholders role along with the different type of optional scenarios.</p> |
| 6 | <p>Scope of work: Technical Analysis: Testing and estimation of importance of waste streams (annual amount of waste production, waste characteristics (e.g. organic, plastic, paper, glass etc), calorific value, moisture contain, regional variance and other aspects, feasibility of constant supply)</p> <p>In such feasibility study, need for waste characterization is an appropriate expectation from the consultant, as proper sampling, interpretation of test result, etc. form important aspects in feasibility. Consultants get such samples of feedstock tested with an internationally certified testing laboratory, bearing the out-of-pocket expenses in this regard. This is standard practice accepted by in most of the countries. We understand UNDP would allow the consultant to use any such certified laboratory during the study, or there is a specific preference involved in this regard. Kindly confirm.</p> | <p>It is the key eligible criteria's that the firm have their own testing and estimation facilities to measure the waste characteristics, waste nature, moisture value, calorific value etc.</p> <p>The firm must have their own testing facilities to conduct this feasibility study.</p> |

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| 7 | We understand draft report submission is one of the major deliverables, therefore, is it possible to include “submission of draft report” in the deliverables? | Yes. Please consider the following deliverables as final: <table><tr><th>Deliverables</th><th>Duration</th></tr><tr><td>Submission of Inception Report</td><td>One Month after signing the Contract</td></tr><tr><td>Submission of Interim Report</td><td>Three Months after signing the Contract</td></tr><tr><td>Submission of Draft Report</td><td>Four Months after signing the Contract</td></tr><tr><td>Submission of Final Report</td><td>Seven Months after signing the Contract</td></tr></table> | Deliverables | Duration | Submission of Inception Report | One Month after signing the Contract | Submission of Interim Report | Three Months after signing the Contract | Submission of Draft Report | Four Months after signing the Contract | Submission of Final Report | Seven Months after signing the Contract |
|--------------------------------|---|--|--------------|--------------|--------------------------------|--------------------------------------|------------------------------|---|----------------------------|--|----------------------------|---|
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| Submission of Draft Report | Four Months after signing the Contract | | | | | | | | | | | |
| Submission of Final Report | Seven Months after signing the Contract | | | | | | | | | | | |
| 8 | We understand draft report submission is one of the major deliverables, therefore, is it possible to include “submission of draft report” in the payment milestone? | Yes. Please consider the following payment milestone as final: <table><tr><th>Deliverables</th><th>% of payment</th></tr><tr><td>Submission of Inception Report</td><td>10%</td></tr><tr><td>Submission of Interim Report</td><td>20%</td></tr><tr><td>Submission of Draft Report</td><td>20%</td></tr><tr><td>Submission of Final Report</td><td>50%</td></tr></table> | Deliverables | % of payment | Submission of Inception Report | 10% | Submission of Interim Report | 20% | Submission of Draft Report | 20% | Submission of Final Report | 50% |
| Deliverables | % of payment | | | | | | | | | | | |
| Submission of Inception Report | 10% | | | | | | | | | | | |
| Submission of Interim Report | 20% | | | | | | | | | | | |
| Submission of Draft Report | 20% | | | | | | | | | | | |
| Submission of Final Report | 50% | | | | | | | | | | | |
| 9 | <p>Minimum Eligibility Criteria for the Firm under Description of Requirements at Annex 1, Page No. 08</p> <p>“Experience of working with Bangladesh Power Development Board (BPDB)/Independent Power Producer (IPP)/private companies”</p> <p>Is the requirement fixed for working experience with Bangladesh Power Development Board (BPDB) or it will cover any other Government power sector organization like Dhaka Power Distribution Company (DPDC), Dhaka Electric Supply Company Limited (DESCO), Bangladesh Rural Electrification Board (BREB) etc.</p> | Yes, it will cover the related bodies under or concern with BPDB. | | | | | | | | | | |

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| 10 | <p>Minimum Eligibility Criteria for the Key personnel under Description of Requirements at Annex 1, Page No. 09</p> <p>“The firm must provide CV’s of all proposed personnel for the assignment, stating name, highest academic qualification, Professional certification, length of experience, role/function or other related information”</p> <p>Is that for only the evaluating positions i.e.: Team Leader, Senior Solid Waste Management Specialist and Senior WTE specialist?</p> | <p>The firms must provide detail CVs of all the required personnel as a part of minimum eligibility document and technical evaluation.</p> |
| 11 | <p>What will be the USD Conversion rate?</p> | <p>The Conversion rate will be 84.45 (UNORE 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 the all provisions as applicable.