

# **Minutes of the Pre-proposal Meeting held on the Hiring firm for Collecting and Analyzing Data on Violent Extremist Narratives on Social Media in the Bangla Language for Partnership for a Tolerant, Inclusive Bangladesh (PTIB) Project** Reference: RFP-BD-2021-012

Venue: ZOOM Platform  
Dhaka at 11:00 AM on 9 May 2021

## **Members attended the Meeting:**

Name	Designation
<b>Mr. Robert Stoelman</b>	International Project Manager, PTIB
<b>Mr. Faisal Bin Majid</b>	Project Officer, PTIB
<b>Mr. Ehsanul K Chowdhury</b>	Procurement Associate, UNDP Bangladesh
<b>Mr. Sharif Hossain</b>	Admin and Finance Assistant, PTIB
<b>Bidders</b>	Annexed

## **Pre-ample:**

Mr. Ehsanul Karim Chowdhury from the UNDP country office's procurement unit highlighted the process and compliances for proposal submission. He has also explained the following procedure a) how to register in UNDP e-Tendering system, and b) how to Submit a Bid on e-Tendering also outline of Technical and Financial proposal submission process.

Mr. Robert Stoelman then briefed on Terms of Reference, the works' scope, and project background.

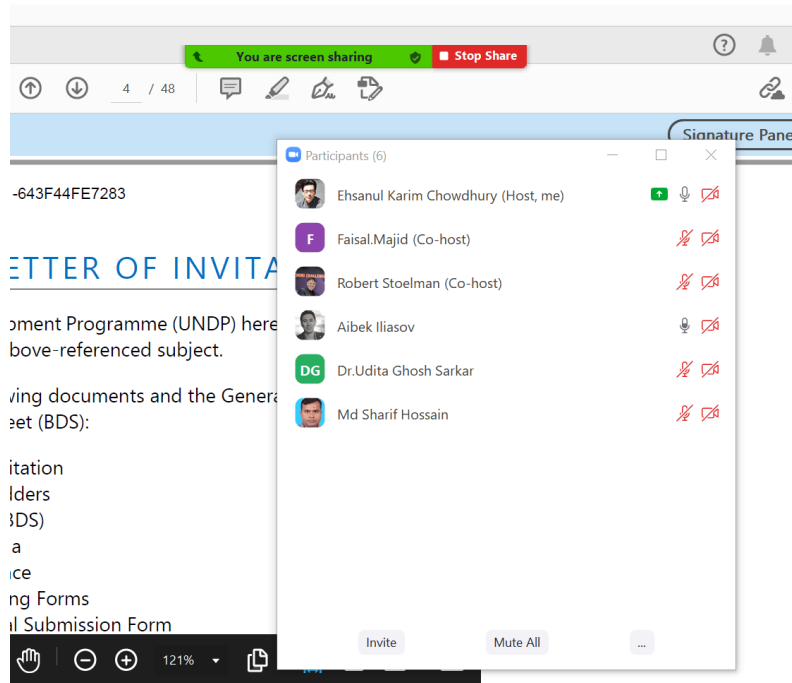
The participants were then allowed to ask questions for further clarification about the assignment and proposal submission process. Following were the questions asked in the Meeting and received through BD Procurement and their answers.

S/L	Questions from Bidders	UNDP Response
1.	Please clarify what should be the currency for the submission	The offer should either be Local Currency (BDT) of Bangladesh or USD. And should not be any other currency apart from what mentioned above.
2.	Can you please clarify the contract duration being January 2022?	The project is opting sustainable procurement process, and strategically duration of the initial contract would be up to the proposed timeline and further amends, subject to the approval of the further duration of the project. The project is working on the extension.
3.	Can you please clarify if the research is only on platforms like Facebook, Twitter, and Instagram, or also others less public?	The research only includes public platforms and public posts

4.	Please let us know if UNDP Bangladesh would be willing to offer a discretionary (minimal) advance to cover third-party setup costs. It is typical for third parties to request a portion of payments upfront.	The advertised RFP will allow for reimbursement modality. And UNDP seeks proposal from a firm with strong financial capacity and institutional background as per the RFP criteria. So, there is no provision for such discretion.
5.	Many organizations follow the principle of payment against approved deliverables. When we invoice for works completed during the contract, UNDP will need to sign off and agree on these before making payments, therefore mitigating the need for performance security. Will UNDP be able to offer a performance security waiver?	No. UNDP will not waive the Performance Security provision as UNDP believes this tool ensures minimizing the possible risk in terms of effective contract management. Other conditions will follow the General Terms and Conditions for contracts (goods and/or services) LINK: <a href="https://www.undp.org/sites/g/files/zskgke326/file/s/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017_0.pdf">https://www.undp.org/sites/g/files/zskgke326/file/s/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017_0.pdf</a>
6.	Please let us know the threshold for high-value contracts	Please refer to the link - <a href="https://www.undp.org/how-we-buy">How we buy   United Nations Development Programme (undp.org)</a> and review the <b>Request for Proposal (RFP)</b> to comprehend the definition and threshold when UNDP advertises the RFP processes value.
7.	Can organizations be contracted on a Firm Fixed Price basis?	UNDP will consider the Cost Reimbursement as a payment method according to the Face Sheet of this Contract. In full consideration for the complete and satisfactory delivery of the Goods and/or provision of the Services under this Contract, UNDP shall pay the Contractor an amount not exceeding the total amount stated in the Face Sheet of this Contract.
8.	Given the Eid holidays, we will be grateful if interested bidders are given an extension until Monday, 24 May 2021.	<b>Based on request during the pre-bid Meeting and further internal discussion the bid submission timeline is extended up to 24<sup>th</sup> May 2021, 4.30 PM Bangladesh Time. Please follow the e-Tender instruction carefully</b>

**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 all provisions as applicable.**

## PRE-BID ATTENDEE FIRMS



### Details of Bidders attended the Meeting

1. Aibek Iliasov, Research Director, M&C Saatchi World Services  
Email: [aibek.iliasov@mcsaatchi.com](mailto:aibek.iliasov@mcsaatchi.com)
2. Dr.Udita Ghosh Sarakr, Research Director, Public Affairs, Ipsos Research Pvt Ltd  
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