



**Pre-Proposal meeting against Request for Proposal on 16<sup>th</sup> May 2021**  
**For**  
**Hiring Consultancy firm to develop the Solid Waste Management (SWM) Study**  
**of Teknaf and Ukhia, Cox's Bazar**

**Reference: RFP-BD-CXB-2021-004**

**Members attended the meeting**

Sl.	Name	Designation
1	Marta Kucharski Duran	Project Manager, Solid Waste Management
2	Sayed Monjurul Hoque	Waste Management Specialist
3	Habiqul Islam	Operations Manager
4	Md. Sha Alam	Admin and Logistics Associate
3	Md. Roquibul Hasan	Procurement Associate
4	Bidders	In Zoom meeting

With reference to the subject RFP issued on 06-May-2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh

S/L	Queries	UNDP Response
1.	Change in title of ToR	Updated title: Hiring Consultancy firm to develop the Solid Waste Management (SWM) Study of Teknaf and Ukhia, Cox's Bazar
2.	Dose any firm join with another firm?	Joint venture will not be allowed for this assignment. Please see the Minimum eligibility criteria in RFP document for details.
3.	Can it be specified how many marks more will be given for people with Bangladesh experience in the Technical Evaluation out of total of 20 allocated in QCBS based Evaluation?	The panel members will be carrying out the evaluation process after receiving the proposals. The score will be given based on rational scoring.
4.	How many marks could be cut if team members do not have any Bangladesh specific experience?	The panel members will be carrying out the evaluation process after receiving the proposals. The score will be given based on rational scoring.
5.	To submit the profile which should not exceed fifteen pages including any printed brochure relevant to the services being procured." Does this mean that the Credentials pertaining to only this point shouldn't exceed 15 pages? If this is the case, would request if this restriction could be lifted or number of pages could be increased? Some Agreements do run into multiple pages	15 pages only for company profile , others documents you can insert separately and upload as zipped file.

6.	How many times for each stakeholders individually or collectively (group basis) you are expecting to reach out?	For group basis it is expected to meet at least once the Union/Municipality WATSAN Committees (6), the Upazila WATSAN Committee (2) and WASH sector platform in Host community (2). Individually, the consultancy will conduct as many meetings as it is necessary with stakeholders in Dhaka and CXB level: DPHE, LGED, LGD, DoE, donors, UN agencies, INGOs, etc.
7.	As Eid vacation hampers the workdays, is it possible to extend the submission deadline	Not possible, considering the Eid Vacation we have given 17 days for submission after advertising. Also, we have time constraint to complete the assignment.
8.	Is it possible to extend the assignment duration?	Not possible, as we have time constraint to complete the assignment.
9.	Is there any other location except the areas mentioned in the ToR?	The geographic scope of the assignment is mentioned in the TORs (2 Upazilas, within CXB District), no other areas are included.
10.	Is this Master plan or Study?	It will be study and updated ToR title is: Hiring Consultancy firm to develop the Solid Waste Management (SWM) –Study of Teknaf and Ukhia, Cox's Bazar
11.	Is there any limit of file size as you asked for audit report for 2 years?	You can upload/submit the audit report or other file as zipped
12.	With respect to carrying out Baseline surveys to gather data or field level observations or any other tasks, is subcontracting allowed for any component?	Initially, it is not expected the consultancy to have to conduct baseline surveys through a third party or enumerators. Through the desk review and field visits/meetings arranged by the consultancy team the assignment can be managed.
13.	Do you have any waste generation & classification data of 6 unions, out of your project area.(page-18, sec-10	Waste generation estimations will be based on the per capita waste generation studies conducted in Teknaf Municipality and Refugee camps.
14.	Could meetings with Project Staff, Donors, Local and National Govt and other key SWM decision makers be virtual given Covid lockdown scenarios?	Due to COVID19 context, the consultancy firm will be encouraged to conduct meetings online, or if not possible, in person but following strict COVID19 preventing measures such as, shorting the size of the meetings, using hand sanitizers and masks, keeping physical distance, etc.
15.	Currency stated is only in BDT. Considering for an outside Bangladesh firm is there any possibility to add currency Dollar (USD) with existing BDT?	For the overseas agency currency USD is acceptable.

16.	Please could you share a copy of the UNDP terms and conditions valid for this contract. These are required for internal legal compliance processes.	Generally, UNDP do not share any terms and conditions during RFP advertisement. The general terms and conditions will be shared only with the awarded firm with the contract/ Purchase Order.
17.	As there are travels and surveys involved at the beginning of the task, we request to kindly allow 10% mobilization advance against Bank Guarantee.	Not possible for this case
18.	Is that this is a milestone based contract? While there is a requirement for the team members to do face to face interviews and interact with various stakeholders, there is no requirement for the team to set up office and be based in Bangladesh for the entire duration of 3 months. An offsite-onsite team model with travel would be allowed. Is it okay then?	Yes, this will be milestone based contract and for four deliverables we will make the payment in two installment
19.	There are 4 deliverables to be made by the consultant. Kindly split the price proposal and schedule of payment for each deliverable (i.e 4 parts) instead of 2 parts (deliverable 1&2 & deliverable 3&4)	Yes, this will be milestone based contract and for four deliverables we will make the payment in two installment
20.	We are Indian Organisation, Can we go for Joint Venture Partner for this Proposal? Kindly confirm.	Joint venture will not be allowed for this assignment. Please see the Minimum eligibility criteria in RFP document for details.
21.	Will you upload meeting minutes?	Yes, will be uploaded in UNDP portal by 16 <sup>th</sup> May'2021
22.	Kindly relax the Bangladesh experience for the two Key personnels Team leader and solid waste expert	The ToR has been developed based on market research. Hence, at this moment this may not possible to revise the criteria.
23.	Request to Kindly extend the submission date one week after the release of Prebid clarifications reply.	Not possible, considering the Eid Vacation we have given 17 days for submission after advertising. Also, we have time constraint to complete the assignment.
24.	During this pandemic of covid 19, it is difficult to assess the way of involvement with local community in Proposed methodology. Kindly furnish the report to include the above part in proposed methodology.	Due to COVID19 context, the consultancy firm will be encouraged to conduct meetings online, or if not possible, in person but following strict COVID19 preventing measures such as, shorting the size of the meetings, using hand sanitizers and masks, keeping physical distance, etc. During the lock-down period, group meetings with the local government/community will not be arranged.

25.	Key experts of 3 positions Team Leader/Lead Researcher, Senior Researcher, Solid Waste Expert only mentioned in RFP. Kindly clarify Team Leader, Director, Script Writer, Translator, Researcher, Cameraman, Performers, Video Editor of the firm/company about this assignment could be one of potential risks.	The given three positions are mandatory to accomplish the assignment. However, if you need to add more position please provide strong justification for this.
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**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE PASSWORD PROTECTED FINANCIAL PROPOSAL.**

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 [e-bidboxcxb.bd@undp.org](mailto:e-bidboxcxb.bd@undp.org)

Note: Above Clarifications in response to queries raised during advertising period shall be an integral part of the RFP document and supersede the all provisions as applicable.

#### **Attendance list-Name of the Organization**

<b>Sl. no</b>	<b>Name of the organization as per zoom meeting chat box record</b>
1	Name: Nikita Nanda Organization: Ernst & Young LLP
2	Name: Md. Shoriful Alam Mondal Organization : Waste Management Consultants
3	Name: .Jyotheeswara Naidu Organization: Voyants Solutions Pvt Ltd
4.	Name: Md. Khayrul Alam Bhuiyan Organization: Waste Management Consultants
5.	Name: Khandaker Ali Hossain Organization: Commitment Consultants
6.	Name: Rubaiyet Al Zahir Organization: DM WATCH