

**Minutes of the Pre-bid Meeting on RFP**  
**For**  
**Hiring a Firm/ NGO/Institute for Capacity Development Training for LoGIC Beneficiaries**  
**Reference: RFP-BD-2021-014**

Meeting Date: 2 June 2021

Venue: Virtual Meeting (Zoom)

**1. List of Participants**

Sl No.	Name of the Participants and Organization	Email Address
1	Mr. A K M Mamunur Rashid	Climate Change Specialist, UNDP
2	Ms Rezwana Hoque Chaity	Head of Procurement, UNDP
3	Ms Asma Nargis Sultana	Programme Support Officer, UNDP
4	Mr. T M Selim	Monitoring Specialist, UNDP
5	Ms. Shagufta Naz	Admin and finance Associate, UNDP
6	Bidders	

With reference to the subject RFP issued on 27 May 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

**2. Comments/Responses Matrix**

Sl.	Queries from Bidders	UNDP Response
1	Who will prepare the training manual -is it LoGIC project or the firm? (Ref-page-30)	The firm will prepare and submit the training manual. UNDP/LoGIC will review and finalize. The manual should be in Bangla.
2	Food should be standard, and balanced-the cost will vary based on the proposed food by the vendors. Could you please standardize exactly /at least mention the amount you expect should be sufficient to ensure the standard and balanced food? Please put a ceiling because it is related with financial proposal.	By mentioning balanced diet, it is meant that differing kinds of foods in certain quantities and proportions which is adequate for an adult human being. The food (lunch) should be comprised of Rice, Vegetables, Fish/Meat and Pulse at a minimum.
3.	Regarding the livelihood training programs there are three types of beneficiaries for training in 7 seven project districts. Do you leave it to the bidders to choose the participants?	UNDP/LoGIC will provide the list of beneficiaries. The bidders will prepare location wise training schedule based on the beneficiary list.
4.	Is the training cost equal for all types of training? Some of the training topics will require more cost than others.	The bidders will define the training costs.
5.	Is the topic of the climate adaptive training is fixed or the bidders can choose it?	The topics of the climate adaptive livelihood trainings are fixed. In the RFP there is a list of 16 but it would be 17 (Sl. no. 10 will be splitted as 10.Native duck/chicken and 11.Brackish water polyculture)
6	Cost breakdown per deliverable (ref: page 31) -can it be explained?	The percentages of the total value of the contract mentioned in the table at page 31, will be paid to the vendor after submission and acceptance of the deliverables.
7.	Please explain 'Key persons' educational qualification "in any relevant discipline"?	The relevant discipline has been mentioned to keep options open for the bidders. If the bidder find any other discipline which is not mentioned

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		here but relevant to the social science or climate change, they can propose.
8.	Is there any possibility to extend the submission deadline for one week?	The revised date of proposal submission is 14 June 2021.
9.	It is mentioned in the RFP documents that 13 different trainers would be from 13 different locations. Do we need to choose the trainer from those particular area or choose them from central?	In principle, during the training period 13 trainer will be posted in the 13 sub districts (Upazila). They don't need to be permanent resident of the same districts but should be functional in the districts.
	Should training sessions be 4 hours including a health break (Snacks & Lunch)?	Yes, including the breaks. But the break time should be reasonable.
	Local transportation for each participant is BDT 200. Do we pay them through cheque/pay order/ in Cash?	Payment will be made in Cash
	Can we include any other facilitator?	The team composition that we proposed is the minimum. The firm can propose additional Human Resources if required for implementing the activities as per the TOR, with proper justification. The additional HR will not be evaluated but the CV has to be submitted.
10.	It is mentioned that the CV of team leader and trainers to be submitted, do we submit the commitment letter also?	The commitment letter of the Team Leader is required.
11	Submission form are in PDF it will be better if you provide the Doc file	Doc files (forms) are uploaded.
12	Regarding Joint Venture, is there any limitation on how many firms can work together?	For clear understanding about the Joint Venture, Consortium or Association, please check page number 8, clause no.14 of the RFP document. There is no such limitation but please keep in mind that the bidder has to justify roles, responsibilities and how much the joint venture firms are contributing in terms of technical skills or financial contributions and the percentage as per their work volume and their involvement in the process.
13	Who will provide the Bid Security? Lead firm?	Bid Security can be provided by both the Lead or JV organization. Please submit Certified cheque and Bank Guarantee.
14.	Do we need to submit any other legal document(s) other than Joint Venture form?	As mentioned in the RFP document Please provide the signed Joint Venture agreement.  If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, the bidder shall confirm in their Proposal that they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal;

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15	Is the JV Associated firm will authorize the power of attorney or the lead firm?	The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
16	Is there any scope for partial bid?	No , partial bid is not allowed.
17	In Joint Venture this financial standing (ref-page-40) should be given by both parties/ the lead firm?	The lead firm will give all relevant information required in page 40. Further, please refer to the page no.24 on financial standing
18	Bidder information and qualification form will be filled up by Lead firm and the JV (page-37) ?	Lead firm will fill up the forms. FORM-B for lead Firm and FORM-C for JV.
19	Financial From (page Annexure-1) table-3	Please consider table 4 as table 3. It was a typo.
20	Is there any option of hard copy submission?	Hard copy and e-mail submissions are not allowed. Please submit your proposal through eTendering.
21	What about the Performance security	Bid security is required for this submission. Performance security is required for the winning bidder. Please upload the scanned copy of bid security (certified check/bank guarantee) in eTendering with the proposal submission. The Bid Security is mandatory.
<p><b>Note: <u>The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage.</u> Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.</b></p> <p><b>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE ‘LINE ITEMS’ IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.</b></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.**