

**Minutes of the Online Pre-bid Meeting held on 07 June 2021 regarding the RFP For
Hiring a national firm for Conducting Household Survey in the Selected Climate
Vulnerable Areas of Bangladesh
Reference: RFP-BD-2021-015**

Members attended the meeting:

Name	Designation
Mohammad Iftexhar Hossain	Programme Coordinator, NRP-UNDP
Kamal Hossain	Project Manager, NRP-DDM-UNDP
Saidul Islam	Programme Result Officer, NRP - UNDP
Farhana Gaffar	Procurement Associate, UNDP Procurement Cluster
Bidders:	<p>Ashitava Halder, CNRS Bipasha Ghosh, Deloitte Fatema Akter Bonny; BRAC JPSPH Md. Uzzal Chowdhury, BRAC JPSPH Md Omar Faroque, CRD Tamanna Rahman, DM WATCH Asia Binta Amanat, GRM Md.Arif, Manager, M/S.Shamsul Alam Rubaiyet Al Zahir, DM WATCH AKM Saifullah; PMID Munirul Islam, PDID</p>

With reference to the subject RFP issued on 01 June 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Is it possible to extend the proposal submission deadline considering the challenges the firms are meeting during C-19 Emergency Situation?	No. We have already time constraint to conduct programme evaluation. So right now we have no option to extend our time for proposal submission.
2.	Is it possible to extend the Deliverables submission deadlines and duration of contract period considering the C-19 Emergency Situation?	No. We have no plan to extend our programme evaluation conduction period or deliverables submission deadlines and duration of contract period considering the C-19 Emergency Situation.
3.	Is it possible to decrease the weightage of financial evaluation? 30% is very high.	No.

4.	Is it mandatory that the Team Leader has to be an international? Can National with international experience apply?	We expected the Team Leader will be the international citizen or dwell citizenship (like as Bangladeshi and others international citizenship). Please note that we will strictly follow the Team Leader qualification as mentioned in the ToR.
5.	Do we have to submit commitment Notes for all the team members now?	We do not need the commitment notes from your team members when submitting the proposal. We will screen your technical proposal including your team members CVs/profiles only (please follow the CV's Format specified in the ToR). After awarding the contract, we will request for the commitment letters from the firm.
6.	Can sample sizes be flexible? Or it is fixed?	Sample size is mentioned in the methodology section. Please follow the instruction. Yes, sample size is flexible but less than baseline sample size is not acceptable. Also, Please note that it is a policy and institutional evaluation, hence survey sampling should be statistically validated.
7.	Will you share Baseline Survey Questionnaire with the bidders?	Yes, we will share baseline information with only awarded firm or agency during the inception phase.
8.	Do the Team lead (International citizen) need to work physically in Bangladesh? or He can work remotely?	We preferred that the Team Leader will work physically in Bangladesh. Also, we expect the Team Leader to lead the team physically but he does not need to go to the field level. Apart from this, s/he will closely work as focal point for fulfilling the deliverables or commitments.
<p><i>It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission.</i></p> <p><i>**Any bidder seeking E-tendering access/submission related support should specify Request for Proposal number' on the Email subject line and send it to bd.procurement@undp.org. **</i></p> <p>The submission deadline is 04:30 PM (BDT), June 14, 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 all provisions as applicable.