

**Minutes of the Online Pre-bid Meeting held on 22 June 2021 regarding the
RFP For Hiring a Firm for Mobile Application Development and Promotion of
ekShopDelivery.com platform in Bangladesh
Reference: RFP–BD–2021–019**

Members attended the meeting:

Name	Designation
Rezwanul Haque Jami	Head of eCommerce, A2i
Tawfique Ahmed & other team members	A2i
Linda Germanis	Private Sector Engagement Specialist, UNDP
Farhana Gaffar	Procurement Associate, UNDP Procurement Cluster
Bidders:	Md Ibrahim Shopon, Developer Team Lead, Creative IT Soft Souhail Alavi - Business Development Director, Digital Fractal Technologies Inc Asif Zahan - Sr Web Developer, Red Orange Media And Communications Md. Tanvir Karim Khan, COO, Annanovas IT LTD Harun-or-Rashid, Assistant Vice President, Astha IT Group M Rahbar Zumar, Founder, Nodes Solutions Md Ibrahim Shopon, Developer Team Lead, Creative IT Soft Fattahul Alam, Nascenia Fatema Tuz Zohra, Lead Specialist – Nascenia Masud Rahman - Shataj Soft Ltd. Fuad Omar

With reference to the subject RFP issued on 16 June 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Who are the end users of this app?	It can be a multitude of people, Drivers of delivery trucks, Delivery men on bikes, Delivery men on foot (As for ownership, some may be contractors, some may be employees, so the system will have all of the categories but as per access/accounting, the role will not be the same)
2.	What is your expectation regarding marketing campaign mentioned in the RFP?	Awareness Promotional Campaign to reach 1.5 million potential CMSMEs through Online or Offline activity.
3.	Do we need to develop APIs for route optimization in terms of mapping?	No/ but if provided, will be preferred
4.	Do we need to develop Driver and Depo Management optimization?	YES
5.	Is UOI of the application defined?	No
6.	Is there any flexibility in delivery timeline?	There is limited flexibility of changing delivery timeline and this will depend on the mutual agreement between the vendor and the Contract Administrator.

7.	Is there any API documentation and is it accessible for the bidders?	There are some restful APIs, more can be rapidly provided upon SRS (Software requirement Study) following successful award.
8.	Is any approval needed for accessing EkShopdelivery.com?	No, it will be integrated with this platform.
9.	Will the last mile delivery drives, independent contractors or employees?	It can be a multitude of people, Drivers of delivery trucks, delivery men on bikes, delivery men on foot (As for ownership, some may be contractors, some may be employees, so the system will have all of the categories but as per access/accounting, the role will not be the same)
10.	If they are independent contracts do we have to manage their commissions and earnings? Or do we not have to worry about this?	Contractors will earn commission. System should account for that.
11.	Does the driver app have to manage driver registration, vehicle addition, document upload, approval etc?	No.
12.	What type of user registration systems are required and the approval process? any social media login/register?	No social media login necessary. Existing system has a login credential module.
13.	What programming language is the web application built on?	Current platform is using PHP/MySQL
14.	Are there standard restful apis?	There are some restful APIs, more can be rapidly provided upon SRS (Software requirement Study) following successful award.
Special note		<i>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. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password. Please DO NOT put price anywhere in the submission or in the e-tendering system other than encrypted financial proposal. Please insert '1' as your bid price in the e-tendering line item. Please do not mention the amount in the forwarding letter as well.</i>

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 bd.procurement@undp.org. ***

The submission deadline is 04:30 PM (BDT), July 01, 2021

**** Please note that the submission deadline has been extended.**

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.