



Pre-bid meeting minutes against meeting held on 30 June, 2021  
For  
Construction Works at Ukhiya and Teknaf, Cox's Bazar

Reference: RFQ-BD-2021-005(Revised)

**Members attended the meeting**

Srl	Name	Designation
1	Mahtabul Hakim	Project Manager -CCP and Peaceful District.
2	Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
3	Gazi Mahammed Shahinur	National Consultant - Strategic Planner
4	Mahbubur Rahman Sardar	NC-Civil Engineer, Peaceful District
5	Bidders	In Zoom meeting

With reference to the subject **RFQ issued on 23 June, 2021**, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh. Also, as per request of Invitees, UNDP Bangladesh has amended in some points as stated below.

S/L	Queries from Invitees (Bidders)	UNDP Responses
1	How should we mention VAT amount or information in Annex-3?	As we stated to mention VAT exclusive price, so in Annex-3, please mention "Exclusive" in gap.
2.	Though we didn't visit the site, how much carrying will be needed in practical work?	Baharchora UP one project earthen road. And all side of the beside main road.so vendor can easily carrying to material in the project.
3.	We didn't receive excel file of BOQ, where we get the excel file of BOQ?	Yes, we already uploaded the Excel BOQ Blank File in tendering platform.
4.	There are some mismatch between description quantity and Quantity (like Pages 9,36,48,56).	Page 9 Total Quantity =221 sft. Page 30 E.W Total Quantity =75 cft Page 36 10"BW Haldiapalong UP. =36.022 cft Page 48 Edg =642 rft Page 56 Sand filling = 15.63 cft

5.	Quantity missing in pages (21,26, 27,32,) 100mm dia PVC 'P' or 'S' trap. Is it one or more?	100mm dia PVC 'P' or 'S' trap. 1 Pich.
6.	Do we need to carry out works related to test boring?	As discussed with DPHE (Engineer Ukhiya and Taknaf Upazila), no test boring would be required in the mentioned construction area. Bidders can add expenses for testing drinking water.
7.	Do we need to submit both Purchase Order & Completion certificate?	Yes, vendor has to submit both Purchase Order and subsequent completion certificate which are in line.
8.	Can we mention multiple brand name for each item or not? (Where applicable)	Vendor has to mention any specific brand in their quotation against our required option in RFQ (BOQ part).
9.	Can we get the flexible time to complete the work from the mentioned deadline?	Maximum till 31st October 2021
10.	If we mention VAT amount with proposal in that case, how can we get the refund this amount/what is your mechanism while settling the bill?	<p>If bidder mention exclusive VAT and mention it in Invoice as well then there is no issue from vendor part, to submit any other supporting documents. And UNDP don't deduct any VAT amount.</p> <p>But any vendor quoted for VAT inclusive price then vendor has to submit VAT to Govt. treasury before submitting Invoice and at the time of Bill submission vendor has to provide Mushok: 6.3 and Treasury Challan. In that case also, And UNDP don't deduct any VAT amount.</p>
11	What is the compensation system if any mis-boring happen in any field? Who will bear the cost?	In case of the mis-boring, UNDP will jointly review the situation with the contractor and other relevant entities. UNDP may cover expenses as appropriate for one mis-boring per location if it has appeared as accidental/geographic condition.

12	E-tendering log-in issue	Already discussed. Please let us know your log-in/access problem within 3 <sup>rd</sup> July, 2021 through <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a>
<p>It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission.</p> <p>*Any bidder seeking E-tendering access/submission related support should specify RFQ number' on the Email subject line and send it to <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> within <b>03 July, 2021</b>.</p>		

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

