

**Minutes of the Pre-bid meeting held on July 12, 2021**  
**RFQ-BD-2021-013 for Hiring a Firm to arrange Venue, Food and logistics for training of**  
**SWAPNO Project**

**Date: July 12, 2021**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Helal Uddin	National Consultant-CBDR, SWAPNO
Rajib Ahmed Bijoy	Finance and Admin Officer, SWAPNO
Rajiur Rahman	Admin Associate, SWAPNO
Asma Nargis Sultana	Programme Support Officer-UNDP
Bidders	

With reference to the subject Re-RFP issued on July 5, 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>SL</b>	<b>Queries</b>	<b>Answers</b>
1	Can the Firm charge transportation cost for two days in case of a Training support person	No, the bidder can only charge a one-day transportation cost for the Training Support Person specified in RFQ.
2	With regards to lunch, will it be packet lunch or need to serve on the table	This is flexible. Depending on the local situation and context, lunch can be served in a packet or table.
3	Is it possible to fix two items for snacks	This is flexible. As mentioned in RFQ, snacks will be minimum of two items with water and tea.
4	Where will be the venue for the training	Union conference room will be used as a training venue.
5	Is branding or logo print mandatory on the face-mask	No. it is not mandatory.
6	What will be the size of the banner?	Standard size.
7	Does the UDMC meeting require venue cost?	Venue cost require only for UDMC Training. But venue cost does not require in case of UDMC meeting.
8	Is photography or video documentation required for the report.	Yes, only Photography is required for the report.
9	Deliverable/reporting need to be submitted or not?	Yes, Deliverable have to be submitted but inception report is not required. After accomplished the tasks need to be submit final report.

**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.**