



Pre-bid meeting minutes against meeting held on 12 July 2021
For **Hiring firm for Branding & Renovation works for Aspire to Innovate at a2i, 13th Floor,**
ICT Tower and 6th Floor IDB Bhaban

Reference: RFQ-BD-2021-014

Members attended the meeting

Sl no.	Name	Designation
1	Mr. Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
2	Mr. Omar Faruque	Admin assistant
3	Mr. Sujan Kanti Dey	Procurement Assistant, a2i
4	Bidders	In Zoom meeting

With reference to the subject **RFQ issued on 06 July 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 Response
1	Is the site visit possible or not? Or is there any opportunity to get the present situation picture? <i>(General question)</i>	Existing site situation pictures are provided in the main 3D file uploaded in e-tednering platform.
2.	For the feature board: Will the words/letters remain the same as we can see in the picture, or will that change? <i>(Page: 10, Section A.02.01 in BOQ)</i>	Feature wall texts are finalized, please find the attached 2D (PDF) file uploaded in e-tednering platform.
3.	Is there any partial payment option?	No, there is no partial payment option.
4.	If we mention the VAT exclusive amount with the proposal in that case, how can we get the refund this amount/what is your mechanism while settling the bill? <i>(Page: 4 – Duties and taxes)</i>	Bidder has to mention exclusive VAT and mention it in Invoice as well then there is no issue from vendor part, to submit any other supporting documents like Mushok-6.3 & Treasury challan. And UNDP don't deduct any VAT amount.

5.	Need Excel sheet of BOQ. (General query)	All Bidders have to submit filled Excel sheet of BOQ along with quotation.
6.	As there will be uncertainty regarding actual goods & service requirements and consumption, so what will be the billing process for such case? (General question)	The final bill will be measured based on the actual work.
7.	Please submit a Layout /3D design of total works. (General query)	Uploaded in the tender notice site.
8.	Is there any dismantling work or not? If yes, what is the protocol there? (General question)	There is no major dismantling work for this job except a door has to be removed as shown in the design presentation.
9	Please inform more about Wood Skirting works along with detailed specifications. (Page: 24, Section: A.01.04)	Skirting will be made of solid wood as per the direction & specification provided in the BOQ.
10	In the Plastic paint section, quantity seems less in total? Please clarify. (Page: 24, Section: A.01.05)	The quantity is accurate.
11	Please briefly inform us regarding the requirement of design (content), panels under Branding/Signage Work ICT building. (Page: 25, Section: A.01.07)	The installation and material specifications of design panels are provided in the BOQ. The final design (content) will be shared with the contractor.
12	In the lighting section, under A.02.06-Text with light, is it inside light or spotlight? Also, confirm is it only light or with Text? (Page: 27, Section: A.02.06)	Text with light means the texts will be made with acrylic and there will be light inside the texts as described in the BOQ specification.
13	Under A.03.04, Cable section, please confirm whether the quantity mention is fixed or this quantity will depend on the actual consumption basis? (Page: 28, Section: A.03.04)	The quantity that has been provided in the BOQ is tentative. It can vary to only a limited extend. But the final bill will be measured as actual work done at the site.
14	Refer to HPL requirement in all sections, please confirm whether the thickness is 2 mm or 1 mm. According to the market, it should be a maximum 1mm. (Page: 30, Section: A.05.01)	If 2mm HPL is not available in the market, then 1mm is acceptable.

15	According to the section: A.05.08, Rack part, are all the rack fixed angle based or adjustable/movable? Please mention in detail? And what about the Rack plate? Is it made of MS or board? Also, inform us the thickness in SWG? <i>(Page: 32, Section: A.05.08)</i>	The racks will be adjustable as the vertical angles will be made with MS which will have holes to adjust the heights of racks, but no movable option is needed. The rack plates will be made with MS sheet as described in the BOQ specification.
16	Regarding paint, is there any obligation to use spray paint? <i>(General question)</i>	There is no obligation to use spray paint.
17	Under A.02.01 & A.02.02 of Signage work, Please let us have a 2D/Autocad version to know details about the Feature wall with letter cutting with Acrylic logo? <i>(Page: 10, Section: A.02.01 & A.02.02)</i>	Uploaded in the tender notice site.
18	Is there any possibility to extend the quotation submission deadline?	The new deadline for quotation submission is 26 July, 2021, 4.30 pm(local BD time).
It is requested to submit your bid 1 or 2 days prior or well before the closing time. Please avoid last-minute submission. *Any bidder seeking E-tendering access/submission-related support should specify RFQ number' on the Email subject line and send it to bd.procurement@undp.org within 18 July, 2021 .		

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

Attendance list-Name of the Organization:

Sl no.	Name of the organization as per zoom pre-proposal meeting chat box record
1	Anirar 360
2	Control Panel
3	Shailpik
4	Studio Archifiction
5	maison'D Architects
6	Esun Bangladesh Ltd
7	IN-Technology
8	Corporate IKON