

**Minutes of the Pre-bid meeting held on July 11, 2021**  
**RE-RFP-BD-2021-023 for Hiring a firm to provide hosting**  
**services for Government**  
**Integrated Payment Platform eKpay**

Date: July 13, 2021

**Members attended the meeting:**

Name	Designation
Rezwana Haque Chaity	Head of Procurement, UNDP
Md. Tohurul Hasan	Program Manager, a2i
Md. Fazle Munim	Technology Expert, a2i
Sujan Kanti Das	Procurement Assistant, a2i
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:

SL	Queries	Answers
1	Do the selected vendor need to provide DR site?	No. The selected vendor will provide only DC site and provide service for DR site. The DR infrastructure will be arranged by a2i.
2	Do you have any preferred platform for virtualization?	No, there is no preferred platform for virtualization. Bidder can propose according to their plan.
3	Can we use freeware for back up or you have any preferred application?	No, there is no preferences. The bidder can propose freeware application for backup.
4	Do we need to arrange any hardware for VPN?	No, VPN hardware will be arranged by a2i.
5	What does it mean by 'Billing for DR based on server details provided in ToR'	The bidder needs to mention the bill for DR service not for DR site.
6	When will the password will be asked from the bidders for financial proposal?	After the technical evaluation, the password will be asked from those who obtain the minimum pass mark.
7	Is there any scope to be flexible on the proposed Team's educational qualifications? Instead of master's can it be a minimum of Bachelor's degree in relevant subjects?	Yes.  Minimum bachelor's degree educational qualification will be accepted.
8	Due to Eid vacation and considering strict lockdown condition, may the deadline be extended?	The deadline of submission of the proposal is extended up to 4.30 pm (BD time), 26 July 2021.
9	E-submission sometimes create problems. What is your suggestion on this?	Please check whether you can access e-tendering system and if you can access, please 'accept' the bid in the system in order to get auto-notifications from the system for any updates/modifications.

**Minutes of the Pre-bid meeting held on July 11, 2021**  
**RE-RFP-BD-2021-023 for Hiring a firm to provide hosting**  
**services for Government**  
**Integrated Payment Platform eKpay**

		<p>We request you 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 or submission related support should specify Call for Reference number' on the Email subject line and send it to bd.procurement@undp.org with screen shots of the problem.</p>
11	<b>Special note</b>	<p>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.</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 the all provisions as applicable.**