Minutes of the Pre-bid meeting held on August 10, 2021
RFP-BD-2021-026 for Hiring an IT firm to develop South-South Knowledge portal under K4DM Phase-II project

Date: August 10, 2021

Members attended the meeting:

Name	Designation
Marina Shawkat Ali	National Project Manager, K4DM-II Project
Prosun Chowdhury	Technical Facilitator, K4DM-II Project
Delwar Hossain Khondker	Project Facilitator (Admin & Finance), K4DM-II Project
Asma Nargis Sultana	Programme Support Officer-UNDP
Bidders	

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

SL	Queries	Answers
1	Is that possible to conduct all the requirement analysis within this time? How could the firm arrange it within this short time with a large number of participants?	Basically, one consultation meeting for requirement analysis will be arranged with the support of the K4DM Phase II project. The project helps to arrange this consultation virtually following the suggested date proposed by the vendor. No individual meeting with the partner ministries are required;
2	Is there a need for mobile apps for this portal?	Yes, unfortunately, it is missing in the ToR but it needs to be included in the ToR as per the meeting. Bidders are requested to submit the proposal including the mobile apps issue.
3	Is there a need for a server system? Where is the server deployed? Or rather it would be a cloud-based system?	The cost of the system and other expenditures are solely managed by the firm, and they need to submit the proposal to keep all the costs in mind. The server will be deployed in the ERD ICT cell or BCC server as per the Government rules and directions. It is preferable to develop the system cloud-based, as many other countries need to use this server simultaneously.
4	What if anyone forgot the credentials of using the UNDP procurement portal?	For this kind of issue, the firm/person needs to write in the email address of the procurement unit (which is mentioned in the proposal) addressing the problem, then procurement will suggest the procedure of getting the credentials back.
5	Why do these 5 years of experience conducting a study/survey on social and governance context and experience of conducting at least 3 national level stock-taking/mapping /survey need for the eligibility criteria?	For this issue, these experiences are seeking to note the experience of working in the Social and Governance context.
6	Who will be the users of this portal? will there be users from outside Bangladesh as well?	South-South activists, academicians and different officials from other countries and agencies. There will be other users from various countries especially southern countries.
7	Please specify the estimated total number of users of this system and concurrent users' requirement.	About 400-500.

8	How many other systems to be integrated with the system to be delivered? What will be the modality of the Integration?	The portal needs to be integrated with the Government portal through API and other similar portal.
9	Who will be the approval authorities of our deliverables?	The National Project Manager of the K4DM Phase-II project.
10	In case of cloud hosting, will it be fine if the hosting environment is outside Bangladesh?	No, then the firm must ensure the security management issues and other things like maintenance support and others support when required.
11	Please specify the estimated size of storage requirement for portal data, which includes text, documents, videos etc.	Estimated size could be 50-75 TB.
12	Can we have the clarity on the trainings to be provided, such as number of users to be trained, can this be done online?	The training can be conducted virtually considering the situation of COVID.
Special note		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.

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.