

Minutes of the Pre-proposal Meeting held on the Request for proposal for Pre-Bid Meeting on Hiring a Firm to Conduct Final Evaluation of Agriculture and Food Security (AFSP III) and CHT Climate Resilience (CCRP) Projects of SID-CHT
Reference: RFP-BD-2021-028



Venue: ZOOM Platform

<https://undp.zoom.us/j/81955307892?pwd=cXpiQjJyMm9EeWp2TXF1dm16bjVPUT09>

Dhaka at 12:30 AM on 10 August 2021

Members attended the meeting:

Sl	Name	Designation
1.	Mr. Protul Dewan	Procurement Associate, SID-CHT, UNDP
2.	Mr. Subarun Chakma	Procurement Associate, SID-CHT, UNDP
3.	Mr. Ratan Khisha	Operations Manager, SID-CHT, UNDP
4.	Ms. Rezwana Chaity	Head of Procurement, UNDP
5.	Mr. Shareful Hasan	Team Leader, PMR, SID-CHT
6.	Mr. Sujit Newar	Programme Officer, SID-CHT
7.	Bidders	Attached as Annex

Mr. Protul Dewan, Procurement Associate, SID-CHT highlighted the process and compliances for proposal submission. He also requested to bidder to submit their Financial proposal with password protected.

Mr. Shareful Hassan, Team Leader, PMR, SID-CHT briefed on Terms of Reference, the scope of works and project background.

Mr. Sujit Newar, Programme Officer, SID-CHT also touched upon some of the technical requirements of the assignment.

The participants were then allowed to ask questions for further clarification about the assignment and proposal submission process. Following were the questions asked in the meeting and received through BD Procurement and their answers.

S/L	Quires	UNDP Response
1.	Can we submit the proposal in Joint venture?	<p>Yes it is allowed. If the Bidder is a group of legal entities that will form a Joint Venture (JV), or Consortium for the Proposal, it shall be confirmed in their Proposal that : (i) they have designated one party to act as a lead entity, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity.</p> <p>The description of the organization of the JV, Consortium must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV or Consortium Agreement.</p> <p>All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p>
2.	Is there any scope to extend the bid submission deadline ?	The deadline is extended for another 4 days therefore the revised deadline is 23 August 2021
3.	In the survey, will we have to recruit 100% data enumerator from that community, or we can hire a mixed composite enumerator to take the survey?	We don't have specific instruction for that, you can hire data enumerator from specific community or take a mix.
4.	Under the Annex1 page 3 (context of the requirement) there was mention another project, would you please explain detail about it?	It's a typo, we will replace it with the original one before uploading the final document.
5.	As you are talking about the evaluation by merging two different project and shared the different sample, would we come up with separate survey methodology explanation matrix or a combined one?	The bidder needs to show the individual survey design for each project. Through this, UNDP wants to know your innovative methodological ideas.
6.	In this case do UNDP need a separate report for individual project?	UNDP wants to see the progress of these two different projects AFSP III and CCRP separately; so obviously two separate reports need to be submitted.
7.	E-submission sometimes create problems. What is your suggestion on this?	<p>Please check whether you can access e-tendering system and if you can access, please 'accept' the bid in the system so that you get auto-notifications from the system for any updates/modifications.</p> <p>We request you to submit your bid a day prior or well before the closing time. Please avoid last minute submission.</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.
8.	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 the all provisions as applicable.