

**Minutes of the Pre-proposal Meeting held on the Request for proposal for Hiring Firm for
Conducting Mid-term Evaluation of
Support to Host Communities Affected by the Rohingya Influx Project (SHARIP)
Reference: RFP-BD-2021-027**



Venue: ZOOM Platform
(<https://undp.zoom.us/j/83478434506?pwd=ejdNSWt2cnhPMTYwa3RKRIINPc3lxQT09>)

Dhaka at 11:00 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 |

Ms. Rezwana Chaity, Head of Procurement of UNDP country office highlighted the process and compliances for proposal submission. She also explained the following procedure a) how to register in UNDP e-Tendering system, and b) how to Submit a Bid on e-Tendering. She 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 works' scope, 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 you can.</p> <p>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 ? | 4 more days extended. So the revised deadline to submit the proposal 23 August 2021 |

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| 3. | Page 26 under Objective, mentioned that there are 10 Upazilas of Bandarban and Cox's Bazar strengthen the socio-economic condition host community project but in the very next table it shows 6 Upazila of Cox's Bazar and Bandarban | Currently the Project is operating in 10 Upazilas of Cox's Bazar and Bandarban districts; but it was started with the 6 Upazilas of Bandarban and Cox's Bazar which was mentioned in the table. The assessment will cover these 6 Upazilas, other 4 Upazilas are very new, which were excluded from this survey. |
| 4. | Do the Social Cohesion works only in Cox's Bazar or in both district? | The SHARIP has been implementing Social Cohesion component in both Bandarban and Cox's Bazar districts. |
| 5. | If we want to keep the proposed team composition right (within in the budget) and add position in addition as of the survey requirement (good survey report) will it be possible to do so? | You can propose; but it may be affected to the financial score. As the project has a limited budget for the evaluation, we do not expect many team members. |
| 6. | Page 17, Do we need commitment letter from the proposed team members? | It is required. |
| 7. | Page 40, Two reference has to provide against the bidder's performance | Yes, it is required. This will help to understand the dynamics, qualifications, achievements of the bidder's |
| 8. | 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 so that you get auto-notifications from the system for any updates/modifications. We request you to submit your bid a day prior or well before the closing time. Please avoid last minute submission. 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. |
| 9. | 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.