

**Minutes of the Online Pre-bid Meeting held on 15 September 2021 regarding the RFP For Hiring Training Service Provider for Capacity Building Training for Anondomela Platform Users in Bangladesh
Reference: RFP-BD-2021-036**

Members attended the meeting:

Name	Designation
Sharmin Islam	Gender Analyst, UNDP
Sarah Zita	Co-ordinator, Anonodomela, UNDP WING project
Farhana Gaffar	Procurement Associate, UNDP Procurement Cluster
Bidders:	Aklima Jahan, Training and Technological Transfers (TTT) Sumanta Kumar Mohanta, Senior Officer -Training - BWCCI Nazrul Kabir, Anirar 360 Mahabub Nawaz, Research Manager, Public Health & Feasibility Bokul Shahriar, Project Supervision Executive, Studio Imagine Mehedi Hasan, e-Commerce Association of Bangladesh Pejush Kanti Datta, BWCCI Tanzim A Khan, GRM Abul Kalam, BWCCI Orchisman Dutta, Consiglieri Private Limited Babul Akhtar, BAR Consulting

With reference to the subject RFP issued on 09 September 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	1. What is the minimum no. of trainers to be proposed? what will be minimum acceptable number of trainers since no. of trainees is large? 2. Will these same trainers conduct both online and offline sessions? 3. Will the TL be responsible for designing and preparation of training modules? 4. Can the deadline to submit offer be extended by 1 week?	1. Firm will decide the numbers of trainers depending on the given number of beneficiaries, total batches, total districts to be covered, costs and others as per ToR. 2. Firm will decide whether the same trainers can conduct both online and offline sessions or not. 3. Firm will be responsible for designing and preparation of training modules as per ToR. 4. Considering time constraint, it is not possible to extend proposal submission deadline.
2.	What are the criteria for selecting 40 districts for training?	40 districts are already defined by UNDP BD and will be shared with the successful firm.
3.	Would the invitee list for the kickoff meeting be decided by WING? or the provider will decide?	Invitee list for kickoff meeting/workshop can be fixed over discussion with UNDP Anondomela Team.

4.	About participant list - is there any qualifying matrix to pick the additional 1500 participants? (for example business size, product type)	Apart from 1500 Anondomela entrepreneurs, firm will select and arrange the additional 1500 participants with suggestions of Anondomela Team and as per ToR keeping in mind that entrepreneurs should be from CMSME sector who needs capacity build up trainings.
5.	What is the total budget for this project for submission of project proposal?	It is entirely the firm's discretion. They will submit financial proposal considering market price and as per their experience.
6.	20 days may not be enough to complete both the module development for direct training and also complete video recording and editing for online self-viewing. In that case is it possible to extend the given duration?	20 days is the fixed timeline for developing training modules for online and offline sessions whereas contents for website and mobile app might take some more time which should not exceed November 2021.
7.	Would it be possible to share the financial proposal template in an excel file? there are a lot of headers and would be really great to get it in excel format.	A word file would be uploaded for submission of financial proposal for Table 1-4.
8.	Any special recommendation from UNDP to collect data from woman with disability?	Firm can propose data collection modality from women entrepreneurs with disability. However, Anondomela Coordinator can extend suggestions.
9.	Is there any possible way to extend the time limit to make the content ready for the Anondomela website/app?	Contents for Anondomela website/app can be done after given timeline of 20 days for modules but should not exceed November 2021.
10.	As a Nonprofit organization there is no TIN & BIN of my organization. Will there be any problem if we do not submit these?	A non-profit organization will submit valid and updated registration document.
11.	Is there any recommended expectation of the venue quality for the offline sessions	Venue will be selected by firm for offline sessions but it is recommended to be reasonable and suitable considering the covid situation and all.

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.

It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission.

Any bidder seeking E-tendering access/submission related support should specify Request for Proposal number' on the Email subject line and send it to bd.procurement@undp.org.

The submission deadline is 04:30 PM (BDT), 23 September 2021

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.