



Pre-proposal meeting minutes against meeting held on 04 October 2021
‘Hiring a firm for conducting End Line Evaluation of the project titled ‘Bangladesh Government to Person (G2P) and Person to Government (P2G) Payment Architecture implementation’

Reference: RFP-BD-2021-038

Members attended the meeting

Srl	Name	Designation
1	Md. Tohurul Hasan	Program Manager (DFS), a2i
2	Abu Hena Mostafa Mridha	Procurement Assistant, a2i
2	Mr. Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
3	Bidders	In Zoom meeting

With reference to the subject **RFP issued on 28 September 2021**, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh. Also, as per request of Invitees, UNDP Bangladesh has amended in some points as stated below.

S/L	Queries from Invitees (Bidders)	UNDP Response on behalf of UNODC
1	Under criteria for the assessment of proposal, need amendment regarding total number of key personnel.	It's a typo. Please read total number of Key personnel 4 instead of 7
2.	Please mention area of the total study.	This is already mentioned in the ToR. Please read the scope of work carefully.
3	Please mention the total stakeholders of the study.	This is already mentioned in the ToR. Please read the scope of work carefully.
4	Is ISO certificate requirement under 1.4 of Technical assessment mandatory?	It's a mandatory criteria. Please be guided as per our technically criteria set in RFP.
5	Could you please let us know the mentioned 4 banks and 2 mobile financial service organization name and details?	It Is not mandatory to know this at this stage. However, UNDP will provide the required database to the award winner bidder later.

6	Is there any requirement of Household survey of the beneficiary?	It will depend on the proposed methodology of the bidder.
7	Can we avail total beneficiary list with their mobile number for doing the survey?	Yes. Selected bidder will get all information and assistance as they required.
8	Regarding design and publication of case study, have we need to do both printing and design?	Selected bidder does not need to print. They will submit the design copy.

It is requested to submit your bid 1 or 2 days prior or well before the closing time. Please avoid last minute submission. Please protect your financial proposal with a password while submitting proposal and don't disclose the amount in anywhere of the system and documents.

*Any bidder seeking E-tendering access/submission related support should specify RFP number' on the Email subject line and send it to bd.procurement@undp.org within **06 October, 2021**.

Note: Above Clarifications in response to queries raised during advertising period shall be an integral part of the RFP document and supersede the all provisions as applicable.

