

**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
Sarah Zita	Co-ordinator, Anonodomela, UNDP WING project
Farhana Gaffar	Procurement Associate, UNDP Procurement Cluster
Rajiur Rahman	Administrative Associate, WING, UNDP
Bidders:	Farhana Akhter, Advocacy Coordinator, BWCCI Abul Kalam, Manager Accounts & Finance, BWCCI Asia Binte Amanat Sumi, GRM Mahabub Nawaz, GRM

With reference to the subject RFP issued on 13 October 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Should the VAT amount be inclusive/exclusive? As per which document VAT should be determined?	The VAT amount should be shown in a separate line. VAT amount should be determined as per government directives published.
2.	Is it possible to disclose name of 40 districts for training?	40 districts are already defined by UNDP BD and will be shared with the successful firm.
3.	How to submit financial proposal in system? Should we disclose the amount?	Participants in the bidding process are strongly requested not to disclose the financial amount under any circumstances while submitting the proposal and save it with only 1 USD/ 01 BDT.
4.	Will UNDP notify us even when we are disqualified technically as we anticipate some response from UNDP when we submit proposals?	Yes, we usually notify the participating vendors after the process of evaluation is completed and vendor is awarded against a certain RFP advertisement.
5.	Is it important that the key personnel individually meet the mandatory criterias?	It is very important that the firm and the key persons all meet every single mandatory criteria to pass preliminary screening stage before technical evaluation.

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), 18 October 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.