



**Pre-proposal meeting minutes against meeting held on 01 November, 2021**  
**Hiring a Firm for Web Content and Website Design and enhancement of “Corona.gov.bd” Website for**  
**Aspire to Innovate (a2i) Programme”**

**Reference: RFP-BD-2021-046**

**Members attended the meeting**

Srl	Name	Designation
1	Mamunur Rahman	Communications Officer, a2i
2	Abu Hena Mostafa Mridha	Procurement Assistant, a2i
3	Nahid Nazim	Procurement Associate, a2i
4	Mr. Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
5	Hafijur Rahman	Solution Architect
3	Bidders	In Zoom meeting

With reference to the subject **RFP issued on 27 October, 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
1	What are the features/benefits UNDP expects from bidders regarding Website design and enhancement?	The ToR is comprehensive to what the expectations about the design, however, current design (UI/UX) will need to be reshuffled and attractive to the citizens as audience and also need to follow current web design trends and principles.
2.	What kind of improvement/Integration required for Dashboard?	The dashboard needs a overhauling – and more citizen centric data and information will be required to be presented (types of data is mentioned in the ToR), we’d expect a new design to be proposed by the vendor and marking will be allocated on that.
3	Is there any expectation/plan to extend the website content, design and enhancement activities after the initial duration of 2months?	There are possibilities, but depends on the immediate budget availability.

4	How many users visit this website on an average?	On average – 30k daily unique visitors
5	What are objectives to develop website? Is it only for information or need the service as well?	It Is not mandatory to know this at this stage. However, UNDP will provide the required database to the award winner bidder later.

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](mailto:bd.procurement@undp.org) within **03 November, 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.

