

Minutes of the Pre-bid meeting held on November 17, 2021
RFP-BD-2021-037 for Hiring firm to Development and Maintenance of Unique
Business Identity (UBID) Platform a2i

Date: November 21, 2021

Members attended the meeting:

Name	Designation
Md Hafijur Rahman	Solution Architect, a2i, UNDP
Shamsun Nahar Airin	Procurement Associate, UNDP
Nahid Nazim	Procurement Associate, a2i, UNDP
Bidders	

With reference to the subject RFP issued on November 14, 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is it possible to extend the Proposal submission deadline?	The Proposal submission deadline has been extended up to 06 December 2021, on or before 4:30 PM (BD time)
2	How this platform will ensure International acknowledgement of this UBID?	The business analysis and exploration can be categorized into two perspectives which are National and International. From the National Perspective, the consulting firm will analyze the relevant stakeholders of UBID platform from both the Government and Private Sectors and prepare a scope of Business according to the analysis. Again, from the international perspective, the consulting firm will have to acknowledge the international usage & cases of UBID and identify the scope of business according to the analysis. From this analysis, the consulting firm will have to explore global best practices and analyze the existing identity and licensing issues for e-commerce, f-commerce, CMSMEs and others to design the possible options and opportunities for Bangladesh.
3	Please share the detail of Training scope and confirm which party will bear the cost of training?	The consulting firm will provide resource person, training materials, ToT & training for capacity development of the relevant stakeholders (ministries, divisions, directorates, city corporations, municipalities, unions etc.) in collaboration with a2i. Venue, logistics, invitation and other administrative arrangement will be facilitated by the client.
4	Please share the detail Scope of research.	Research Team will determine areas of research to increase knowledge in a particular field. They will plan and perform experiments and surveys. They will Collecting, recording and analyzing data of the business processes in Bangladesh. Primarily the research will be based on the Necessary Documents which are mandatory to operate business in Bangladesh legally, and also the respective agencies which issue these documents. The basic respective documents include Trade License, TIN, RJSC, BIN, and Others. They will interpret data analysis results and drawing inferences and conclusions. They will use research results to write reports, papers and reviews and presenting findings in journals and conferences. Team will be collaborating with research teams, industry stakeholders and government agencies.

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5	How to submit Bid security?	Please submit Hard copy to the UNDP Finance before the submission deadline and upload scan copy with the e-tender submission.
6	Note: Page 19, BDS No.-6 "Bid Security"	<p>Please read as follows:</p> <p>Required in the amount of USD 15,000.00</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> ▪ Bank Guarantee (Form h: form of proposal security)/Certified Check
7	Whom to address in the Proposal security, Form H.?	Please address to "UNDP Bangladesh" in the Proposal security.
8	Is it Possible to submit proposal as JV?	<p>Yes.</p> <p>Please refer to SECTION 2. INSTRUCTION TO BIDDERS.</p> <p>Clause 14 specifically describes Joint Venture, Consortium or Association.</p>

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.