Pre-bid meeting minutes against meeting held on 07 December 2021
Supplying Dignity Kits for project schools and adult learning centers
Reference: RFQ-BD-2021-033

Members attended the meeting

<table>
<thead>
<tr>
<th>Srl</th>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Ratan Khisha</td>
<td>Operations Manager, SID-CHT, UNDP</td>
</tr>
<tr>
<td>2</td>
<td>Ms. Jhuma Dewan</td>
<td>Chief Gender &amp; Community Cohesion, SID-CHT, UNDP</td>
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<td>3.</td>
<td>Mr. Protul Dewan</td>
<td>Procurement Associate, SID-CHT, UNDP</td>
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<tr>
<td>2</td>
<td>Mr. Mohammad Masud Parvez Siddique</td>
<td>Procurement Associate, cluster CO/BD</td>
</tr>
<tr>
<td>3</td>
<td>Bidders</td>
<td>In Zoom meeting</td>
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With reference to the subject **RFQ, issued on 01 December, 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.

<table>
<thead>
<tr>
<th>S/L</th>
<th>Queries from Invitees (Bidders)</th>
<th>UNDP Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Design Bucket with Lid: there will be no print or sticker on the bucket. Are they required?</td>
<td>Not required.</td>
</tr>
<tr>
<td>2</td>
<td>Mug: there will be no print or sticker on the Mug. Are they required?</td>
<td>Not required.</td>
</tr>
<tr>
<td>3</td>
<td>Slipper /Sandal: Will we provide sizes 3,4,5,6 (UK) or 37, 38, 39, 40 (BD Size)?</td>
<td>37, 38, 39, 40 (BD Size) would be fine.</td>
</tr>
<tr>
<td>4</td>
<td>Comb: Size will be 5&quot; or 9&quot;? 5&quot; will be the baby size and 9&quot; will be the standard size. Please confirm</td>
<td>Standard size 9”.</td>
</tr>
<tr>
<td>5</td>
<td>Annex 6: We need a Distribution Plan for transportation costs.</td>
<td>Distribution plan already uploaded in e-tendering platform as Annexure: 6</td>
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<tr>
<td><strong>6</strong></td>
<td>Packing Requirement: Design Bucket with Lid, Mug different delivery, and other items are each kit one polybag. 50 kits, poly bags have to each bosta on delivery. Please confirm your requirement.</td>
<td>Rest of all items should be put inside the bucket with lead without any packing while delivering at distribution point.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Regarding Distribution location: Only 2 places to delivery (Rangamati &amp; Bandarban) or 17 locations to deliver as mentioned in the excel file?</td>
<td>The dignity kits have to be delivered in 17 locations under Rangamati and Bandarban hill districts as mentioned in the distribution plan.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Do we need to prepare a kit/bag/box with all the items? (1 item in a bag). Should I mention the total price in the e-tendering portal?</td>
<td>All items of each dignity kit should be put inside the bucket while delivering.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>Are you deduct the vat and tax?</td>
<td>UNDP does not deduct any TAX at source of payment.</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>1. Bucket Logo or stickers?</td>
<td>Logo/ stickers are not required.</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>What is the Length and width of towel?</td>
<td>Length- 12 inches Width- 12 inches; please refer to detail specification section of RFQ (Handkerchief)</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>In the document requirement section you asked for Registration Certificate, BIN, VAT &amp; TIN Copy. what you have mean by VAT in this line??</td>
<td>In documents requirement section, VAT means VAT registration certificate.</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>In the e-tendering portal - should I mention the total price of the dignity kits (i.e. the total price of the all items )?</td>
<td>Yes, in e-tendering platform, vendor has to mention total amount in bid amount field. But details to be mentioned in Annex-3.</td>
</tr>
<tr>
<td><strong>14</strong></td>
<td>What is the weight of bucket and mug?</td>
<td>The weight of bucket is 450-500 gram (+/-) (approx.)and the weight of mug is 100-120(+/-) gram(approx.)</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td>Is it possible to pack on delivery site?</td>
<td>In all delivery site it is possible to rent nearby school/ Union Parishad hall room for packing with minimum cost. The vendor has to settle this in consultation and assistance from the focal points stated in the delivery plan/schedule attached with the RFQ.</td>
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<tr>
<td>16</td>
<td>Are there availability of vehicle at all delivery places?</td>
<td>Not all the delivery points are accessible by vehicles. The availability of vehicle for each delivery point will be different depending on the geographical location of the distribution point i.e. hired boats are required for Bilaichari, Barkal, Longadu, Jurachari and Baghaichari Upazilas of Rangamati hill district part distribution.</td>
</tr>
<tr>
<td>17</td>
<td>Request to extend delivery time need approximately 30 Days from PO date instead of 15 days</td>
<td>30 days from PO date instead of 15 days.</td>
</tr>
<tr>
<td>18</td>
<td>Liquidity damage clause added under section: 1</td>
<td>Will be imposed under the following conditions: Liquidated damages for delay caused by the Vendor shall be 0.5% of the price of the Contract per each working day of delay after contract end date but not exceeding 10% of the total value of the contract/PO. After which UNDP may terminate the Contract/PO.</td>
</tr>
<tr>
<td>19</td>
<td>Last date for bid submission</td>
<td>Last date for bid submission now extended up to <strong>18 December, 4.30 pm (BD local time).</strong></td>
</tr>
</tbody>
</table>

It is requested to submit your bid 1 or 2 days prior or well before the closing time. Please avoid last minute submission.

*Any bidder seeking E-tendering access/submission related support should specify RFQ number’ on the Email subject line and send it to bd.procurement@undp.org within **12 December 2021, 4.00 pm.**

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