

Minutes of the Pre-bid meeting held on Jan 10, 2022

RFP-BD-CXB-2022-001_Hiring firm to support the development of the two local Association of scrap dealers and associated members for market linkage of recycling sectors in Teknaf and Ukhia Upazila, Cox's Bazar under Solid Waste Management (SWM) Project

Date: Jan 10, 2022

Ref: RFP-BD-CXB-2022-001

Members attended the meeting:

Name	Designation
Navila Mushtaque	Procurement Associate, UNDP Cox's Bazar
Marta Kucharski Duran	Project Manager, SWM Project
Sayed Monjurul Hoque	SWM Specialist
Bidders: In Zoom Meeting	

With reference to the subject RFP issued on January 04, 2022, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Reaching out to new Scrap dealers (SD) association members from existing map?	Selected Firm will reach out to new members from host community, particularly those working in the camp area, and mobilize field staff in 40 locations.
2	Who will arrange and conduct Refresher training?	Selected Firm will be responsible for arranging such trainings and include the cost in the financial proposal.
3	Does visibility mean only updating website, designing campaigns/ visual items or it includes printing cost as well?	Please include only the conceptual designing part, not the printing.
4	Three months' mentorship for start-ups?	The selected firm will support start-ups to be engaged with scrap dealers and will consider recycling sector in their approach.
5	Will the Methodology be designed to support start-ups?	The selected firm will work with start-ups, be invited for regular meeting with start-ups, facilitate and follow up the engagement with the SD Associations.
6	Will you upload meeting minutes?	Yes, will be uploaded in UNDP portal by 11 th January 2022.

Minutes of the Pre-bid meeting held on Jan 10, 2022

RFP-BD-CXB-2022-001_Hiring firm to support the development of the two local Association of scrap dealers and associated members for market linkage of recycling sectors in Teknaf and Ukhia Upazila, Cox's Bazar under Solid Waste Management (SWM) Project

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE PASSWORD PROTECTED FINANCIAL PROPOSAL.

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 e-bidboxcxb.bd@undp.org.**

Note: Above Clarifications in response to queries raised during the Pre-bid meeting

Attendance list-Name of the Organization

SL#	Name of the organization as per zoom meeting chat box record
1	Name: Fahim Uddin & Suraiya Afroz Organization: Garbageman Limited