Minutes of the Pre-bid meeting held on January 10, 2021
RFP-BD-2022-001 for Hiring a firm for Cloud Hosting Compatibility Checking for Health & e Service Platforms a2i

Date: January 13, 2021

Members attended the meeting:

Name	Designation
Md. Hafijur Rahman	Solution Architect, a2i, UNDP
Shamsun Nahar Airin	Procurement Associate, UNDP
Debabrata Sarkar	Infrastructure Management Expert, a2i, UNDP
Asura Akter Sunna	Project Assistant, a2i, UNDP
Bidders	

With reference to the subject RFP issued on January 06, 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	What will be the operating system?	Open-Source OS Preferred.
2	Is there any requirement of system migration also?	Yes. For benchmarking if migration required, it will be a collaborative work with existing product's development team.
3	Please mention the Application detail?	Please refer to the Terms of reference of the RFP document.
4	Existing setup is already available?	Out of 4 products 2 products are already deployed.
5	Monitoring tool required?	Yes.
6	What will be the Duration of the assignment?	Please consider the duration of the assignment as 6 months.
7	Is it possible to extent the submission deadline?	Please consider the proposal submission deadline is on or before **January 31, 2022 4:30 PM Bangladesh Time Zone.**
8	SECTION 5. TERMS OF REFERENCE 2. - Background of the Assignment: Two of the major products of e-Governance services are myGov and e-filing system i) Kindly provide the technologies (like frontend, backend, OS etc.) on which these applications are developed. ii) Also Kindly let us know where these applications are hosted currently on premises or cloud.	I. PHP framework, MySQL II. On premises

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9	SECTION 5. TERMS OF REFERENCE 3. Objectives of the assignment: The primary objective of this assignment is to identify the scope of improvement and perform gap analysis in terms of international cloud compatibility for major technology components of a2i. Please confirm if the expectation is to identify gap & suggest improvement between existing infrastructure and cloud best practices or also improvement in on premise infrastructure.	Identify Gap: Current architecture may not be ideal for resource utilization. Find this kind of gaps & provide suggestion.
10	Can this minimum requirement fulfill by more than one project? Advisory Project experience will be considered? "Must have experience on managing large-scale enterprise infrastructure (minimum 100 VM, 50 megabit per second (mbps), 10000 user base). (Please, submit relevant project experience documents)"	The experience requirement needs to be fulfilled by single project/contract.
11	What is Responsibility of local ISCP service supplier?	The title of this clause will be amended to 'Responsibility of the ISCP service supplier'
12	**Note:** **Infrastructure in the financial proposal format**	**Please refer to annex 1 (attached below)**
13	Please mention about the Exit strategy?	Please refer to the Terms of reference of the RFP document.
14	SECTION 5. TERMS OF REFERENCE 3. Objectives of the assignment: 3.4 To develop a guideline of cloud-compatible application architecture, development practices, and standards which can be referred for later developments. Please clarify the selected bidder has to migrate the application on cloud or they just have to develop cloud guidelines mention in RFP	After inspection of current architecture, the service provider needs to develop cloud guidelines as mentioned in the RFP.
15	SECTION 5. TERMS OF REFERENCE 3. Objectives of the assignment: 3.5 To build a national digital health architecture and dashboard framework as well as develop a prototype	Comparing ideal cloud compatible system and provide suggestions.

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	Requestion you to please elaborate more on the expectation here both on application side and cloud infrastructure side.	
16	TERMS OF REFERENCE 4. Aspects of exploration 4.5 Wide global access: Can please mention the regions from where user will be accessing these application/ or new develop applications	User will be accessing these application from anywhere.
17	SECTION 5. TERMS OF REFERENCE 5. Scope of work: 5.2.4 Monitor and provide support with regard to cloud infrastructure Monitoring of services should also be 24*7 or only availability of 24*7 is expected?	Availability as well as System monitoring.
18	SECTION 5. TERMS OF REFERENCE 7. Cloud Resource Specifications: Resource requirement for MYGOV, E-NOTHI, national health information, Dashboard builder framework We believe the resource requirement mentioned is of on-premises environment hosting, the bidder has- to convert & optimize it as per cloud hosting requirement, please confirm?	Need optimum resource utilization.
19	SECTION 5. TERMS OF REFERENCE 8. Deliverables and Payment Schedule: myGov & e-Nothi Delivered Services: a) Providing resources for 4 months b) Ensuring service availability c) Monitor and provide support We need clarification on below a) Providing resource here means cloud infrastructure needed to host these applications? c) Monitoring & providing support: do we have to provide 24*7 support or only during client's working hours	- Cloud infrastructure Needed to be hosted for full 6 (six) months for all 4 products. But within 4 months all research works, analysis and reporting should be done for myGov & e-filing system and by 6 months similar works to be done for other 2 products. - 24/7
20	SECTION 5. TERMS OF REFERENCE 8. Deliverables and Payment Schedule: Need clarity on this clause, does this means providing resource for 4 months after 3 months of issuance of contract? if our understanding is true then cloud resources will be live on 7th month also and as per	Deliverables and Payment Schedule is amended as below: | Platforms	Deliverables	Time	% Of Billing Amount
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our understanding this contract is for 6 months only, the who will bear the cost of cloud resources on 7th month. Similarly, clarity is needed for other two application where cloud resources are needed After "06 Months after issuance of the Contract". This contract is for 6 months, after end of this contract who will bear the cost of the cloud resources?	All Platforms	Inception Report	15 days	10%
	All Platforms	Delivered Services: • Provide resources analysis report for myGov, e-Nothi • Ensuring service availability • Monitor and provide support	After 04 Months	40%
	All Platforms	Delivered Services: • Provide resources analysis report for National Health Information and Service Framework, Dashboard Builder Framework • Ensuring service availability • Monitor and provide support	After 06 Months	50%

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.

Financial breakdown of Infrastructure

S:N	Detail of Infrastructure	Unit price (in BDT)	Total Price (in BDT)
1	Estimated Budget and Technical Specification for myGov Cloud Infrastructure		
2	Estimated Budget and Technical Specification for e-nothi Cloud Infrastructure		
3	Estimated Budget and Technical Specification for National Health Information and Service Framework		
4	Estimated Budget and Technical Specification for Dashboard Builder Framework		