



**Minutes of the Pre-bid Meeting held on the Requests for Quotation for the provision to Challenge Fund Competition/Campaign-a2i
Reference: RFQ-BD-2022-001**

**Venue: ZOOM Platform (<https://etendering.partneragencies.org>)
Dhaka at 11:00 AM on 23 January 2022**

Members attended the meeting:

Sl	Name	Designation
1.	Mr. Protul Dewan	Procurement Associate, SID-CHT, UNDP
2.	Mr. Anupam Chakma	District Facilitator, SID-CHT, UNDP
3.	Mr. Taufiqur Rahman	A2i-iLAB, ICT Division
4.	Ms. Rezwana Chaity	Head of Procurement, UNDP
5.	Bidders	Attached as Annex

Ms. Rezwana Chaity, Head of Procurement of UNDP country office welcomed the bidder to the meeting. She highlighted the process and compliances for quotation submission.

Mr. Taufiqur Rahman, a2i-iLab briefed on Terms of Reference, the works' scope, and project background also touched upon some of the technical requirements of the assignment.

The participants were then allowed to ask questions for further clarification about the assignment and quotation submission process. Following were the questions asked in the meeting and their answers.



S/L	Quires	UNDP Response
1.	Will the Jury Board be provided by UNDP or by the Bidder?	The Jury board will be selected by UNDP
2.	CV for HR need to be submitted or Not?	Yes, CVs to be submitted.
3.	Who will provide Design of Poster/Banner?	Bidders are responsible to provide design of the posters
4.	What would be the Quantity of Posters?	It is increased as 4000 from 2000. (2000 pieces for each campaign).
5.	Will the posters only be distributed in the Educational Institute?	The focus is mainly the Educational Institutions of different kinds.
6.	What is the age level of Target Youth Group?	The Age group has been corrected to 'between 21-35' instead of 28-35.
7.	Kindly mention duration of the assignment.	It is 8 months
8.	How we will submit the Financial Proposal? Is it based on the Financial format provided in the Solicitation document?	Yes, as per the given template
9.	Can we include Tax in the Financial proposal?	UNDP is Tax Exempted However, bidders may include the VAT, as applicable
10.	How you will pay the bidders payment?	Upon achieving the Deliverables bidders will be paid (as per payment terms mentioned in the solicitation document).
11.	E-submission related note	<p>Please check whether you can access e-tendering system and if you can access, please 'accept' the bid in the system so that you get auto-notifications from the system for any updates/modifications.</p> <p>We request you to submit your bid a day prior or well before the closing time. Please avoid last minute submission.</p> <p>Any bidder seeking E-tendering access or submission related support should specify Call for Reference number' on the Email subject line and send it to bd.procurement@undp.org with screen shots of the problem.</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.



List of Participants

1. ZANALA Bangladesh Ltd.
2. Raven Madvertizing
3. Barnamala Communication Limited
4. Green vision International



Close

Participants (11)

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| PD | Protul Dewan (me) | | |
| | Prianka Rani Saha ZANALA... | | |
| | Rezwana Chaity | | |
| | Taufiqur Rahman a2i-iLab | | |
| A | Anupam | | |
| BB | Build Bangladesh | | |
| | Farhad Jion Zanala Bangla... | | |
| JB | Jubayer- Barnamala Commu... | | |
| | Md. Abu Musa- GreenFrame | | |
| N- | Nahian - Raven | | |
| SZ | Sharif, ZANALA Bangladesh | | |

Invite