



Pre-proposal meeting minutes against meeting held on 26 January 2022
Hiring a firm to conduct Project Monitoring & Evaluation activities and develop a financial inclusion progress tracking system in Bangladesh.

Reference: RFP-BD-2022-002

Members attended the meeting

Srl	Name	Designation
1	Tohurul Hasan	Program Manager (DFS), a2i
2	Abu Hena Mostafa Mridha	Procurement Assistant, a2i
3	Asura Akhter Sunna	Procurement Assistant, a2i
4	Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
5	Bidders	In Zoom meeting

With reference to the subject **RFP issued on 20 January 2022**, 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.

S/L	Queries from Invitees (Bidders)	UNDP Response
1	The RFP asks for sharing web links to 3 financial inclusion reports. But if not published, should we be able to share a drive link to the reports instead?	Yes, it can be shared through drive link but obviously within the proposal, not in separate document.
2.	The FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL - it is not clear where the form ends, before cost breakdown or after as after the cost breakdown there is a mention of signatory details, which makes it look like the end of the form. It would be great if we can have a clarification on this point.	This form is under Annex-2 consisting of Table 1 to 4. This Annex is the part of financial proposal which must be password protected.
3	Can any of the team member work remotely (if S/he resides abroad) or the full team must be present in Dhaka for the whole study period?	Due to the current Covid19 situation, any of the team members can work remotely if needed.

4	As the COVID situation is getting worse and our teams are down with COVID, can the deadline for proposal submission be extended considering the health issues?	The time is extended till 9th February 2022 .
5	In the scope of work, for part A, what is the expected sampling size for survey?	The vendor/consultancy firm will propose the sample size.
6	In scope of work - third point - "The methodology should take into consideration on existing data available and ensure new data collection proposed is complementary to existing systems and data is made available to the project team members." - What is the current existing system?	There are different published report/data source from Bangladesh Ban and other regulators and research firms. These data source can be used in this study.
7	Location of work is mentioned as Bangladesh. Are there any specific preferred locations?	No.
8	The two consultation workshops are proposed to be physical. In case there is a surge of COVID during the time of the workshop, what is the proposed remedy: (a) do it virtually? (b) postpone it until situation improves so it can be done physically?	The vendor have to propose physical workshop in the proposal. However we can discuss other modalities during implementation of the program based on the situation.
9	New deadline for technical query	Extended up to 2nd February 2022 , 4.30 pm (BD local time).

It is requested to submit your bid 1 or 2 days prior or well before the closing time. Please avoid last minute submission. Please protect your financial proposal with a password while submitting proposal and don't disclose the amount in anywhere of the system and documents.

*Any bidder seeking E-tendering access/submission related support should specify RFP number' on the Email subject line and send it to bd.procurement@undp.org within **1st February 2022**.

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

