

Minutes of the Pre-bid meeting held on February 08, 2022
RFQ-BD-2022-002 for Event management service-SPPS

Date: February 9, 2022

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
S M Siam	Administrative Assistant, SPPS UNDP
Bidders	

With reference to the subject RFQ issued on February 3, 2022, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is it possible to extend the Proposal submission deadline?	Please consider the RFP mentioned deadline.
2	Kindly provide detail of the Culture program.	Please Refer to the <u>Updated Annex 1 and 3</u> in attachment
3	Kindly Clarify whether the event will be on weekdays or weekends?	The event will be on the weekdays and weekends mixed.
4	Kindly mention in detail whether we are required to consider rainy weather conditions for the beach/Poolside program.	No
5	Kindly confirm whether the Panel requires rain protection?	Yes
6	Please confirm whether the program stated under "04. F", will be a different program?	This will be on the Same Program.
7	Please share with us the List of events of each day.	Please Refer to the <u>Updated Annex 1 and 3</u> in attachment
8	Note: the Event requirement is now for 3 days instead of 2 days.	Please Refer to the <u>Updated Annex 1 and 3</u> in attachment

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.