



**Pre-bid meeting minutes against meeting held on 07 February 2022
‘Hiring firm for Long Term Agreement for Security Services’**

Reference: ITB-BD-2022-001

Members attended the meeting

Srl	Name	Designation
1	Mr. Sharif Ahmed Bhuiyan	Head-Safety & Security Measurement unit
2	Mr. Rajib Hossain Bhuiyan	Local Security Assistant-UNDP
3	Mr. Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
4	Potential Bidders	In Zoom meeting

With reference to the subject **ITB issued on 31 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 Responses
1	Please confirm female guard forces duty time during public and weekly holidays?	There is no separate duty protocol for the female security personnel. Female security personnel have the same duty timing as of the other days except for respective off day. If any female security personnel would like to take day off on govt holidays, that is arranged as part of day off. Only exception is, night duties in posts are not awarded to female security personnel.
2.	Can you please reconsider the shift timing like 6 am to 2 pm, 2 pm to 10 pm and 10 pm to 6 am?	We have this set timings (as mentioned in ToR) for the shifts since the beginning. We strongly suggest complying to our ToR and the proposed timing. Any readjustment will only be made if deemed necessary.
3	Do we need to submit the SOPs along with the offer or we can share this for vetting after receiving the contract?	Standard Operating Procedure (SoP) must be submitted with the offer. The selected vendor's SoP may further be vetted after the completion of the process, if required.
4	Under section 3: 3.3 for Uniform, how many flashlights do we need to consider in our proposal? In addition, is Flashlight require for total workforce?	Please ignore flashlight as part of 'Uniform' as this is not required for all posts at all times. Rental charge/ cost for flashlights may be mentioned, and we will hire/ buy those as needed for the posts.

5	How about the scope for meal for the duty guards? Under section: 3-5(f), we didn't see any reflection about break time, please clarify?	A guard is not allowed to have a full-scale meal at the post. Light snacks and working lunch may be taken in the post as in practice.
6	Under section: 3.10: will the Medical Allowance for security personnel be considered with take way home salary or outside the salary?	'Medical Allowance' for the security personnel is to be calculated as part of other benefits along with take home salary. This is not medical insurance, and no premium will be paid for this.
7	Under section 3: 3.8, We understand that for accommodation for IDBB guards, service provider does not need to consider any cost for accommodation. Please clarify regarding accommodation ratio under section: 3-8?	3-8. b. Corrected as below: b. UNAFP will compensate 75% of the rent and rest will be borne by the security personnel as occupant of the accommodation. No financial cost is involved for the service provider. The Security service provider will assist in managing the accommodation.
8	Under section: 3-13, Will the service provider compensate 100% or should there be any joint investigation to find out the actual cause and decide mutually? Can you please mention any compensation percentage regarding equipment/asset mishandling? Can we penalize any guard for such mishandling?	The compensation will be based joint investigation to find out the actual cause and decide mutually. Compensation percentage regarding equipment/asset mishandling will also be decided in same line for such mishandling. Penalizing any guard for such mishandling is company policy and service provider will have to use judgement.
9	Under section 3: 3.13 requesting you to limit a maximum amount for knowing our liability limit.	This will be based on equipment cost and depreciation guide of the company. The Service provider may share the same.
10	Shall we offer individually for area-wise or it will be unique/indifferent rate for all?	Cost of the services for all posts will be unique/indifferent irrespective of the areas.
11	Please allow us to know amount of basic salary, if relevant to our financial proposal submission?	Please do your all calculations on take home salary that has been shared.
12	Please specify insurance amount if feasible?	Insurance as a component of other benefits may be shared as per the company guideline (common with the offers of security service providing company) as we have received in the past.
13	Should we print the forms in our letter head?	Yes, you can or directly fill the information in the templates mentioned in ITB.
14	Should we provide USD value to financial standing, or BDT will be workable?	If a National firm submits bid, then the quotation must be in BDT, whereas an International firm is expected to quote in USD.
15	Please clarify regarding annual leave. What is the annual leave calculation based on your requirement?	Annual Leave for the security personnel will be 12 days as part of the temporary contract arrangement.

16	Is it ok to submit the hard copy of bid security after 20th Feb? Is bid security in form of pay order acceptable?	No, all bid security must reach to UNDP office within 22 February 2022. The firm/organization must submit hard copy original bid security in a proper envelope to the Finance unit, UNDP Bangladesh, 19 floor, IDB Bhaban. In the envelope, please mention the ITB reference number for proper identification.
17	Can existing security personnel be retained by the newly awarded vendor?	There is no bar on this. However, the company must be prepared with their own personnel in case existing security personnel are not available.
18	Price Schedule: What should be the festival bonus amount?	Festival bonus will be equal to one-month take-home salary for each security personnel in a year. This will be divided in two parts for two Eids for the Muslim religion personnel. For other religion personnel, this will be once in a year.
19	Please share face value of Medical Insurance and Workmen's compensation.	There is no 'Medical Insurance and Workmen's compensation' planned from our end. This will be based on the company policy.
20	Please provide guideline for reliever calculation.	Leave guideline as agreed is the basis for reliever calculation. If company has any other, they may use.
21	Please let us know list of security equipment with quantity if any. Under section: 3-5(r), Who will provide radio set? Security firm or UNDP?	List of possible security equipment that are needed to manage security posts and premises may please be shared with monthly rent/ cost and we will rent/ purchase those as needed. The Security Service providing company should have the capacity of providing this item on rent/sale. UNAFP will either rent or procure this item from the service provider as needed. Spares and maintenance back up also would be responsibility of the company. A list on this be shared with proposal.
22	Will the Price schedule be excluding Management fees? Management fees will be mentioned in the summary. Please clarify regarding this requirement.	Already modified and uploaded in e-tendering platform. And attached here for easy reference.
23	To whom should the bid security cheque be addressed?	Bid security cheque name will be UNDP Bangladesh and forwarding letter address to Senior Operations Manager, UNDP Bangladesh, IDB Bhaban, Agargaon, Dhaka.
24	Is Pay Order allowed for bid security and if yes, what will be the entity to address?	Yes, Pay Order is allowed. In that case, issue name will be UNDP Bangladesh and forwarding letter address to Senior Operations Manager, UNDP Bangladesh, IDB Bhaban, Agargaon, Dhaka.

25	If CV of personnel is submitted, will it be mandatory to present the same person for the job if rewarded the contract?	UNDP only allows the CV's which will be submitted along with the proposal. But in case of certain situation, where a person needs to be replaced, then the firm has to approach UNDP CO with an application with similar qualification CV's and upon getting approval from UNDP, the person can be replaced.
26	Under section: 2, regarding shifting timeline: Is it fix or can make flexible?	We have this set timings (as mentioned in ToR) for the shifts since beginning. This is convenient for this post, and we would like to go with this. Readjustment will only be made if deemed necessary
27	Should we consider total workforce (83) for calculating total financial offer, or need to consider with some additional workforce? Please specify.	Yes, please consider some additional workforce and total workforce will be now: 85 for guards, 11 for supervisors, and 4 receptionists. Accordingly, the financial proposal template has been modified.
28	Please let us know regarding overtime guideline?	There is no provision of overtime catered in our proposal.
29	According to Section 3. Bid Data Sheet, we are required to submit the Bank Guarantee Forms as per the template provided in Section 8 but there is no Section 8 in the document ITB-BD-2022-001. However, this template is mentioned to be in Section 6 Form G: Form of Bid Security, page no 53 of ITB-BD-2022-001. Therefore, we would like to know whether to submit the Bank Guarantee information in Section 6 Form G: Form of Bid Security, page no 53 of ITB-BD-2022-001 as there is no section 8 in the document.	Yes, firm must submit Bank guarantee according to guidelines mentioned in the Form G (Form of Bid Security).
30	Is there any possibility to extend the bid submission deadline?	Yes, bid submission deadline has now been extended up to 22 February 2022.
It is requested to submit your bid 1 or 2 days prior or well before the closing time. Please avoid last minute submission.		

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



Modified Financial proposal template:

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Currency of the Bid: [Insert Currency]

Price Schedule

Breakdown of Service Charges

	Category – Security Supervisor (i) (11 Personnel)	Amount (BDT)
a.	Take Home Salary	21000
	<i>Other Benefits</i>	
1	Uniform	
2	Insurance (Life term and Workmen compensation)	
3	Provident Fund	
4	Festival Bonus (2 times)	
5	Leave Coverage (52 days weekly holiday+12 days leave)	
b.	Total other benefits	
c.	Total (a+b)	
d.	VAT	
	Monthly Total per person per day for 8 hours duty (i) [c+d]	

	Category – Receptionist (ii) (04 Personnel)	Amount (BDT)
a.	Take Home Salary	18000
	<i>Other Benefits</i>	
1	Uniform	
2	Insurance (Life term and Workmen compensation)	
3	Provident Fund	

4	Festival Bonus (2 times)	
5	Leave Coverage (52 days weekly holiday+12 days leave)	
b.	Total other benefits	
c.	Total (a+b)	
d.	VAT	
	Monthly Total per person per day for 8 hours duty (ii) [c+d]	

*No weekend calculation of Receptionist, will be on
UN Holidays

	Category – Security Guard (iii) (85 Personnel)	Amount(BDT)
a.	Take Home Salary	14000
	<i>Other Benefits</i>	
1	Uniform	
2	Insurance (Life term and Workmen compensation)	
3	Provident Fund	
4	Festival Bonus (2 times)	
5	Leave Coverage (52 days weekly holiday+12 days leave)	
b.	Total other benefits	
c.	Total (a+b)	
d.	VAT	
	Monthly Total per person per day for 8 hours duty (i) [c+d]	

Summary of Total Cost/Financial amount

Category	Cost component	Total cost for 1 st year	Total cost for 2 nd year (5.5% increase to 1 st year cost)	Total cost for 3 rd year (5.5% increase to 2 nd year cost)
A	Category – Security Supervisor (i)			
	Category – Receptionist (ii)			
	Category – Security Guard (iii)			
B	Management Cost/ Profit from the service/service charges			
C	Other Costs (if any)			
D	Total VAT			
	Grand Total (Sum of Category-A,B,C,D)			

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____