



Pre-Bid meeting minutes against meeting held on 24 March 2022
Hiring firm for Renovation works (Supply, fitting, fixing and commissioning) for UN Clinic

Reference: RFQ-BD-2022-010

Members attended the meeting

Srl	Name	Designation
1	Mr. Talha Mahmud	Consultant-UN Clinic Renovation works
2	Mr. Mohammad Sahab Uddin	Admin and Finance Assistant
3	Mr. Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
4	Bidders	In Zoom meeting

With reference to the subject **RFQ issued on 21 March 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	What's the deadline or time limit for the renovation work?	Considering the challenges working in IDB building, maintaining security protocol, EID vacation and Ramadan the revised timeline will be now 60 calendar days instead of 30 calendar days.
2.	Please let us know the ceiling light Diagram alignment.	The panel light size is 1'X2' so there will be an extra frame through the centre of 2'X2' ceiling frame and the lines might change as per module a bit for on site condition. Existing ceiling frames which are not in good state should be replaced maintaining the proper level.
3	Is there any brand required for the furniture?	As we cannot mention any particular brand, so we would like to keep this part open but workstation legs in particular should be factory manufactured and with quality finishing and would be tapered legs. However, vendor will be requested to mention brand name for the items where applicable.

4	What would be the daily working time? What is the materials lifting way? Is the working space Vacant or running in renovation time?	<p><u>Daily Working time:</u> from early morning till 9.30 at night.</p> <p><u>Lifting:</u> for lift use the vendor should notify UNDP security dept with prior email notice but can be used after office hour during working days and anytime till 6pm at weekends. For using the lift after 6pm at weekends vendor should notify earlier with email confirmation. The items which don't fit in lift can be carried through the staircase which also requires prior confirmation.</p>
5	<p>Under Board works- item-3, What will be wall paneling board color? Hand polish or lacquer? Also, signage measurement is required.</p> <p>Regarding Signage under other works, please upload sample/BOQ/Layout for better understanding.</p>	<p>Since any spray paint is not allowed in the building that's why spirit polish is suggested. This has been mentioned in the revised Annex specification too. signage details updated in Revised Annex which is uploaded in e-tendering platform.</p> <p>Please see revised Annex (Excel file) which is uploaded in e-tendering platform.</p>
6	<p>Need clarification against room area basin-back side stone issue?</p> <p>Regarding Glass partition under Glass works section, please confirm whether the size 1.2mm thick 4"X2" will be fit for 10mm tempered glass?</p>	<p>Counter cabinets where the sinks should be installed, quartz stone should be used there both in back wall and top. The detail shop drawing is attached.</p> <p>10mm tempered glass should be used in the 4"X2" 1.2mm thick powder coated aluminium frame with silicone finishing.</p>
7	Regarding Cable (2.0) under cable section, please confirm whether the requested cable is fire resistant or not?	FRL is suggested
8	Item no 1 under purchase items section: What is the thickness of the Wooden Flooring?	3mm imported high grade (Malaysian/ Korean or equivalent) wooden textured PVC flooring is suggested.
9	Item no 2 under purchase items section: what is the dia of the center Table?	20~24" variable diameter for the centre table top.
10	<p>Under Purchase sections, Item no 12: Is the Laboratory sink made of ceramic or PP? Do we need to consider pricing of including counter or only for sink and faucet? For Purchase Items: SL No: 11 and 12, is there need total plumbing (Pipe wiring) works or only item installation?</p> <p>Regarding Laboratory sink(11), under purchase section, please confirm is it ceramic made or fibre?</p>	<p>All sinks are ceramic.</p> <p>the updated Annex 1 will reflect the pricing clarifications for the counter top and stone finishing. But the sink price should include the price of the high-quality faucet.</p> <p>Only item installation price along with product value is required. Plumbing work price is separately asked at item no B-22</p>

11	Item no 15 under purchase items section: What are the room sizes for Air Purifier to be used? Regarding Air Purifier (14) under purchase section, what does it means by 93.1 room coverage?	Please see revised Annex (Excel file) which is uploaded in e-tendering platform.
12	Under Interior works: Item no1: What is the material to be used in Full Height Cabinet shelves? Gorjon Ply/ Melamine Board? Please provide detail dimension for width and height of individual FHC? Interior works: Need to know about depth and height of cabinet SL No: 01 and 02.	Please check the attached shop drawing which is uploaded in e-tendering platform. Please find the attached shop drawings uploaded in e-tendering platform.
13	Interior works: In item 4: What is the floor height of the floor? Is the 1620 sft Full Height Partition including frame above Ceiling? Or do we need to consider framing cost within this mentioned quantity?	Floor height is around 9'. The area doesn't include the structure framing works above the ceiling which should be included in the price quotation.
14	Under Furniture Works: Item no 12: Please provide detail sectional drawing of Nurse station Desk.	The desk is having a length of 6' width 26" and height 42 inches and the rear view is attached.
15	Under Furniture Works: Item no 13 and 14: what is the dimension of Sofa set of waiting area? Please provide detail sectional drawing of Doctor's work station. Item no 5 under purchase items section: what is the dimension of Doctor's Sofa?	Single module waiting seaters should be around 54inches with two seaters as per the reference images. For item no: 14, Top layout dimensions are attached. For item no: 5, Length should be around 60 inches the rest of the dimensions should be as per the proportion.
16	Under Furniture Works: In item no 18: what are the sizes of Feature wall paintings? Are they printed or hand painted materials?	96" length and 48inches height acrylic painting
17	Furniture Works: In item no 21 : what is the size of Basin Counter? What are the items to be considered for these Basin Counter? Is the package comes with basin faucets? Is it Hot n Cold mixer/or to consider only cold water provision?	Please see revised Annex (Excel file) which is uploaded in e-tendering platform. Toilet basin counter size is 24" length, 20" width and 20" height.
18	Under Furniture Works: In Item no 22: Do we need to consider geyser supply also for plumbing works?	Not required.
19	Under Furniture Works: Item no 23: Is the water dispenser wall mounted or counter standing? Do we need to consider stand also? Are you looking for RO filter?	This should be a stand-alone, external jar system water filter with hot and cold supply.
20	Under Furniture Works: Item no 25: What are the quantity of Metal shelves? What type of paint to be used for repair and repaint? Under other works section, need to know about volume of repairing works SL No: 25.	Approximately 10~12 numbers of metal rack and cabinets exists at present UN clinic. Manual enamel paint is suggested as spray paint is not allowed. Also, metal welding works are not allowed too in the building premises so if required vendor might need to carry out the shelves back to their workshop for refitting.

21	Under Electrical and IT works: Item no 5(iv): Could you please provide quantity, size, shape and images of loose Lights to be used there.	One unique hanging light on top of the nursing station (size around 4~5') & 3 stand-alone corner lamps.
22	Need to know about volume of existing dismantling works SL No: 26.	Approximately 850sft aluminium glass partition and 200sft dry wall partition to be dismantle.
23	There are no brand/model name against couple of items in purchase items section which are readily available with different brand and model in market? Please let us know about this issue.	Please mention the brand and model detail you offer. Vendor are requested to mention renowned and good quality market leading brands and models for each item where applicable.
24	Regarding Pantry chair (6) under purchase item section, please let us know regarding leg? In market wooden leg is available but metal is not available. Please confirm	Metal leg is available from few popular local manufacturers.
25	Regarding Hand Sanitizer (13) under purchase section, is the stand made of wood/metal/SS? Please confirm.	MS matt black is suggested (but vendor can suggest items as per market availability with image during submission of RFQ)
26	Regarding Curtain (10) under purchase section, what is the curtain fabric? What is the channel material? Is the curtain fabric requiring PVC coated?	Made by high quality semi-transparent sunscreen fabric (vinyl mesh,82%PVC / 18% Polyester, Flame resistant) and imported accessories (control set, clamp, ball chain, connector, ss channel etc).
27	Regarding Full height partition (Dry Wall) under Board works, please revise the specification as discussed.	Please see revised Annex (Excel file) which is uploaded in e-tendering platform.
28	Regarding Roller Blinds under other works, please confirm is it semi-transparent?	Semi-transparent roller blinds are required.
29	Regarding Mesh Router(4-IV), Is there any server rack required? Who will provide the patch panel router?	No server rack will be installed but a connection to be made from the central server located right above the clinic location at 18 th floor. Router, patch panel to be supplied, installed and commissioned by the vendor.
30	There is a mismatch between BOQ and drawings regarding cable type- 16rm. Please confirm.	16rm cable is not required at the moment. During the course of construction if 16rm cable is suggested then we can look for that item as an addition to the budget.
31	Last date for dropping mail for showing interest against Physical verification of site.	31 March 2022, 2.00 pm through bd.procurement@undp.org . Based on the interest mail, UNDP will inform with a fixed date and timeline for visiting site before quotation submission deadline only to those who will show their interest to visit within above timeline. Please mention in subject line” Request for site visit against UN Clinic renovation works ”.
32	New Deadline for proposal submission	7th April 2022, 4.30 pm (BD local time) instead of 4th April, 2022 .

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.

*Any bidder seeking E-tendering access/submission related support should specify RFQ number' on the Email subject line and send it to bd.procurement@undp.org within **03 April 2022, 3.00 pm**.

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

A small, square, grayscale image of a handwritten signature in cursive script, appearing to read "Mamad".