



**Pre-Bid meeting minutes against meeting held on 25 May  
Hiring firm for Event management (Zoom)**

**Reference: RFQ-BD-2022-18**

**Members attended the meeting**

Srl	Name	Designation
2	SM Siam	Finance and Administrative Assistant CO/BD
3	Asif Ahmed	Procurement Associate, cluster CO/BD
4	Bidders	In Zoom meeting

With reference to the subject **RFQ issued on 22<sup>nd</sup> May 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	Section 1.b: in the schedule of requirement: What will be the hall room backdrop size?	Backdrop size will be:16x8 feet
2.	What will be the standard/Quality of food?	All bidders are requested to mention the exact name of the hotel/restaurant with contact address. UNDP will decide based on that information.
3	Who will ensure the electric connectivity in the project location?	The selected vendor will ensure the electricity connectivity.
4	Section 3(a) in the schedule of requirement: Who will ensure the dinner for the hotel guests?	The service provider will ensure dinner ( Plan rice, vegetable, Dal, 2/3 type bharta, Fish & chicken) for all hotel guests.
5	Section 4(a) in the schedule of requirement: What will be the type/class of the ticket?	All air tickets will be VIP marked.
6	Section 4(B) in the schedule of requirement: For how many days the microbus is required?	4 day for each of the 9 programs to the nine event locations.
7	Will Vat be deducted from the bill?	If any vendor wants to add vat with their quotation, vat amount has to be shown separately. Vendor will have to submit mushuk 6.3 along with treasury challan for the vat amount.

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](mailto:bd.procurement@undp.org) within the deadline.

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

A handwritten signature in black ink, appearing to read 'Asif', with a long horizontal stroke extending to the right.

Prepared By: Asif Ahmed  
Procurement Associate  
UNDP Bangladesh