

**Minutes of the Pre-proposal Meeting held on the Request for Proposal for
Hiring a Firm for Designing and Development of Animation Videos.**

Reference: RFP-BD-2022-08

Venue: Zoom Meeting Room; at 11:30 AM on 25 May 2022

Meeting Participants:

Name	Designation
Md. Shariful Hoque	Project Coordinator, EALG Project, UNDP Bangladesh
Naoshin Afroz	Knowledge Management & Communications Officer, EALG Project, UNDP Bangladesh
Azizul Haque Sarder	Capacity Development and Gender Officer, EALG Project, UNDP Bangladesh
Asma Nargis Sultana	Program Support Officer, UNDP Bangladesh
Bidders	

SL.	Queries/Comments	UNDP Responses
1	Will all of these animation videos be produced in 3D?	The animated videos will be created in 2D, and each video duration will be 2 minutes
2	Any agency/firm based outside Bangladesh can apply for this RFP	This is an open competition. Both the National and International firms can apply.
3	As an Indian agency, we meet all of the criteria. Seeing as taxation in Bangladesh differs from India, do we need to submit the taxation certification from India when applying?	Please submit the documents of Minimum Eligibility Criteria (Both national and international bidders must present applicable documents) under Annex-1 "Criteria for the Assessment of Proposal" of RFP.
4	Producing animation videos as per the deliverables timeframe set in the TOR is difficult. Is it possible to deliver ten videos in 12 weeks/three months instead of month-by-month deliverables?	Yes, it is possible.
5	How do we reflect the VAT amount in the Financial Proposal?	Please include a separate line in the financial proposal for VAT and mention the amount with percentage (cost Breakdown by Cost Component Annexure-2)
6	Are you looking at characters and animated backgrounds or more factual information with text, pictures, and graphs?	It will be a video with animated characters, animated backgrounds, information, text, and other elements.
7	We cannot charge income tax because we are an international organization; therefore, we must charge service fees, without any taxes. Can we charge for it?	Please follow the Cost Breakdown by Cost Component (Annexure-2)

8	A sole proprietorship does not need an audit report. If any sole proprietor applied for this RFP which documents are required (under sl-6 of the minimum eligibility criteria).	Please submit the proof of documents of the sole proprietorship of the company.
9	Who is the intended audience for these animated videos?	<p>The main target audience for the animated videos are:</p> <ul style="list-style-type: none"> • Union Parishad and Upazila Parishad elected representatives • Union Parishad and Upazila Parishad relevant government officials; and • Local citizens
10	Special Note	<p>The <u>Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE</u> and uploaded separately in the system and named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. <u>The file with the “FINANCIAL PROPOSAL” must be encrypted with a password.</u> Please DO NOT put price anywhere in the submission or the e-tendering system other than an encrypted financial proposal. Please <u>insert ‘1’ as your bid price in the e-tendering line item. Please do not mention the amount in the forwarding letter as well.</u></p> <p><u>FORM F: Should be password protected</u></p>

Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments (if any) shall be an integral part of the RFP document and supersede all provisions as applicable.