



**Pre-Bid meeting minutes against meeting held on 29 May
Hiring firm for Event management (Zoom)**

Reference: RFQ-BD-2022-19

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:BD-2022-19 issued on 23rd 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	Partial bid allowed or not allowed?	Partial bid is not allowed.
2.	Chess Board- What is the size of the chess board? What will be the type of printing?	12 inch, SDG's 17 colour theme, UV Print or any other sustainable print
3	Mug: What is the thickness of the mug? Will there be logo in both side? How many logos will be them? Should the supplier maintain the same shape as the Picture shared with RFQ?	Thickness should be minimum 1mm to maximum 1.5mm. Logo will be one sided. Govt logo will be upper & center. AusAID & UNDP logo will be in bottom left & right side respectively. Shape will be as same as RFQ
4	T-shirt: What will be the T-shirt logo size? (Both front and back), T-shirt Color and fabric with GSM. Will the T-shirt Collar and body have contrasting color?	Logo size will be 2*1inch for front & 5*3 inch for back. High Density print & logo will be white colour. Colour- UN Flag Colour, Fabric: 100% polyester 160-180 GSM pique fabric, Body/Collar will UN Flag colour, Sleeve Opening will be white colour.
5	Can we see the sample in UNDP office?	No.
6	Pen-Drive: What will be the size of the pen drive memory?	128 GB, Govt, AusAID & UNDP Logo
7	Umbrella: What will be the Size and color of the umbrella? Will it be folding or without folding option?	Without Folding 25 - 30-inch, Colour- UNDP Blue colour
8	Cap: Logo of the cap is embroidery or screen print? What will be the color of the cap? Will there be only UNDP logo in the cap?	Screen Print. UNDP Blue colour, Only UNDP Logo

9	Can any supplier with less than two years of experience apply?	Minimum three years of experience in the similar field is required.
10	Backpack- What will be the color of the bag, size of the bag? Gadget (Depth) of the bag?	Navy Blue Colour, Size: 18 inch long, 12 inch wide & 5-inch depth
11	Delivery: where will be the delivery location of all material? Will partial delivery be needed or at one time?	Delivery location is SSPS Office, Room-04, Block-13, Planning Commission, Agargaon, Dhaka-1207. You can deliver partially but all products have to deliver within 30 days after getting the supply order.
12	How can a new bidder get help for submitting bid?	We have shared the e-tendering guideline with RFQ. If anyone facing problem while submitting bid, they are advised to share their problem with screenshot to our dedicated email address: bd.procurement@undp.org .
13	Will there be any branding in the outside packaging? If yes, how many logos and in which color they will be printed?	Govt, AusAID & UNDP Logo, Govt logo will be upper & Centre. AusAID & UNDP logo will be in bottom left & right side respectively. Colour will be same as Logo Colour
14	Will all the bidders need to submit sample with quotation?	No. UNDP will communicate with qualified shortlisted supplier and request to submit sample
15	Folder: Will there be color inside the folder? Inner pocket will be colored or not? What will be the folder material, color? Will there be lamination?	No. there will be no inside colour. Folder colour will be UNDP Blue colour or Light Navy-blue colour. 300gsm Swedish board. Colour: jute & Black, Lamination: Matt
16	Tote Bag: What will be size? What will be fabric? (Twill fabric or jute cotton)? Will there be shoulder handle, inside pocket, zipper? What will be the color?	Length 16 inch, wide 12 inch. Twill Fabric. Colour will be off-white. No shoulder handle required. Only Carrying handle is required. Inside pocket and zipper is not required.
17	Power Bank: What is the warranty requirement?	Yes 6 to 12 Month
<p>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.</p> <p>*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 the deadline.</p>		

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.



 Asif Ahmed
 Procurement Associate
 UNDP Bangladesh



 SM Siam
 Finance and Administrative Assistant CO/BD
 UNDP Bangladesh