



Pre-Bid meeting minutes against meeting held on 4th July 2022
Hiring firm for Event management (Zoom)

Reference: RFQ-BD-2022-24

Members attended the meeting

Srl	Name	Designation
1	Apurba Swatee Mahboob	Capacity Building and Policy advocacy Specialist, UNDP
2	Navila Mushtaque	Procurement Associate; UNDP
3	Asif Ahmed	Procurement Associate, cluster CO/BD
4	Bidders	In Zoom meeting

With reference to the subject **RFQ:BD-2022-24 issued on 29th June 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	Is it possible to distribute in one location?	UNDP: Distribution will be required as per the distribution schedule shared with the RFQ. Any change in the date and location will be duly communicated in advance.
2.	Will UNDP consider cost for selection criteria as the single most factor to decide the successful bidder of this procurement?	UNDP: Most technically compliant offer will be awarded
3	The delivery dates shared in the distribution schedule are fixed.	The tentative dates are shared already subject to change based on government directives.
4	There is a requirement of 90 pad in the distribution list. But this item not included in the RFQ requirement. Please clarify.	UNDP: There is no separate requirement for pad. It is included with the Coil notebook. Total number of coils notebook requirement will be, 1787+90=1887 No.
5	Coil notebook: (RFQ: Annex: 1, Item 1) # Mention Cover page GSM. #Swedish board or art paper for cover page? # Mat lamination or spot lamination? # Inner page color? # Number of inner pages?	Cover page GSM: 300 GSM Cover Page: Swedish Board Matt lamination Inner Page: Four color print Inside Number of inner pages: 50 Sheets/100 pages
6	Pen: (RFQ: Annex: 1, Item 2) What will be the color? Will it be required in the same color as shown in the RFQ? Ball pen or Gel pen?	Vendor can propose color as per required specifications Gel pen

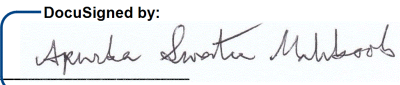
7	Water Bottle (RFQ: Annex: 1, Item 4) -Is there any color requirement as per the RFQ picture?	Four different colours are required as per mentioned specifications
8	Thermal Cup: (RFQ: Annex: 1, Item 7) What will be the color of the Cup?	Four different colours are required as per mentioned specifications
9	# Bag (Backpack) (RFQ: Annex: 1, Item 9) - What will be the color of the bag - What will be bag size in inch? (Length, depth) - Will there be laptop chamber? - Will there be water bottle pocket?	Color of the bag: Vendor can propose four different colors ensuring specifications and quality Bag size in inch: 45cmX22cmX32cm Zipper #8 slider type (front pocket & main compartment) Laptop chamber required: 3mm PE foam Top Handle: 12mm PE foam Back panel: 8mm PE foam water bottle pocket required
10	# Air phone (RFQ: Annex: 1, Item 14) - Will there be air buds?	Only earphone required as per shared specifications
11	# Paper Folder (RFQ: Annex: 1, Item 15) - What will be the paper type? Swedish board or art card? - Will there be mat or spot lamination? - Will there be any logo or color in the inner pocket? - Will there be any printing inside? - Will there be any outside printing?	Paper:120 GSM Paper Type: Art Card Matt Lamination Inner pocket: no print/No Logo Outside: printing & Matt Lamination
12	What will be the payment modality?	Quarterly payment based on the completed delivery.

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 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.

DocuSigned by:

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 Asif Ahmed
 Procurement Associate
 UNDP Bangladesh

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