

PRE-BID MEETING MINUTES

ITB REFERENCE: ITB-BGD-CXB-2021-0004

ITB NAME : SHELTER CLOTHING

Meeting Media: Microsoft Teams

Time & date: 2.30 pm, 17th October 2021

Facilitated by: Pinky Paul, Acting Supply Chain Manager

Technical Person: Umme Shampa Kulsum, Shelter & Infrastructure Team Leader

No. of attended vendors: 13

I. INTRODUCTION:

DRC facilitator welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements in the ITB. Bidders can raise queries through Questions and Answers session. The technical person briefed about the Terms of Reference (ToR). Minutes of this meeting will be posted on bdjobs website with the tender advert so all bidders can download. Below are some key notes on preparing and submitting bid:

1. Preparing Bid:

- Vendors shall prepare the bid as per the DRC Annex A.1, technical bid form and the Terms of Reference Annex F.
- Bidders shall refer to the **Section III** "Selection & Award Criteria" of Invitation letter while preparing the bid. They shall provide relevant information as per the criterion mentioned.
- DRC templates/annexes shall be properly filled up and submitted.
- For bid submission please refer to **Section V** "Submission of Bids".

2. BID SUBMISSION:

- If hardcopy bid is to be submitted 'Technical Bid' and 'Financial Bid' shall be separated.
- 'Technical Bid' envelope shall contain the Annex A.1 Technical Bid form, other DRC annexes and suppliers' required documents. 'Financial Bid' envelop shall contain only Annex A.2 Financial Bid Form. Both the envelopes shall be sealed and put in a big, sealed envelope.
- For submission by email, technical bid and financial bid shall be sent by separate email.

II. QUESTIONS/ANSWERS SESSION:

#	Query	Answer
1.	What will be the duration of the shop you mentioned?	The time limitation will be one month, maximum 1.5 months depending on the situation and project.
2.	What will happen with the leftover quantity at the end? Will DRC keep them or suppliers need to bear the cost of those?	DRC will pay only for the quantity distributed. If there remains any DRC will not pay for them.
3.	Will the items be taken at once? How will DRC order? Will it be a order for full quantity mentioned in tender or split orders?	A Blanket Purchase Order will be provided to the awarded bidder and delivery schedule will be given time to time based on the need.
4.	Where shall we put the technical details of the product offering?	The technical details can be provided in the Annex A.1 Technical Bid form "Bidder to complete" portion.
5.	The technical details you provided is not specified enough. By mentioning only jersey fabric, fabric for summer/winter is not enough as there are so many types of fabrics and price varies.	Will communicate your concern to the respective department and will give you the feedback through email and bdjobs website.
6.	Is the financial bid shall be submitted in our organization letter head pad?	It is not mandatory to provide the financial bid in your organization letter head pad, but it is mandatory to provide the financial bid in DRC Annex A.2 template.
7.	How the delivery will be taken? Will they be taken per item wise, for example one day borkha, the other day Mosquito net?	It is already mentioned in the ToR that, a specific quantity of products shall be stocked at the shop. The delivery schedule will consist requirement of every item, sizes of the items may vary.
8.	If a delivery schedule is provided will it require immediate delivery or we shall get some time to prepare them?	Suppliers will be given time to arrange the products.
9.	In the supplier registration form in the section of 'Technical Capability' question no. 35 to mention UNSPSC code. I tried to download it from the link provided	We will check it. What you can do is to mention the name of items/services you provide.

	their but it is saying that, it is not possible to download for this region.	
10.	In the financial bid shall we mention only unit price or, both the unit and total price?	You will find the option to provide unit cost and total cost in DRC Annex A.2 Financial bid form. Please note here that, the unit price shall be including all kind of charges i.e., delivery cost, AIT & VAT and multiply that with the quantity for total price.
11.	If all the items are in one lot or there are separate lots. As I have seen in the Invitation to bid document there is mentioned of 4 lots.	Let us check kindly. It has been a mistake as there is another tender is ongoing. We will revise it and upload in Bdjobs so that, you can download the revised one.
12.	As you mentioned that, we need to keep two staffs for the shop, will DRC take the responsibility for their accommodation?	DRC will not be arranging any kind of facilities for the vendor's staffs and it shall be arranged by the vendor. DRC will procure the items and the services. So, vendor's will quote the price including the service.
13.	Is the tender for hygiene kit will be maintained similar to this tender?	No, the tender of hygiene kit is completely different. There is no such ToR for this and only the items shall be procured.
14.	You have mentioned that, the awarded supplier will be given a blanket PO for total quantity. Do I have to stock all the products at your shop? Or, I can stock them in Dhaka at my place and deliver as per the schedule.	As mentioned in the ToR, a minimum no. of stock needs to be maintained in the shop. The other quantities can be stocked at your convenient place. But, you should have the capacity to deliver the products as per the delivery schedule.
15.	Will you accept all the quantities as per your delivery schedule?	It can happen that, due to size issue some products are left from that delivery schedule and you will need to replace that with required size. The requirement of the quantity can be more or less. DRC will pay only for the quantity the beneficiary will be receive.
16.	Even after this meeting if we have some further queries can we call or write email?	Yes, you can.