

**Government of the People's Republic of Bangladesh**  
Local Government Engineering Department  
Rural Employment and Road Maintenance Programme-3 (RERMP-3)  
Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.

Memo No.: 46.02.0000.969.25.002.21-157

Date: 02/03/2022

**Sub: Minutes of the Pre-proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-01 and package RERMP-3/S-2/Z-02 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3).**

A Pre-Proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-01 and package RERMP-3/S-2/Z-02 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3) chaired by Salma Shahid, Project Director, RERMP-3 was held on 24/02/2022 at 11.30 AM in the office of the Project Director, RERMP-3 (level-10) of LGED. The list of participants attended the meeting is attached in Annexure-1.

At the outset of the conference the Chairperson welcomed all the participants and said that the main objective of the conference to clarify different points on proposal preparation. She added that in Proposal Data Sheet ITC clause no 54.1 will be replaced by **"The amount of performance Security shall be 3% (Three percent) of the Contract Price."**

Then she invited all the participants to express their views on the terms and conditions of the Proposal Document or any other query. After that the floor was opened for general discussion:

Sl. no.	Name of the NGO that raised query/issue	Query/ Issue	Decision
1	2	3	4
01	Noakhali Rural Action Society (N-RAS)	Do the CV of the Team Leader and Training Supervisor have to be submitted?	The CV of the Team Leader and Training Supervisor and Training Facilitator must be submitted as instructed in the provided RFP.
		Project duration in RFP was April 2022 –June 2023, total 15 month. But in financial proposal total 17 month.	During contract negotiation the time will be finalized depending upon available project period.
		Will the proposal submission date be considered for extension?	The proposal submission date will remain unchanged.

02	POPI /SAMAHAR/ Zhumka Hasta Shilpa Mahila Samity	Is it possible to make some considerations for the assignment completion certificate? or Is it allowed to provide agreement documents as assignment completion certificates?	Assignment completion certificate is not compulsory.
03	Zhumka Hasta Shilpa Mahila Samity	Number of Health Facilitator and General Facilitator?	You have to follow TOR.
04	POPI	Can we submit the CVs of the non-key staffs during the agreement?	CVs of the non-key staff must be submitted with the proposal.
	Zhumka Hasta Shilpa Mahila Samity	Can we submit the CVs of the non-key staffs later or during the negotiation meeting?	
05	PRATAY	Can increase the maximum age limit for the Training Supervisor	Maximum age limit for Training Supervisor will be 50 years.
		Can we propose same person (CV) for other package?	As per ITC clause no 23.5 ..one key professional staff is not allowed to offer his/ her inputs in more than one proposal for this particular assignment and in this particular procurement process. But same CV can be proposed for other/different packages.
06	POPI	Can we request you to get soft copies of the formats to be submitted with the proposals?	The soft copy of the Request For Proposal will not be provided.
		Does the RFP document need to be attached with the Proposal Document?	It is not essential to attach the RFP document with the Proposal Document.
07	Joutho Artho Samaj Unnayan Sangstha (JASUS)	Is it allowed if the experiences of Team Leaders and Team Supervisors are greater than the requirement?	It will be decided by the Proposal Evaluation Committee.
		What is the nature of joint venture?	ITC clause no 23 to be considered.
08	Society for Bright Social Services (SBSS)	Do the audit reports and bank solvency need to be provided?	The audit reports and bank solvency do not need to be provided.



		Will you consider educational qualification of Team Leader equivalent /other subject.	It will be decided by the Proposal Evaluation Committee. However follow the TOR.
		Is it allowed to provide additional declarations in the CV?	Additional declarations in the CV is optional.
09	BASA Foundation	In the case of Team Leaders, is it allowed for them to graduate in any discipline other than Social Science?	It will be decided by the Proposal Evaluation Committee. However follow the TOR.

At this stage in addition to the above issues, the Project Director requested all the participants to take care of the following issues-

- All legal documents including NGO Bureau Certificate, TIN Certificate, VAT Certificate have to be provided
- Form 5A2 Consultant's Organization and Experience has to be filled carefully
- Approach methodology, work plan, work schedule, starting schedule, organization & staffing schedule, CV formats has to be prepared carefully

As there was no other points for discussion, the conference ended with vote of thanks from the chair.

*Salma Shahid* 1/3/22

(Salma Shahid)

Project Director

RERMP - 3, LGED

E-mail:pd.rermp@lged.gov.bd

Distribution:

- Chief Engineer, LGED, Agargaon, Dhaka.
- Additional Chief Engineer (Implementation), LGED, Agargaon, Dhaka.
- Zhumka Hasta Shilpa Mahila Samity (Zhumka Bangladesh), House # 09, Road # 02(D), Baridhara J block, Dhaka – 1216.
- Bandhan Society, House No: 102/Ka, (3<sup>rd</sup> floor) PC Culture Housing Society, Shyamoli, Mohammadpur, Dhaka – 1207.
- Promotional Research Advocacy Training Action Yard (PRATAY), 121-Ka, Pisciculture Housing Society, Shyamoli, Mohammadpur, Dhaka – 1207.
- POPI, 5/11-A, Block- E, Lalmatia, Dhaka-1207.
- Joutho Artho Samaj Unnayan Sangstha (JASUS), House: 17, Road: 06, Block: H, Section: 02, Mirpur, Dhaka – 1216.

*B*

- BASA Foundation, House: 42, Road: 4, Priyanka Runway City, Baunia, Uttara, Turag, Dhaka-1230.
- Society for Urban and Rural Advancement (SURA,) 5/A, New circular Road, Raipur House, Malibag, Dhaka-1217.
- Society for Bright Social Services (SBSS), Flat-A-1 (1<sup>st</sup> floor), East Asia R View, 22, North Mugda, Dhaka-1214.
- Noakhali Rural Action Society (N-RAS), House # 10, Road # 05, Post Box # 02, Maijdee Housing Estate, Noakhali-3800.
- SAMAHAR, House #817, Road # 04, Baitul Aman Housing Society, Adabor, Dhaka-1207.

12