

**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.: 46.02.0000.969.25.002.21.161

Date: 03/03/2022

**Sub: Minutes of the Pre-proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-03 and package RERMP-3/S-2/Z-04 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3).**

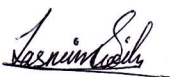
A Pre-Proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-03 and package RERMP-3/S-2/Z-04 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3) chaired by Salma Shahid, Project Director, RERMP-3 was held on 01/03/2022 at 11.00 AM in the office of the Project Director, RERMP-3 (level-10) of LGED. The list of participants who 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 was to clarify different points on proposal preparation. She added that the ITC clause no 54.1 will be replaced by **"The amount of performance Security shall be 3% (Three percent) of the Contract Price."** She also mentioned the following amendments -

- In Proposal Data Sheet ITC clause no 21.1 (c), **"submission of Assignment Completion Certificate is not compulsory"**
- In TOR article-8.2 Position: Training Supervisor, **"maximum age limit for the Training Supervisor is 50 (fifty) years"**.

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      | Nari Unnayan Shakti (NUS)               | Is it mandatory to work in every district named in the package? | It is mandatory to work in every district named in the package.  |
|        |   | Are the Project duration and commencement date unchangeable     | The project duration is till June 2023. The commencement date will be finalized during contract negotiation. |

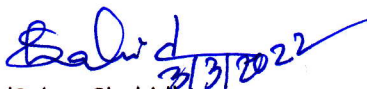


|   |  |   |  |
|---|--|---|--|
| 2 | Social and Economic Enhancement Programme - SEEP | Does the Financial Proposal have to be submitted for nineteen (19) months? Is it exclusive of VAT, tax? | The Financial Proposal Form provided in the RFP must be followed. Only the service charge needs to be quoted by the NGO. The Financial Proposal is exclusive of VAT and taxes. |
| 3 | SAMAHAR  | Who will perform the need assessment?   | Need assessment will be performed by the NGO.  |
| 4 | Bandhan Society                                  | Why the employment of Team Leader is for three (3) months?  | The employment time of the Team Leader depends upon his input required as per 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 have to be prepared carefully

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

  
(Salma Shahid)  
Project Director  
RERMP - 3, LGED

**Distribution:**

- Chief Engineer, LGED, Agargaon, Dhaka.
- Additional Chief Engineer (Implementation), LGED, Agargaon, Dhaka.
- Salma Shahid, PD, RERMP-3, LGED, Agargaon, Dhaka.
- Jubo Academy, House No-510, Road No-12, Adabor, Dhaka-1207
- SAMAHAR, House # 817, Road # 04, Baitul Aman Housing Society, Adabor, Dhaka-1207
- Nari Unnayan Shakti (NUS), House # 21, Road # 05, Block-E, Banasree, Rampura, Dhaka-1219
- Bandhan Society, House No: 102/Ka, (3<sup>rd</sup> floor) PC Culture Housing Society, Shyamoli, Mohammadpur, Dhaka - 1207







- Social Advancement and Village Economy (SAVE), House No- 40, Road No-18, Sector-11, Uttara, Dhaka-1230
- BASA Foundation, House # 42, Road # 4, Priyanka Runway City, Baunia, Uttara, Turag, Dhaka-1230
- Social and Economic Enhancement Programme – SEEP, House # 5, Road # 4, Block # A, Section # 11, Mirpur, Dhaka-1216

Tajamul

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