

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.: 46.02.0000.969.25.002.21-168

Date: 08/03/2022

Sub: Minutes of the Pre-proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-05 and package RERMP-3/S-2/Z-06 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-05 and package RERMP-3/S-2/Z-06 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 03/03/2022 at 03.00 PM 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	UNNAYAN	Completion of the project/ assignment to prepare work plan	As per issued RFP, the assignment will be completed in June, 2023.
		When will the implementation start?	As per issued RFP, the expected commencement time is April, 2022.
		Do the pictures of staff need to be inserted in their CVs?	It is not compulsory.

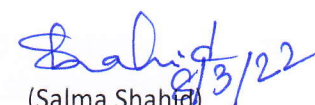


2	Bangladesh Development Service Center (BDSC)	What is the amount of advance payment?	Advance payment is not applicable here.
3	Local Idea For Empowerment (LIFE)	Do the CVs of Non-key staffs need to be submitted?	The NGOs have to submit The CVs of Non-key staff as mentioned in the TOR.
		Authorized signature in CV	Please follow ITC clause no 24.1 (h).
		No of training in each month	For each beneficiary 1 (one) training in each month.
		Submission of related document in case of JV	Related document should be submitted.

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.
- Society for Bright Social Services (SBSS), Flat-A-1 (1st floor), East Asia R View, 22, North Mugda, Dhaka-1214.
- Women's Environment & Development Organization (WEDO), House # 102, Road # 04, Block-Ka, PC Culture Housing, Shyamoli, Dhaka-1207.
- Society for Sylhet Resources Advancement Community- SRAC, Matre Sayea 40, 1st floor, Road no-04, Main road, Block-A, Shahjalal Upashar, Sylhet.
- Bangladesh Development Service Center (BDSC), House # 298, Road # 2, Baitun Aman Housing Society, Adabar, Shyamoli, Dhaka-1207.
- RISDA – Bangladesh, House # 18, Road # 1, Block # B, Section # 6, Mirpur, Dhaka-1207.

- Pally Daridra Kallan Songstha, Nowapara, Avhoynagar, Jessor.
- Shushilan, House # 614, Road # 12, Baitul Aman Housing Society, Adabor, Dhaka-1207.
- Local Idea For Empowerment (LIFE), 311/1-B, Lalbag Road, Dhaka-1211.
- UNNAYAN, 189, West Baniakhamar Main Road, Khulna-9100.
- BIVA, House No-1217/01, Noapara, Abhoynagar, Jessore.

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