

**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.: 46.02.0000.969.25.002.21-184

Date: 16/03/2022

**Sub: Minutes of the Pre-proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-09 and package RERMP-3/S-2/Z-10 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3).**

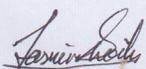
A Pre-Proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-09 and package RERMP-3/S-2/Z-10 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3) chaired by Salma Shahid, Project Director, RERMP-3 was held on 14/03/2022 at 12.00 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"**
- In Form 5A1 (page no-52), Para no-4, ITC Sub Clause 56.1 will be replaced by **"ITC Sub Clause 58.1"**

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	National Development Programme – NDP	Is there any standard for Training Manuals?	The type of training will depend upon the zone for which the Manual is prepared.
		Is there any specific number of Training?	For each beneficiary 1 (one) training in each month.





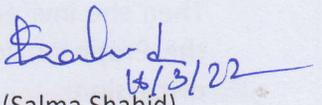


1	National Development Programme – NDP	Can we request you to provide soft copies of the formats to be submitted with the Proposals?	The soft copy of the Request For Proposal will not be provided.
2	Gana Unnayan Kendra	Is the proposal submission date changeable?	The proposal submission date will remain unchanged.
		If one NGO is short-listed for more than one package, how many Proposal needs to be submitted?	If short-listed for more than one package, the NGOs have to submit separate proposals for each package.
		How many hard copies of the proposal need to be submitted?	According to the ITC 33.2 in Section 2. Proposal Data Sheet, 1 (one) original for both the Technical Proposal and the (sealed) Financial Proposal and 1(one) copies of the Technical Proposal must 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-

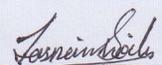
- All legal documents including NGO Bureau Certificate, TIN Certificate, VAT Certificate have to be provided (for both lead and partner NGO)
- Form 5A2 Consultant's Organization and Experience has to be filled carefully
- Approach methodology, work plan, work schedule, starting schedule, organization & 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.
- TMSS, TMSS Bhaban, 631/5, West Kazipara, Mirpur-10, Dhaka-1216.





- RDRS Bangladesh, House-43, Road-10, Sector-6, Uttara, Dhaka-1230, Bangladesh.
- Gana Unnayan Kendra, House-9, Road-1/B, Banani, Dhaka-1213, Bangladesh.
- Local Idea For Empowerment (LIFE), 311/1-B, Lalbag Road, Dhaka-1211.
- Bangladesh Development Service Center (BDSC), House: 298, Road: 2, Baitun Aman Housing Society, Adabar, Shyamoli, Dhaka-1207.

Tajvirul Haque

(a)

