

**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.: 46.02.0000.969.25.002.21-185

Date: 16/03/2022

Sub: **Minutes of the Pre-proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-11 and package RERMP-3/S-2/Z-12 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3).**

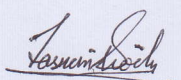
A Pre-Proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-11 and package RERMP-3/S-2/Z-12 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3) chaired by Salma Shahid, Project Director, RERMP-3 was held on 14/03/2022 at 04.00 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 -

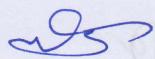
- In Proposal Data Sheet ITC clause no 21.1 (c), **"submission of Assignment Completion Certificate is not compulsory"**
- In TOR article-8.2 Position: Training Supervisor, **"maximum age limit for the Training Supervisor is 50 (fifty) years"**
- In Form 5A1 (page no-52), Para no-4, ITC Sub Clause 56.1 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	UNNAYAN	What if some NGOs do not quote the service charge or quote a very less amount of service charge?	It is the NGO's choice.









2	Ashroy Foundation	What will be the partnership criteria?	ITC clause no 23 to be considered.
		Is there any gender preference?	The issued RFP will prevail.
3	Voluntary Organization for Social Development (VOSD)	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.
		Is it needed to break up the budget?	The Financial Proposal Form provided in the RFP must be followed. Only the service charge needs to be quoted by the NGO.
4	Sheba Manab Kallyan Kendra (SMKK)	Duration of the assignment	As per issued RFP, the expected commencement time is April, 2022 and the assignment will be completed in June, 2023.
		The assignment duration in the RFP is April 2022 - June 2023, a total of 15 months. But in the financial proposal total of 17 months.	During contract negotiation, the actual time will be finalized depending upon the available project period.
		Is it mandatory to include the supporting staff in the staffing schedule?	It is not compulsory.
5	Local Idea For Empowerment (LIFE)	Do the similar assignments completed in the last 5 (five) years need to be mentioned?	The assignments completed in the last 5 (five) years are to be provided.
	Sheba Manab Kallyan Kendra (SMKK)	Is there any minimum number of completed assignments for the experience?	
6	Eco-Social Development Organization (ESDO)	Project duration and commencement date	The project duration is till June 2023. The actual commencement date will be finalized during contract negotiation.

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

*Tasnim Akter*

*Dr*

*Dr*



- 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*  
16/03/2022

(Salma Shahid)  
Project Director  
RERMP - 3, LGED

Distribution:

- Chief Engineer, LGED, Agargaon, Dhaka.
- Additional Chief Engineer (Implementation), LGED, Agargaon, Dhaka.
- Eco-Social Development Organization (ESDO), Collegepara (Gobindanagar), Post: Thakurgaon-5100, Thakurgaon Sadar, Thakurgaon, Bangladesh.
- Gana Unnayan Kendra, House-9, Road-1/B, Banani, Dhaka-1213, Bangladesh.
- RDRS Bangladesh, House-43, Road-10, Sector-6, Uttara, Dhaka-1230, Bangladesh.
- Local Idea For Empowerment (LIFE), 311/1-B, Lalbag Road, Dhaka-1211.
- Prottasha Foundation (PF), 40/7E, Jahuri Moholla, Mohammadpur, Dhaka-1207, Bangladesh.
- Samajik Kallyan Sangstha (SKS), Salandar, Thakurgaon-5100, Bangladesh.
- Christian Service Society (CSS), City PO Box 91, 82, Rupsha Strand Road, Khulna 9100.
- Sheba Manab Kallyan Kendra (SMKK), House # Ka-59, (3<sup>rd</sup> floor) Nadda Bazar, North Baridhara, Gulshan, Dhaka-1212.
- Ashroy Foundation, Road-7, House-79, Nirala R/A, Khulna-9100, Bangladesh.
- UNNAYAN, 189, West Baniakhmar Main Road, Khulna-9100, Bangladesh.
- Voluntary Organization for Social Development (VOSD), 8/8, Lalmatia, Block-A, Dhaka-1207, Bangladesh.
- Rural Reconstruction Foundation (RRF), RRF Bhaban, C&B Road, Karbala, PO Box: 07, Jashore-7400, Bangladesh.
- Bangladesh Palli O Jubo Unnayan Samaj, 108 Lalbag Road, Dhaka-1211, Bangladesh.

*Salma Shahid*

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