

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.: 46.02.0000.969.25.002.21-187

Date: 20/03/2022

Sub: Minutes of the Pre-proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-13 and package RERMP-3/S-2/Z-14 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3).

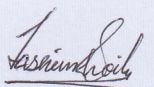
A Pre-Proposal Meeting of the short-listed NGOs of package RERMP-3/S-2/Z-13 and package RERMP-3/S-2/Z-14 under Capacity Development of Selected Destitute Women Crews under Rural Employment and Road Maintenance Programme-3 (RERMP-3) chaired by Salma Shahid, Project Director, RERMP-3 was held on 15/03/2022 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 meeting, the Chairperson welcomed all the participants and said that the main objective of the meeting 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 -

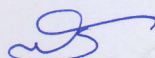
- In Proposal Data Sheet ITC clause no 21.1 (c), **"submission of Assignment Completion Certificate is not compulsory"**
- In TOR article-8.2 Position: Training Supervisor, **"maximum age limit for the Training Supervisor is 50 (fifty) years"**
- In Form 5A1 (page no-52), Para no-4, ITC Sub Clause 56.1 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	SAINT- Bangladesh	What about commission or gratuity mentioned in the Financial Proposal Submission Form?	Please follow the instruction of Form 5B1-Financial Proposal Submission Form, (page-61).





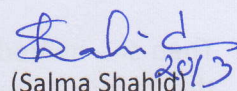


2	SAINT- Bangladesh	What is the duration of the assignment?	As per the issued RFP, the expected commencement time is April, 2022 and the assignment will be completed in June, 2023.
	Voluntary Organization for Social Development (VOSD)		
3	Sangram (Sangathia Gram Unnayan Karmasuchi) – Protect Environment From Adverse Climate Change (JV)	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.
		To whom the Proposal should be submitted?	ITC 33.3(b) in the Proposal Data Sheet to be followed.
		Is there any page limit for different forms of the proposal?	There is no page limit. However, the forms should be followed strictly.
		Is Form 5A7 - Staffing Schedule to be filled for the project staff or staff from other organizations?	The Form 5A7- Staffing Schedule is to be filled for the staffs proposed in the submitted Proposal.

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

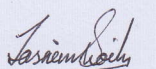
As there was no other points for discussion, the conference ended with vote of thanks from the chair.


(Salma Shahid)

Project Director
RERMP - 3, LGED

Distribution:

- Chief Engineer, LGED, Agargaon, Dhaka.
- Additional Chief Engineer (Implementation), LGED, Agargaon, Dhaka.
- SAINT- Bangladesh, Ohi Bhaban, C&B Road, Barishal, Bangladesh.
- People's Development Institute (PDI), Paurashava Bhaban, Daulatkhan, Bhola, Bangladesh.





- Promotional Research Advocacy Training Action Yard (PRATAY), 121-Ka, Pisciculture Housing Society, Shyamoli, Mohammadpur, Dhaka-1207, Bangladesh.
- Voluntary Organization for Social Development (VOSD), 8/8, Lalmatia, Block-A, Dhaka-1207, Bangladesh.
- Shushilan, House: 614, Road: 12, Baitul Aman Housing Society, Adabor, Dhaka-1207.
- Sangram (Sangathia Gram Unnayan Karmasuchi) – Protect Environment From Adverse Climate Change (JV), 65, Shahid Smriti sarak, Barguna-8700.
- Madaripur Nari Unnayan Sangstha (MANUS), Mommadpur, Dhaka.
- UTTARAN, Flat B1 (1st floor), House- 32, Road- 10/A, Dhanmondi, Dhaka-1209, Bangladesh.
- Bangladesh Palli O Jubo Unnayan Samaj, 108 Lalbag Road, Dhaka-1211, Bangladesh

Tasvinda

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