

**Pre-bid Meeting Minutes for Hiring a Firm to Strengthen the Capacity of Community
Police Entities, Date: 24 April 2025**

Reference: UNDP-BGD-00828

Members attended the meeting:

Name	Designation
Esha Chakma	Procurement Unit, UNDP
Shah Mohammad Naheean	National Programme Coordinator, UNODC
Bidders (A total number of 10 participants attended the Pre-Bid meeting)	

With reference to the subject **RFP No. UNDP-BGD-00828** was issued on 20 April 2025; please find below the query raised by the invitees and answer thereto from UNDP Bangladesh. At the beginning of the pre-bid meeting Ms. Esha Chakma, Procurement Assistant of UNDP welcomed the participants to attend the meeting. Ms. Esha then requested Mr. Shah Mohammad Naheean to give a brief introduction about the objectives, scope of work and deliverables of the respective assignment and later on participated suppliers raised several queries, and the responses to those queries are as follows:

S/L	Query from Vendors	UNDP Response
1.	Is a Sydney-based firm eligible for participation, given that we specialize in providing training in community strengthening, policing, and various other domains?	A firm having legal registration as per the country's law and meeting our minimum eligibility criteria, is eligible to apply.
2.	How will the payment be transferred if the firm is eligible to apply? Can UNDP transfer the funds to our local account? If so, would we then be eligible to apply for this opportunity?	Payment will be transferred in installments as per the deliverables mentioned in the TOR, to the registered bank account of the recipient after deliverables and bills are submitted and approved by UNODC. If it is an international vendor, the payment will be transferred to their International bank account.
3.	The negotiation currency is listed as BDT, but the advertisement is open to both national and international firms. Shouldn't the currency be listed in both BDT and USD.	The national firms should quote in BDT and the International firms should quote in USD.
5.	The financial template includes breakdowns for items such as remuneration, travel, allowances, training sessions, etc. Are there any additional requirements that suppliers should include, such as daily allowances for government officials who will be participating as trainees in the session, or allowances for those traveling within the region?	Travel mentioned in financial template refers to all required travels including travel support for government officials who will participate. Remunerations fee or travel cost or and all other associated costs for the firm should be included in the financial proposal.
6.	It was mentioned that the firm must have one relevant experience or relevant assignment in the similar field. So, kindly explain the relevant means is directly with the police or in some other cases but it was involved with the police.	Relevant means previous similar experience, it can be previous experience with police or in conducting similar trainings and / or awareness sessions in similar fields etc.

7.	Does this assignment require a line of credit similar to what was required for UNDP Afghanistan? Specifically, I would like to understand the equivalent amount of bank solvency needed for the line of credit. Additionally, will a line of credit be a condition for this assignment as well	No, line of credit is not a requirement. The firm is required to meet only the mandatory requirements mentioned.
Queries received through message option of Quantum:		
8.	Elaborate - identification of relevant stakeholders to be consulted, sampling framework, identification of relevant community police authorities	While planning and designing the programmes and selecting the participants, the Agency is expected to consult with relevant police entities in districts, ATU (Anti-Terrorism Unit) and UNODC.
9.	Will the facilitators be external to the team of experts (Team Leader and other team members)?	Main facilitator could be the CTU (Counter Terrorism Unit) focal point in district police who was part of UNODC trainings and other facilitators need to be hired based on expertise.
10.	Can the TL and Team members conduct a training/awareness session, if required?	Yes, given the TL and team members have the expertise, they can provide training provided, the firm needs prior validation from UNODC.
11.	How many facilitators should be engaged for both the training and awareness sessions?	There should be 2/3 facilitators.
12.	Can the same facilitators conduct training and awareness sessions?	Yes, however, if not available, the facilitator should be selected from the participants who were trained.
13.	Who will bear the cost of printing of communications and advocacy materials?	Cost of printing communications and advocacy materials should be included in the financial proposal.
14.	Will UNODC provide standard templates or guidelines for nominating participants (both community police and local community members)?	UNODC will provide guidelines for nominating participants, however, it should be pursued by the firm.
15.	Can we rely solely on District Police/CTU focal points for participant selection, or are we expected to conduct any form of screening or validation ourselves?	Both. Besides consulting with District Police / CTU focal points, further screening should be done by the firm to select the most relevant participants.
16.	Should all training materials and session content be delivered in Bangla, or will a bilingual (English-Bangla) approach be preferred?	It should be bilingual (English & Bangla).
17.	Is there any standard or recommended training module from UNODC that we should adapt, or are we expected to develop the entire content from scratch?	There will be a recommended training module from UNODC that will be adapted.
18.	Will UNODC provide a reporting format for training and awareness sessions, or are we expected to design our own templates?	The firm is expected to design templates which UNODC will review and validate.
19.	Are there any specific participant feedback tools or post-training evaluation forms to be used?	Yes, post training evaluation forms to be used. This will reflect the effectiveness of the trainings/ awareness.
20.	Will UNODC facilitate introductions or issue letters to relevant District Police authorities to support coordination?	If required yes.

21.	The given deadline is 3rd May. Given the government holidays on 1st May and the weekends, is it possible to extend the deadline?	The deadline has been extended till 4.30 pm (local time), 7 May 2025
22.	Any queries	The bidders can write to bd.procurement@undp.org for any queries and support by mentioning the reference UNDP-BGD-00828 in the subject line or can use the message box option of Quantum.
All other terms and conditions are discussed including Quantum submission challenges and addressed accordingly. Submitting your bid 1 or 2 days before or well before the closing time is requested. Please avoid last-minute submissions.		

Note: Above Clarifications in response to queries raised during the Pre-bid meeting and amendments shall be an integral part of the RFP document and supersede all provisions as applicable.