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Date: 15/01/2023

Subject: Minutes of the Pre-tender meeting held on 9th January, 2023 at 12:30 P.M for “Hiring a firm for Audio-Visual Content Development on a2i’s Products and Services focusing SMART Innovative Bangladesh”

A pre-tender meeting was held on 9th January, 2023 at 12:30 P.M for “Hiring a firm for Audio-Visual Content Development on a2i’s Products and Services focusing SMART Innovative Bangladesh”. Mohammed Salah Uddin, Procurement Consultant, Aspire to Innovate (a2i) Programme presided over the meeting.

The Chairperson cordially welcomed the meeting and initiated the discussion.

HD Media Coordinator, Aspire to Innovate (a2i) Programme, Basudev Paul gave a brief idea of scope of work. He explained the objectives of the project and specific requirement of a2i. He also answered specific queries of the firms.

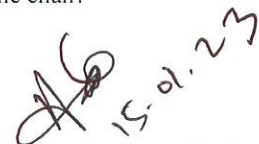
The discussion extract is as follows:

SL #	Questions/Queries/suggestions of prospective Tenderer(s)	Reply /Clarification from a2i	Query and reference from the RFP Document
1	Is it mandatory to mention any channel name in the tender?	Must mention the name of the television channel, which can be one or more. The firm should also provide a commitment letter or document to collaborate with the indicated television channel.	Section 7. Performance Specifications C. Performance Standards:
2	In Deliverables, there are 20 SMART Bangladesh Success Stories and 18 Smart Bangladesh Campaign Contents, yet only 15 and 15 are included in Performance Standards. Which one is correct, we will quote?	The Performance Standards correctly mention the 15 SMART Bangladesh Success Stories and 15 Smart Bangladesh Campaign Contents.	Section 7. Performance Specifications D. Deliverables:
3	What does On Site Project Office mean in terms of Key Personnel?	On Site Project Office means the mentioned HR will work in the office of a2i.	Section 7. Performance Specifications I. Key Personnel:
4	What type of Byte Size Videos will be?	Byte size videos will be one minute. If necessary, there will be one-day shooting in Dhaka and B-roll, infographics will be used.	Section 7. Performance Specifications C. Performance Standards:
5	Which years audited financial statements shall we submit?	Last Three Years.	Section 2: Tender Data Sheet; ITT 12.1(a)

The decisions of the pre-tender meeting shall be the part of tender document. There being nothing more to be discussed, the meeting is ended with a vote of thanks to the members present from the chair.



Basudev Paul
HD Media Coordinator
Aspire to Innovate (a2i)
Programme



Mohammed Salah Uddin
Procurement Consultant
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