Subject: Minutes of the Pre-tender meeting held on December 29, 2022 at 10:30 A.M for **"Procurement of 'On Premise Application Server and PHP Service Monitoring Solution and automation software for database clusters to deploy, monitor, manage, backup and scale for E-nothi/D-nothi"**

A pre-tender meeting was held on December 29, 2022 at 10:30 A.M for **"Procurement of 'On Premise Application Server and PHP Service Monitoring Solution and automation software for database clusters to deploy, monitor, manage, backup and scale for E-nothi/D-nothi"** Mohammed Salah Uddin, Procurement Consultant, Aspire to Innovate (a2i) Programme presided over the meeting. The participants who attended the meeting are shown in Annex-A.

The Chairperson cordially welcomed the meeting and initiated the discussion.

System Maintenance Expert, Aspire to Innovate (a2i) Programme, Mr. Rashed Musharaf gave a brief idea of the product to be developed and modified. He explained the objectives of the project and the specific requirement of a2i. He also answered specific queries of the firms.

The discussion extract is as follows:

SL #	Questions/Queries/suggestions of prospective Consultant(s)	Reply /Clarification from a2i	Query and reference from the RFP Document
1	Why Joint Venture won't be allowed to participate in this tender?	This is the requirement of the procuring entity.	ITT 15.1: No Joint Venture (JV) shall be permissible under this Invitation for Tenders. Tenders submitted in the form of JV shall be considered non-responsive.
2	How to submit turnover document?	Please submit the audit report of the last three years.	ITT 12.1(a): The required average annual turnover of the Tenderer shall be at least of the amount of Tk 2 (Two) Crore over the last three years.
3	Will the database be an open database?	No, the participants must fulfill the requirements specified on RFP.	Mentioned in ToR
4	Who will do APM monitoring? Those who will work for the first six months will	Total assignment duration is 12 months. The awarded participant will maintain the task	Mentioned in ToR

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	they monitor the next six months?	and complete the delivery.	
5	Can the experience be shown only within the country or experience outside the country can also be shown?	Localization preference is higher to maintain the troubleshooting as access to the data center and remote access are privileged.	Mentioned in ToR
6	Is it necessary for the companies that will work to have their own database tools?	Companies can use their tools for migration activity, but that has to be mentioned briefly.	Mentioned in ToR

The decisions of the Pre-Tender meeting shall be the part of Tender Document. There being nothing more to be discussed, the meeting was ended with a vote of thanks to the members present from the chair.

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Distribution: All shortlisted applicants.

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