

REF NO. 56.83.0000.006.07.007.23.103

Date: 25/01/2023

Subject: Minutes of the Pre-tender meeting held on January 19th, 2023 at 12:30 P.M for “*Hiring a Firm for Content Development of Aspire to Innovate (a2i) Programme*”

A pre-tender meeting was held on 19th January, 2023 at 12:30 P.M for “*Hiring a Firm for Content Development of Aspire to Innovate (a2i) Programme*”. Mohammed Salah Uddin, Procurement Consultant, Aspire to Innovate (a2i) Programme presided over the meeting.

The Chairperson cordially welcomed the meeting and initiated the discussion.

A.B.M. Adnan Faisal, Communications & Outreach Consultant, Aspire to Innovate (a2i) Programme, gave a brief idea of the product to be developed and modified. He explained the objectives of the project and specific requirement of a2i. He also answered specific queries of the firms.

The discussion extract was as follows:

S L #	Questions/Queries/ suggestions of prospective Consultant(s)	Reply /Clarification from a2i	Query and reference from the Tender Document
01	Will it be complied if the Team Leader’s educational background is Mass Communication?	Yes	Section 7. Performance Specifications Team Composition:
02	Who will give the work experience certificate for the Team Leader?	Work experience certificate will be issued by the Team Leader’s present and previous organization.	Section 7. Performance Specifications Team Composition:
03	How much amount of Liquid Asset will be needed for this tender?	The minimum amount of liquid assets i.e. working capital or credit line(s)of the Tenderer shall be Tk 1 Crore.	Section 2: Tender Data Sheet ITT 12.1(b)
04	What does mean by Non-Consulting Service?	The non-Consulting Service, among other physical services, may include the Services based on Information and Communication Technology, Janitor, Catering, Transport, Cleaning, Security, Survey/Investigation/Data Collection, Courier, Testing, Facilitating event management (Workshop/Seminar/Symposium/Con	[Ref: PSN document published by CPTU on July 2019]

		gregation etc.), Training, Travel, Insurance, Washing and Laundry, Tailoring and similar other stand-alone services, pre-shipment inspection, C&F services, Hiring of manpower, geological survey or exploratory drilling, operations & maintenance of building, equipment & hiring of office/accommodation/ space etc.	
05	If anyone is not complied in any part, will it be responsive overall?	No, it will be non-responsive overall	Section 7. Performance Specifications Additional Requirements:

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.

A.B.M.
A.B.M. Adnan Faisal
Communications & Outreach Consultant
Aspire to Innovate (a2i) Programme

Mohammed Salah Uddin
25/01/23
Mohammed Salah Uddin
Procurement Consultant
Aspire to Innovate (a2i) Programme