

REF NO. 56.83.0000.006.07.038.23.452

Date: 03/05/2023

**Subject: Minutes of the Pre-tender meeting held on 2<sup>nd</sup> May, 2023 at 12:30 P.M for “Hiring a firm for Producing 10 High-Quality TV Commercials for Various Initiatives”**

A pre-tender meeting was held on 2<sup>nd</sup> May, 2023 at 12:30 P.M for “Hiring a firm for Producing 10 High-Quality TV Commercials for Various Initiatives”. 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 Tender Document
1	Is it mandatory that 5 days outdoor shooting (Rural and Urban areas in Bangladesh).	For each TVC, 5 days outdoor shooting (Rural and Urban areas in Bangladesh) are required.	<b>Section 7: Performance Specifications:</b> <b>C: Performance Standards:</b> 5 days outdoor shooting (Rural and Urban areas in Bangladesh).
2	Is it mandatory to have specific experience in providing non consultant service?	The firm must have required specific experience of producing TVC.	<b>Section 2: Tender Data Sheet:</b> The minimum specific experience as a Prime Contractor in providing non-Consultant Service of at least ONE contract of similar nature, complexity and methods/technology completed over a period of three (3) years each with a value of at least of Tk 1 crore 20 Lakh shall be required. Years counting backward from the date of publication of IFT in the newspaper. Contract for providing High Quality TVC Service will be treated as similar nature.
3	What will be the percentage of the VAT, TAX?	Unit rates or prices for each item shall be entered by the Tenderer which shall be inclusive of profit and overhead for all items of the Services described in the Activity Schedule. All kinds of applicable taxes, custom duties, fees, levies, VAT and other charges	<b>Section 6. Activity Schedule</b>

*Basudev Paul*

*[Signature]*

		<p>payable by the Service Provider under the Contract, or for any other cause shall also be included in the unit rates or prices and, the total Tender price submitted by the Tenderer in accordance with ITT Sub Clause 24.4.</p>	
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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*  
*03-05-23*

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

*MUS*  
*03/05/23*

Mohammed Salah Uddin  
Procurement Consultant  
Aspire to Innovate (a2i)  
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