

Subject: Minutes of the Pre-tender meeting held on May 24, 2023 at 10:30 A.M for “Renovation of a2i office at Poribahan Pool)”

A pre-tender meeting was held on May 24, 2023 at 10:30 A.M for “Renovation of a2i office at Poribahan Pool)” Mohammed Salah Uddin, Procurement Consultant, Aspire to Innovate (a2i) Programme presided over the meeting. The participants attended in the meeting are shown in Annex-A.


The Chairperson cordially welcomed the meeting and initiated the discussion.

Administrative Officer, Aspire to Innovate (a2i) Programme, Omar Faruque 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 is as follows:

SL #	Questions/Queries/sugg estions of prospective Consultant(s)	Reply /Clarification from a2i	Query and reference from the RFP Document
1	Can renovation materials be transported using elevators during a renovation project?	Light weighted items can be effortlessly lifted using elevators (based on the permission of building authority). Heavyweight materials cannot be lifted using an elevator; alternative methods must be employed to handle such loads.	
2	What will be the size of the MS Rack?	The size of the MS Rack will be as follows: L 900 * D 500 * H 2400 mm Adjustable Self 5 nos.	As per Section 7. General Specification (GS). Item No: 44

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.

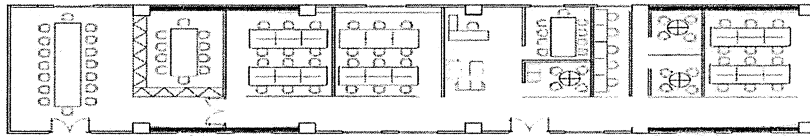
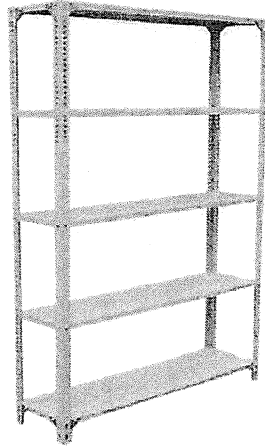


Mr. Joynal Abiden Arnob
Programme Assistant-Admin
Aspire to Innovate (a2i) Programme
ICT Division, Agargaon, Dhaka.

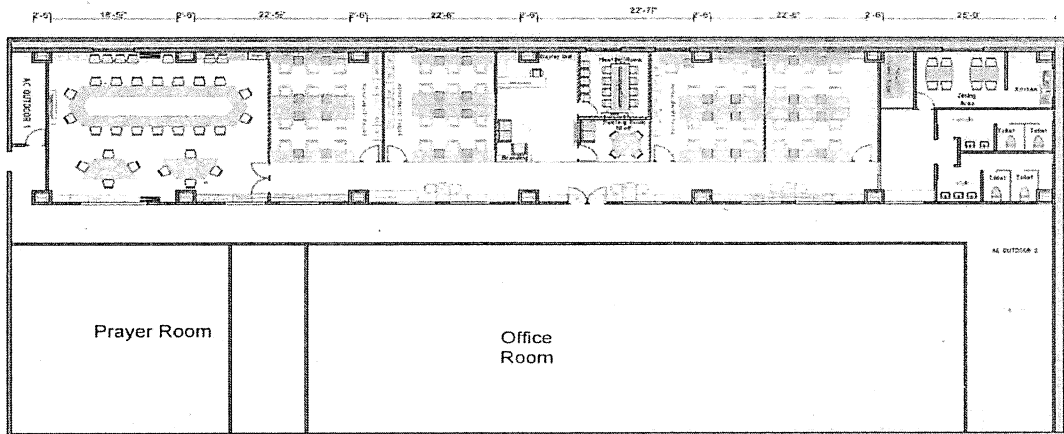


Mohammed Salah Uddin
Procurement Consultant,
Aspire to Innovate (a2i)
Programme,
ICT Division, Dhaka.

Distribution: All Concerns.



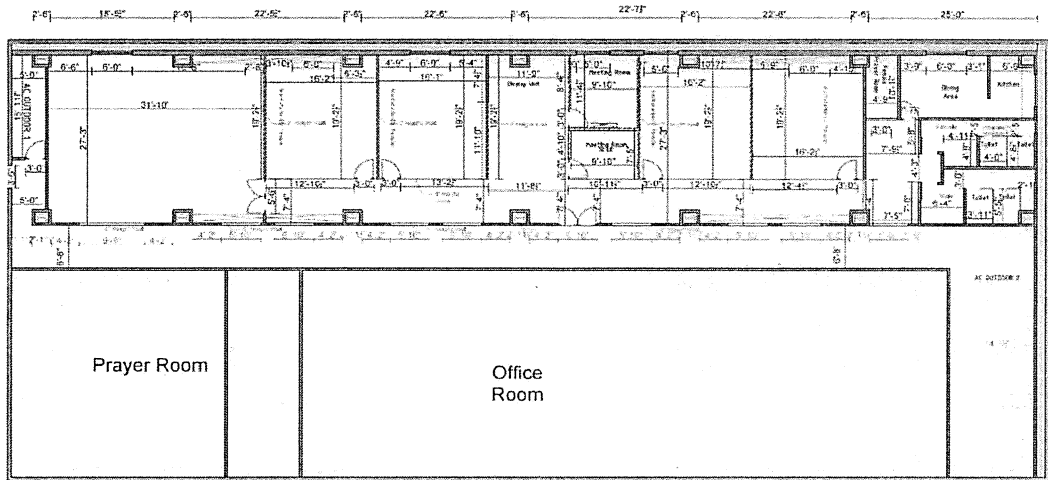
ITC A2I Project: Transportation Poll Option-01
 Furniture Layout with Ceiling, AC, Lighting



Furniture Layout Plan

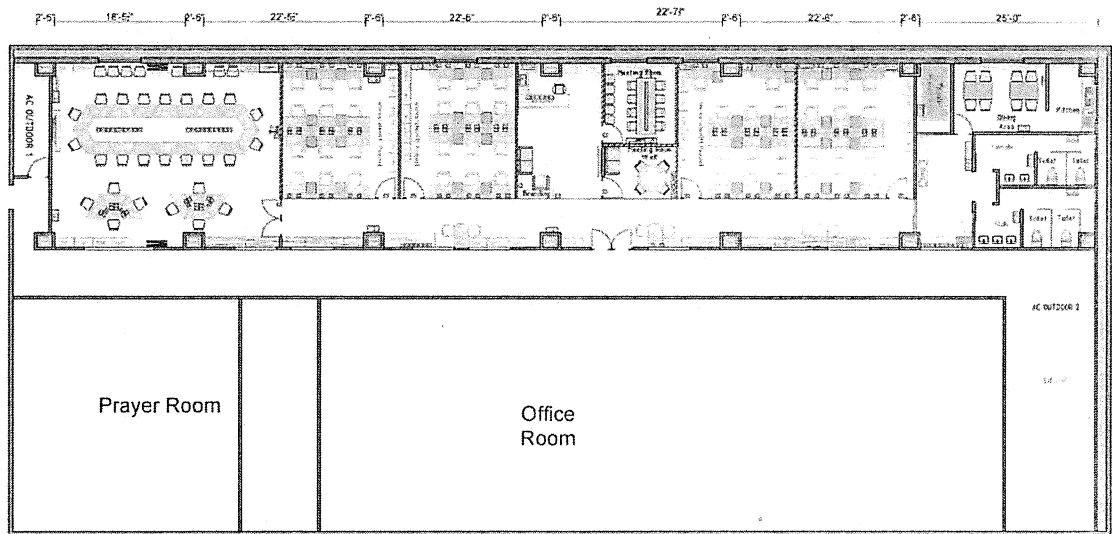
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ITC A2I Project: Transportation Poil Option-01
 Furniture Layout with Ceiling, AC, Lighting



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Floor Layout Plan



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[Symbol]	Prayer Area
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These are the sample layouts for better understanding and actual requirements are mentioned in the Tender Documents.