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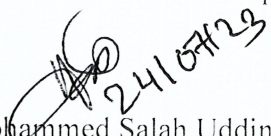
Subject: Minutes of the Pre-tender meeting held on July 19, 2023 at 10:30 A.M for "Renovation of a2i office at Poribahan Pool"

A pre-tender meeting was held on July 19, 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. Omar Faruque, Administrative Officer, Aspire to Innovate (a2i) Programme gave a brief idea of the product to be developed and modified. They explained the objectives of the project and specific requirement of a2i. They 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
1	Can renovation work be conducted at the Poribahan Pool office during nighttime?	With the approval of the authorities, the maximum work that can be carried out is until 8 pm.
2	What brand of chairs should be considered or selected for the given purpose?	The chairs are required to be identical to the ones displayed in the samples and specification.
3	Can you provide us with the official cost estimate?	We regret to inform you that the official cost estimate will not be provided.
4	Would your organization be willing to accept a backdated credit line certificate if we provide one?	We regret to inform you that we do not accept backdated credit line certificates.
5	Could you kindly provide details about your payment methods?	Upon the completion of the work, the payment will be made in a single installment.
6	Is the feature wall made by using two boards?	The measurement of the feature wall is specified in the tender document.

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.



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

Distribution: All shortlisted applicants.