

Provision of field data collection through household survey for a study titled “Segmented-client communication approach for improving the use of long acting reversible contraceptives and permanent methods in Bangladesh”

Request for Proposals # icddr/SCM/OTM/2019/34

Pre-Bid Meeting Minutes

Date: 5th September 2019

Time: 3.00 pm – 4.00 pm

Venue: RDM Meeting Room, Level 5, icddr.b

Dr. Md. Shah Alam, Project Coordinator, RDM Project, MCHD, icddr,b welcomed all the participants at the beginning of the meeting. After self introduction among the meeting participants, Mr. Md. Wazed Ali, Field Research Manager, HSPSD, icddr,b provided a brief description of the study under consideration. Then Dr. Alam opened the floor for question and answer session. Following notes provided the details of the question answer session.

| SL # | Questions | Responses |
|------|---|---|
| 01. | Do we need to conduct “field test” at the intervention area? | No, there is no need to conduct “field test” in the intervention area. Any rural area similar to the intervention area would be acceptable. |
| 02. | How much time for each household listing might be required? | Each household listing might require around 15 minutes time. |
| 03. | Would you provide EPI cluster list? | Yes, we will provide EPI cluster list. |
| 04. | ToR mentioned same sample size (2,520) from each of the intervention and comparison area, although the cluster numbers are different. Is this ok? | Yes, targeted sample size for interview would be same for both intervention and comparison area (2,520 from each area), even though the cluster numbers are different. |
| 05. | Would you provide draft survey questionnaire? | Yes, we will provide draft survey questionnaire for finalization and printing by the selected survey firm. |
| 06. | Should we use TAB for field data collection? | No, paper based hard copy data collection tool will be used for field data collection. |
| 07. | How many copies will be required during proposal submission? | Only one copy will be required for proposal submission. |
| 08. | Are we allowed to use CD for soft copy submission? | No, soft copy submission must be done using an appropriate pen drive / flash drive. Flash drive must not contain any financial information like cost information. It only contains technical documentation which you submit in your technical proposal. |

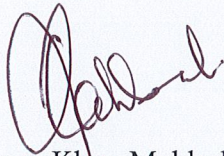


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|------|---|--|
| 09. | Would working in the family planning field be considered as performance reference? | Yes, if the work performed under family planning field is similar to the survey requested and the value is Tk. 50 lac or above, then it would be considered as performance reference. |
| 10. | Would all the data collectors be a graduate? | Yes, data collectors need to be graduate. |
| 11. | Are we allowed to communicate further for clarification before proposal submission? | Yes, only e-mail communication at supplychain@icddr.org is allowed for further clarification and the last date of communication is 17 September 2019. |

As per the published RFP, the submission deadline is Sep 19, 2019, 2:30 pm. However, the submission deadline has now been extended till **22nd September 2019, 2.30 pm.**

All participants were informed that minutes of the pre-bid meeting will be circulated through e-mail addresses provided on the attendance sheet.

The meeting ended with thanks to the participants.



Qayyum Khan Mahbub
Senior Manager, Procurement
SCFM, icddr,b

Dated: 12th September 2019



Waqar Nur Mohammad
Senior Procurement Officer, SCM

