

**Minutes of Pre-Bid Meeting for ITB to
For Supply and Distribution of Water based Lubricating Gel
(Ref: ITB No. icddr,b/SCM/OTM/2024/4 dated 18 April 2024)
(Program for HIV's Global Fund Project)
Grant name and number: BGD-H-ICDDR
(icddr,b internal Grant number: GR-02464)**

Title of Program: 'Continuation and Scale Up of HIV Prevention and Treatment Services for Key Populations in Bangladesh'

Implementation Period: From 1st January 2024 to 31st December 2026

Introduction

icddr,b has published an Invitation to Bid (ITB) on 14 March 2024 through OTM for **Supply and Distribution of Water-based Lubricating Gel** for the project "Continuation and Scale Up of HIV Prevention and Treatment Services for Key Populations in Bangladesh" funded by Global Fund. An online Prebid meeting has been held at 2pm on **24th April 2024** to clarify the queries of the prospective bidders. Following have been discussed in the Prebid meeting on 24th April 2024:

Meeting Proceedings

Meeting had started with the introduction among the participants. After that it has been opened to the prospective bidders for raising their queries. Following queries and responses were discussed in the meeting as well as received through emails by the deadline provided in the tender document. The related responses to the queries have also been outlined below:

Bidders' Query 1. Due to the limited time period and due to our location overseas, we are unable to provide original copies of some required documents against the document checklist of the ITB.

icddr,b Response 1. For the submission of tender, bidders may submit copy of the original documents. icddr,b may ask for the original document for the verification of the copy documents during the tender evaluation process and the bidder needs to submit or show the original documents at that time.

Bidders' Query 2. Do we have to follow the exact product composition mentioned at section VII of the ITB doc?

icddr,b Response 2. Bidders should follow the product composition mentioned at section VII clause 1.2 of the tender document.

1.2	Product Composition	a. Glycerin b. Carboxyvinyl polymer c. Hydroxyethyl cellulose d. Sodium CMC e. Triethanolamine f. Distil water etc. Or any other National / International Drug Regulatory Authority approved water-based composition.
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Bidders' Query 3. Do we have to submit hardcopy proposal? Do we have to submit the soft copy proposal? How shall we submit the soft copy proposals?

Icddr,b Response 3. Bidders shall submit their proposals both in hard and soft copies. Soft copy proposal shall be in PDF in the form of google doc link email to tender@icddrb.org. Soft copy of financial offers shall be password protected. Password for soft copy of the financial offer should be sent to email id mirza.masud@icddrb.org. Since the Technical and Financial Proposals has to be submitted in separately enclosed envelopes, and disclosure of financial offer during the bid submission may liable the offer to be rejected, therefore financial proposal of the soft copy shall be password protected and the password will have to be shared to the email ID mentioned above.

Bidders' Query 4. Does DGDA approval a must for the lubricating Gel?

Icddr,b Response 4. No. Since water-based lubricating gels are not considered as drugs, therefore, DGDA approval is not a mandatory requirement.

Bidders' Query 5. What documents to be submitted in the bid?

Icddr,b Response 5. A document checklist has been attached at the end of the bid document. Bidders need to submit all of those including any other documents which they may consider to enrich their proposal.



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