

MINUTES OF THE PRE-BID MEETING

Tender Ref.No:	icddr,b/SCM/GoB/OTM/Pkg-016/2022-23 Pkg-015 & Pkg-016 dated May 22,2023
Meeting Date & Time	May 28, 2023, at 10:30 AM – 11:30 AM
Meeting Purpose	Pre-bid Meeting regarding Hiring of Transport Services
Meeting Location	FM Conference Room, Chiller Building (4th Floor)


List of Participants Bidder	List of icddr,b Representatives
1. Mr. Shohag Chowdhury, Shohag Enterprise 2. Mr. Nizam Gani, Hello Ren a Car 3. Mr. Paul Amol Costa, IEMCL 4. Mr. Mehedi Hasan, Gun Gun Rent A Car 5. Mr. Md. Anis, New Avis Services	1. Mr. S.M.A. Mahfuz, Manager, SCM 2. Mr. Suman Sarker, Manager, TU 4. Ms. Shuraiya Parvin Banu, Office Manager, SCM 5. Mr. Golam Mostafa, SPO, SCM

Meeting Summary:

A Pre-bid meeting was held on May 28, 2023, at FMS Conference Room, icddr,b on the above tender. The following discussion and decision points were taken:

1. From SCM, Mr. Golam Mostafa thanked all participants bidders in the pre-bid meeting and figured out the necessity of the pre-bid meeting. He also briefly discussed various terms and conditions i.e., bid selling procedures and timeline, tender closing and opening schedule, various mandatory criteria, list of mandatory documents and inform through power point presentation (details of Power Point Presentation is attached as references) in the pre-bid session.
2. Mr. Suman Sarker-Manager-Transport briefly discussed the Scope of Work of the Transport Services.
3. Mr. Gani from Hello Rent A Car raised a question about whether the bus seat can be fixed for only one category which is available in Bangladesh i.e.29 seats.
 - In reply, icddr,b informed to the bidder that they can submit proposal with 29 seated bus and also more capacity as per tender requirement.
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4. Bidders requested for soft copy
 - In reply, icddr,b informed that soft copy is available in the CPTU website.
5. There was no issues to discuss that necessitate amendments to the tender document.

The meeting was concluded at 11:30 am with vote of thanks to the all participants and requested them to participate in the tender process considering icddr,b's humanitarian activities and fulfill all information and documents with their proposal.



Golam Mostafa
Senior Procurement Officer,SCM



Senior Manager
Supply Chain Management