

**MINUTES OF THE PRE-BID MEETING**

<b>Meeting Date &amp; Time</b>	April 18, 2024 from 2:30 PM – 3:30 PM	
<b>Meeting Purpose</b>	Pre-bid Meeting regarding Procurement of Medicine and MSR items	
<b>Meeting Location</b>	FM Conference Room, Chiller Building (3rd Floor), icddr,b	
	<b>List of participants bidder</b>	<b>List of icddr,b representatives</b>
	<ol style="list-style-type: none"> <li>1. Saiful Mortuza - Square Pharmaceuticals Ltd.</li> <li>2. Md. Mahbub Hasan - Orion Infusion Ltd.</li> <li>3. Md. Moshir Rahman – Aristopharma Ltd.</li> <li>4. Md. Nur Nabi – Beximco Pharmaceuticals Ltd.</li> <li>5. Md. Ehsanul Kabir –Opsonin Pharma</li> <li>6. Md. Shafiul Alam – The Acme Laboratories Ltd.</li> <li>7. Mrs. Sahanaz Khatun – Beacon Pharma</li> <li>8. Pratul Kanti Saha – Eskayef Pharmaceuticals Ltd.</li> <li>9. Md. Mojammel Hoque – Nuvista Pharma</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. Md. Fazlul Kabir</li> <li>2. Mirza Muhammad Masud Rana</li> <li>3. Md. Asif Newaz</li> <li>4. Md. Shamim Ahmed</li> <li>5. Golam Mostafa</li> <li>6. Md. Shariful Islam</li> </ol>

Mr. Mirza Muhammod Masud Rana, Senior Manager, SCM presided over the meeting. He thanked all participants to attend in the meeting and figure out the necessity of the pre-bid meeting and mentioned.

Mr. Golam Mostafa, Senior Procurement Officer, icddr,b 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, cost of lab testing and other informations etc. though window presentation in the pre-bid session.

No written queries were found from the participant bidders as well as email.

The following answers were also clarified in reply to the bidder’s queries:

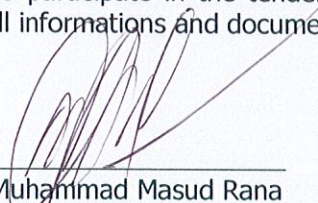
1. icddr,b informed that Soft copy of Bill of Quantities (BoQ) will be shared with the potential bidders as well as the same would be posted in the icddr,b website. In addition to submit hard copy of BoQ with tender document, the tenderer shall also submit the soft copy of the offered medicine via [tenderquery@icddr.org](mailto:tenderquery@icddr.org) in a password-protected Excel file within the tender submission timeline, adhering strictly to the specified format without any alterations.
2. icddr,b informed that considering all aspects the contract would be 2 (two) years under Framework Agreement from the date of contract signing.
3. icddr,b informed that due to meeting timeline, icddr,b is not in a position to extend tender submission date as specified in the tender notice.
4. icddr,b informed that no need to submit additional documents regarding export medicine under Annex-B and “attached document” will be deleted. The tenderer will submit list of export countries.
5. icddr,b informed that all medicine which would supply must have 02 (two) years shelf-life from the date of supply. Medicine which have a short shelf life [i.e. less than 02 (two) years] must be supplied with a minimum of 70% remaining shelf-life.






6. Additionally, icddr,b informed in the meeting and emphasized that successful bidders are required to guarantee the availability of the awarded medications and MSR items throughout the contract duration. Failure to deliver on time will result in penalties in accordance with the PPR guidelines and the terms of the contract.

The meeting was concluded at 3:30 pm with vote of thanks to all participants and requested them to participate in the tender process considering icddr,b's humanitarian activities and fulfill all informations and documents with their proposal.



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Mirza Muhammad Masud Rana  
Senior Manager, Supply Chain Management  
and  
Member-Secretary, TEC  
icddr,b