



## PRE-BID MEETING MINUTES

### **RFP for Cleaning and Support Services for a Period of 24 Months for icddr,b in Dhaka, Matlab, Teknaf and Filed Sites.**

<b>Tender Ref.</b>	: icddrb/SCM/OTM/2022/15)
<b>Time and date</b>	: 1130 hours – 1230 hours
<b>Venue</b>	: FM Conference Room, Chiller Building, level 4
<b>Participants from SEC</b>	: Mr. Bidhan Krishna Sarker, Associate Scientist : Mr. Md. Sekendar, Office Manager, HR : Mr. Md. Shamim Ahmed, Strategic Sourcing Manager, SCM : Mr. Partha Sarathi Sarker, Manager, CSU, FMS : Ms. Isret Jahan, Manager, GSU, FMS : Ms. Shuraiya Parvin Banu, Manager, SCM : Mr. M. A. Wadud, Officer, SCM

The following bidders were present at the pre-bid meeting:

1. ERVIQ Solutions Ltd.
2. DCS Organization Ltd
3. HSL Hygiene Services Ltd.
4. Dhaka Logistics Services & Solution
5. ARMAC Services Ltd.
6. Progressive
7. Prompt Services Ltd.
8. G4S Secure Solutions Bangladesh (P) Ltd.
9. AK Group
10. Cleanco Services Ltd.
11. PCS Bangladesh







## I. INTRODUCTION:

icddr,b SCM entity welcomed all meeting participants. They then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on icddr,b website so all bidders can download. In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFP. Below are some key notes on preparing and submitting bid:

### Preparing proposal:

- Tender validity: 180 days from submission deadline
- Please refer to the evaluation criteria in the RFP for icddr,b requirements while preparing proposal. Bidders should provide in their proposal's relevant information, proof/evidence they have for each criterion.
- Templates are included. Bidders should follow templates.
- Please refer to Section 1.6 "Mandatory Criteria" to ensure all essential documents are included in the bid.

## 2. QUESTIONS/ANSWER SESSION

SI	Bidder's Query	Answer
1	Bidders wanted to confirm about the VAT amount, as it was showing 15% on the tender document.	The VAT amount will be 10% as per the current regulation.
2	Is it an outsourced contract?	This is a Cleaning and Support Services contract.

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Title : Sr. Manager, Supply Chain Management

