



Minutes of the Pre-bid Meeting

RFP Ref: icddr,b/SCM/LTM/2023/934 date 15th May 2023
Title of the Tender: Request for Proposal for Daycare Service in icddr,b

Date: Tuesday, May 18, 2023

Time: 2:00 PM – 3:30 PM

Location: Facilities Management Conference Room, Chiller Building.

Attendees:

1.	Mirza Muhammad Masud Rana, Senior Manager, Supply Chain Management
2.	Asif Newaz, Senior Manager, Budget & Planning, Finance
3.	Ershad Jan Chowdhury, Manager, Quality Assurance, Health System and Population Science Division
4.	Md. Shamim Ahmed, Manager, Strategic Sourcing, Supply Chain Management
5.	Sharmine Aktar, Coordination Manager, Human Resources, Central Management Services
6.	Isret Jahan, Manager, General Service Unit, FM, Support Services

Senior Manager Supply Chain Management Chaired the meeting. In the pre-bid meeting below issues were discussed and made decision:

SL#	AGENDA	DISCUSSION AND DECISION
i)	Ratio of Child	It was discussed in the pre-bid meeting regarding the ratio of per child per caregiver. The ratio of the child will be as mentioned in the RFP i.e 1:3. Bidders will quote considering 1:3 per child per caregiver.
ii)	Behavioral Training	The successful bidder will deploy well trained up Supervisor, teacher and caregiver to operate the daycare center of icddr,b
iii)	Skin diseases	The deployed staff of successful bidder must be certified by Dermatologist on skin diseases.
IV)	Police Clearance Certificate.	The staff of successful bidder will be deployed upon submission police clearance certificate.
V)	Certificate from NGO Bureau.	The registration certificate from NGO bureau will be considered as Trade license of daycare during evaluation.
VI)	Format of Cost Breakdown of Financial Proposal	Training, Development and Management fee will be monthly basis. The yearly cost of Training, Development and management to be included as Total cost.
VII)	Persuasion	The Senior Manager Supply Chain Management informed to the participants in the meeting that any direct or indirect persuasion with any official of icddr,b will lead to disqualification of the tender.

The meeting concluded at 3:45 pm with thanks to all by the chair.



Cost Breakdown for Per Child Cost:

Staff Cost Head	Number of Person	Number of days	Monthly	Yearly	Total Cost
A) Staff Salary					
B) Training & Development					
C) Management fee					
Total Personnel Cost: (A+B+C)					

Breakdown of Staff Salary Expenses (Per Month):

SL #	Description	Unit	Unit Cost	Total Cost
1	Centre Supervisor			
2	Senior Teacher			
3	Junior Teacher			
4	Care Giver			
5	Employee Bonus			
6	Grand Total			

All cost will be mentioned in BDT

Authorized Signature [In full and initial]:-----

Name and Title of the Signatory:-----

Address::-----

Contact Number: Tel:/Cell:-----Email:-----

Company Seal/Stamp:-----


