



MINUTES OF THE PRE-BID MEETING

Meeting Date & Time	April 01, 2024 from 10:30 AM – 12:00 PM
Meeting Purpose	Pre-bid Meeting regarding Procurement of Security Services (Re-tender)
Meeting Location	FM Conference Room, Chiller Building (3rd Floor), icddr,b
List of participants bidder	
List of icddr,b representatives	
1. Ms. Rima Khatun, Securex Pvt. Ltd. 2. Ms. Newton Bala – Sublime Facilities Management Ltd. 3. Major Abdul Hye, Psc (Retd) – Eliver Force 4. Mr. Gazi Sifat Mahmud – Service Solutions Ltd. 5. Mr. Sami Al Isalm – Euro VIGIL 6. Md. Mohiuddin – G4S Bangladesh 7. Maj. Ashish (Retd.) - MCSBL	1. Mirza Muhammad Masud Rana 2. Ms. Lutfe Ara 3. Ershad Jan Chowdhury 4. Mohammad Shafiqul Kabir 5. Md. Shamim Ahmed 6. Golam Mostafa

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. Then handed over the floor to Mr. Golam Mostafa for further discussion.

Mr. Mostafa thanked all participants bidders to participate in the pre-bid meeting and 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 informations though power point presentation (details of Power Point Presentation is attached as references) in the pre-bid session.

As a contract owner and facilitator of Security Service, Ms. Lutfe Ara, Head, Head, Clinical Governance and Systems, Hospital and Acting Head, GSU pointed out the mandatory criteria and marking system. She emphasis training plan, operational procedure and company's monitory process, plan & SOP and requested bidders to submit briefly about their action plan on those and to enclose relevant documents with the tender document.

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

The following questions and answers were also clarified:

1. In reply to query from bidder, icddr,b informed that general experience of the tenderer will be 7 years.
2. In reply to bidder's query, icddr,b informed that CV of key personnel (i.e. only 3 number of Posted Supervisor and Key Contract Person of tenderer) have to be submitted.
3. In reply to bidder's query, icddr,b informed that soft copy of tender document is available at CPTU's website under consulting service. Concern person may download the same for various forms.



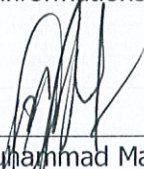


After discussion in Question and Answer session the following decisions were also taken:

Item No.	Existing as per tender schedule	Amendment (Shall be read as)
<u>Tender document (Page#27, Clause-1.2)</u>	icddr,b requires minimum five (5) years specific experience in providing security services out of which four (4) years individually in International Organization and Hospitals (Provide list of contract for the last five years only)	icddr,b requires minimum five (5) years specific experience in providing security services out of which four (4) years individually in International Organization and Hospitals (Provide list of contract for the last five years only for hospital and International organization)
<u>Tender document (Page#27, Clause-2.1)</u>	Tenderer shall provide three (3) completed contracts executed in similar organizational settings for last seven (7) years (each contract's value minimum BDT 4.00 Crore per year)	Tenderer shall provide three (3) completed contracts executed in UN/INGO/Hospital/Government/Semi Government organizational settings for last seven (7) years (each contract's value minimum BDT 4.00 Crore per year)
<u>Tender document (Page#27, Clause-2.3)</u>	Tenderer shall provide list of Current Contracts with contract value, Security Personnel and clients' information (Format enclosed)	Tenderer shall provide list of Current Contracts (major twenty number of contract) with contract value, Security Personnel and clients' information (Format enclosed)
<u>Extension of tender selling and submission date</u>	Most of the participants request to extend the submission date minimum 7 days due to upcoming Eid holiday.	icddr,b shown their positive attitude on this and will confirm through "Addendum Notice" upon discussion interally. (Addendum Notice is attached in this regard)

The deadline for any inquiries regarding the "Hiring of Security Services" tender has been extended until the close of business on April 2, 2024. This extension allows icddr,b to address and disseminate them along with the minutes of the pre-bid meeting.

The meeting was concluded at 12:00 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.


Mirza Muhammad Masud Rana
Senior Manager, Supply Chain Management
icddr,b



Addendum Notice

Date: April 04, 2024

Tender title: **Procurement of Security Services (Re-tender)**
Invitation Ref. No. & Date: icddr,b/SCM/GoB/OTM/Pkg#PS-10/2023-24,
Dated: 21-03-24

Published in: The Daily "Prothom Alo" & "Daily Star" on March 22, 2024

Description	Previous Date	New Date
Last date of selling tender document	17-04-2024	28-04-2024
Last date for tender submission	17-04-2024	29-04-2024

All other information, Terms & Conditions in the said tender notice and tender document will remain unchanged except decision made in the pre-bid meeting minutes. Please visit Minutes of Pre-bid Meeting through

<https://www.icddr.org/work-with-us/tender-notices>



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