

**Minutes of the Pre-bid meeting held on October 24, 2022
for Invitation to Bid UNDP-BGD-00031- Supply of Sewing Machines in Bangladesh**

Date: October 27, 2022

Members attended the meeting:

Name	Designation
Rezwana Hoque Chaity	Head of Procurement, UNDP
Mohammad Masud Parvez Siddique	Procurement Associate, UNDP
Navila Mushtaque	Procurement Associate, TED, UNDP
Tahmina Tamanna	Programme Associate, DRRF, UNDP
Bidders	

With reference to the subject ITB issued on October 10, 2022, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is it possible to extend the bid submission deadline?	Please consider the bid submission deadline on or before 10 November 2022 within 4:30 PM (BD Local time).
2	Is it possible to submit bid as a joint venture?	Please refer to the: “INSTRUCTIONS TO BIDDERS” available clause regarding Joint Venture, Consortium or Association.
3	As a supplier, shall we submit our company profile or the manufacturers' company profile?	Please upload the Company profile of the bidder. In case of Joint Venture, please upload the JV partner/s profile also.
4	From where we can download all the documents/forms available in the negotiation?	Please see the attachments available in quantum negotiation. To download documents please use the following links: Documents: Negotiation Document(s) (Before Accessing other negotiations Document(s), please click on this link)
5	Regarding the previous relevant experience, could you please clarify that medical equipment could be considered as similar equipment/machines? If medical equipment will not be considered as similar machines/ equipment, can we submit the tender with the manufacturer as joint venture/ consortium/ association?	Please be guided by the negotiation requirements. Regarding the Joint Venture please refer to the “INSTRUCTIONS TO BIDDERS” available clause regarding Joint Venture, Consortium or Association.

Note: Above Clarifications in response to queries raised during the Pre-bid meeting and amendments shall be an integral part of the ITB document and supersede the all provisions as applicable.