

# Leveraging ICT for Growth, Employment and Governance Project



Bangladesh Computer Council  
Information and Communication Technology Division  
ICT Tower, Plot # E-14/X, Agargaon, Dhaka-1207, Bangladesh.

No: 56.109.007.00.00.060.2016-2880

Date: 29 December 2016

## **Sub: Minutes of the Pre-bid meeting for Strategic CEO Outreach Services on IT/ITES Business Development for Bangladesh (Contract Package # AF-NS2)**

A Pre-bid meeting for the procurement of Strategic CEO Outreach Services on IT/ITES Business Development for Bangladesh (Contract Package # AF-NS2) was held on December 14, 2016 at 11:00 am. The pre bid meeting was chaired by Project Director Mr. Md. Rezaul Karim ndc.

2. Project officials and representatives from various firms were present (Attendance records attached as **Attachment-1**). Chairperson requested the participants to introduce themselves.
3. Chairperson welcomed the representatives of potential bidders those who attended the meeting. After introduction he requested Deputy Project Director (DPD), LICT to initiate the discussion. DPD started the discussion through power point presentation.
4. Deputy Project Director informed the milestones for this non-consulting service. The last date of the bid submission is at 3.00 PM, 11 January 2016 and the opening will be at 3.30 PM on the same date in presence of bidder's representatives (if present). No bids will be accepted after the specified time. He requested the bidders to submit a qualitative bid. He explained the bidders on the evaluation criteria specified in the bidding document. He apprised the bidders to prepare their bid in compliance all requirements as specified in ITB, BDS, GCC and SCC clauses of the bidding document.
5. He clearly discussed the bid and bid security validity period. Bid validity will be 150 days after the deadline of bid submission and the bid security will remain valid for a period of 28 days (Total 150+28=178 days) beyond the validity period of the bids.
6. He opened the floor for asking queries/ questions for clarification/interpretation, if any, on the Bid document. Project Director informed the bidders that / if they have any further quires they can send to LICT by writing before 17 December 2018.
7. The following issues regarding bid document for non-consulting services were raised and discussed in the meeting:
8. Project authority has received the following queries through email from the potential bidders. The responses are also provided against the queries (**Attachment-2**).

Having no other queries to be clarified, the meeting ended with vote of thanks from the Chair.

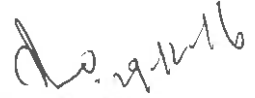
(Md. Rezaul Karim ndc)  
Project Director (Joint Secretary)

No: 56.109.007.00.00.060.2016-2880

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Copy forwarded for kind information & necessary action with request to acknowledge receipt in writing within 2 days:

1. The Boston Consulting Group, Sarl au Capital de 8.177.480 Euros. 24-26 rue Saint-Dominique. 75007 Paris. France.
2. McKinsey & Company, S-2904, 29<sup>th</sup> floor, World Trade Center, Brigade Gateway, Dr. Rajkumar Road, Malleswaram –Rajalinagar, Bengaluru-560055, India.
3. Avasant, 1960 E Grand Avenue, Suite 1050, El Segundo, California 90245.
4. S S Solution, S S Steel Building, Suite -902, 17/C Panthapath, Sukrabad, Dhaka -1205
5. Grail Consulting Services, E-253, Greater Kailash – I, New Delhi – 11048, India.
6. -----
7. Office Copy



(Md. Rezaul Karim ndc)  
Project Director (Joint Secretary)



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## Bangladesh Computer Council (BCC)

Information and Communication Technology Division  
 Ministry of Posts, Telecommunications and Information Technology  
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 Phone: 8181392, 8181397 Fax: 8181383, E-mail: piu.lict@bcc.net.bd

No.56.109.007.00.00.060.2016

Date: December 14, 2016

## Attendance of representatives of the Bidders

Pre-Bid Meeting for "Strategic CEO Outreach Services on IT/ITES Business Development for Bangladesh Contract Package # AF-NS2).

Time: 11:00am

SL	Name and Designation	Name of the Firm	Contract Cell no and e-mail	Signature
1.	NAMRATA DUBASHI, PARTNER, INDIA	MCKINSEY & Co.	+ 91 9820087637 NAMRATA - DUBASHI @ MCKINSEY.COM	
2.	FATEMA HAQUE GM SS SOLUTIONS (PVT)	SS SOLUTIONS PVT	01787676029 fatema.haque@ SS SOLUTIONS BD.COM	
3.	Md. Erfan Associate Consultant SS Solutions	SS Solutions	01787660302 erfan.md@ssolutio nsbd.com	
4.	Md. Sayfuldin Senior Executive	eGeneration	01833328673 sayfuldin.skibden @ egeneration .com.bd	





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**Bangladesh Computer Council (BCC)**

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Ministry of Posts, Telecommunications and Information Technology  
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Phone: 8181392, 8181397 Fax: 8181383, E-mail: piu.ict@bcc.net.bd

SL	Name and Designation	Name of the Firm	Contract Cell no and e-mail	Signature
5.	GURMEET S CHOPRA SR. MANAGER	AVASANT	gurmeet chopra @avasant.com +919833883775	
6.	TENDULKAR VINAYAK	THE BOSTON CONSULTING GROUP	TENDULKAR. VINAYAK@ BCG.COM +919619991556	
7.				
8.				
9.				

### Responses of Queries for Strategic CEO Outreach Services on IT/ITES Business Development for Bangladesh (Contract Package # AF-NS2)

This is for information of all concerned bidders that Instructions to Bidders (ITB) and General Conditions of Contract (GCC) clauses cannot be modified in any manner. Where an ITB or GCC clause contains reference to the Bidding Data Sheet (BDS) or Special Conditions of Contract (SCC) respectively, additional or specific information is written into the corresponding BDS or SCC clause to amplify or clarify the main BDS or SCC clause. Some of the BDS or SCC clauses may be subsequently modified as a result of suggestions received from bidders. However the BDS and SCC can never be used to circumvent in any way the intent of the parent ITB or GCC clause.

SL No.	Page No	Clause Number/Item Name	Clause / Requirement	Question/Clarification Sought	Project Response
1	4	Para 6 of Request for Bids		While the RFP states that the pay order should be in favor of Project Director, Leveraging ICT for Growth, Employment and Governance Project, it does not state the location i.e "Payable at". Should this be payable at Dhaka?	Bank Draft or Pay Order; from any schedule bank of Bangladesh.
2	4	Para 8 of Request for Bids		We understand that the bids shall be valid for a period of 150 days. Should the validity period of the bid security be the same i.e 150 days. Please confirm.	Refer to ITB clause 20.1 of Bid data Sheet: Bid security shall be valid for 150 + 28 = 178 days.
3	2	Para 3 of Request for Bids (Proposal for additional Criteria)		<ul style="list-style-type: none"> <li>As the contract scope includes working closely with local companies, we recommend addition of following qualification criteria</li> <li>j) The bidder must have a proven track record of working with at least 5 companies or organizations in Bangladesh. The bidder must submit certificates from at least 2 local employers from technology related sector</li> </ul>	Not considerable.
4	3	Para 3 of Request for Bids	Bidder Qualification criteria	<ul style="list-style-type: none"> <li>Please confirm whether we need to submit any certificates or reference letters from our partners in IT/ITES industry bodies or clients to show our qualification to meet following criteria.</li> <li>d) Bidder must have proven record of partnering (such as MOU, JV, Consortium, etc.) with at least 3 IT/ITES industry bodies for at least 5 years</li> <li>e) The bidder must have proven record in working with at least 3 technology companies of Fortune 1,000 companies in outsourcing and off-shoring experience</li> <li>f) The bidder must have proven record of working with major</li> </ul>	It is acceptable for qualification criteria 2.1 (d), (e) & (f) of Section III.



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				IT/ITES companies globally  We have confidentiality norms with our clients which restrict us to disclose their names. For clients where we do not have references, we request you to please accept a certificate from our statutory auditor that details the following: Client description, nature of project, tentative contract value and duration of the project.	
5		-	All The Document	<ul style="list-style-type: none"> <li>The scope of contract includes IT/ITES business development and we understand that IT products such as software packages, IT hardware etc. are included in the definition of IT/ITES. Please confirm our understanding.</li> </ul>	IT services typically include IT applications and engineering services, while ITES include a wide range of services delivered over electronic networks. In comparison to the manufacturing industry where products are physically visible, the "raw materials" in the IT/ITES industry are data, information and knowledge. The industry is often referred to as a "knowledge-based" industry; as such, the products and services provided are less tangible. For this reason, IT/ITES is referred to as the "Software and ITES" industry by the Bangladesh Association of Software and Information Services (BASIS) to specifically exclude IT hardware.
6	65	-	Breakdown of rates for personnel	<ul style="list-style-type: none"> <li>For Non-key experts, can we provide rates for pooled resources, without explicitly mentioning the names?</li> <li>The footnote mentions that "The table can be modified, if deemed necessary". Please confirm if we can mention rates for experts, without explicitly mentioning their names.</li> </ul>	The total amount of remuneration shall be used to calculate the local taxes (AIT & VAT). The rates of personnel will be required to amend the contract for additional services (if needed). It is preferable that the bidder will submit rate of personnel with mentioning the names.
7	63	-	Activity Schedule	The delivery date needs to be mentioned for each activity. We need to know exact starting date to calculate the delivery date. Please clarify about the starting date of the contract.	The duration of the assignment is 24 months. The delivery schedule shall be within the assignment duration. Probable contract signing date is the end of April 2017.



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8	2	Para 3(b) of Request for Bids	The bidder must have experience as prime bidder in the provision of at least one service contract of a nature and complexity equivalent to the Services over the last 5 years (to comply with this requirement, cited Service contract should be at least 70 percent complete) with minimum amount of contract value US\$ 3 Million or equivalent amount. The bidder will submit certificate from the previous employer (s) stating successful completion of delivery against their claimed experiences;	<p>Please clarify if the bidder needs to showcase a minimum contract value of US\$ 3 million from one project / client of services similar nature and complexity as sought by BCC.</p> <p>Can the bidder provide a list of multiple contracts / clients for whom they have provided services similar in nature and complexity as sought by BCC.</p>	The bidder must have experience as a prime bidder in a single contract with minimum contract value of US\$ 3 million. If the experience cite for an ongoing contract, the minimum completion amount should be US\$ 3 million or equivalent.
9	3	Para 3 (d) of Request for Bids	The bidder must have proven record of partnering (such as MOU, JV, Consortium, etc.) with at least 3 IT/ITES industry bodies for at least 5 years;	Is it safe to assume that providing signed contract / project award document with IT/ITES industry bodies satisfies this criterion.	Yes.
10	3	Para 3(g) of Request for Bids	The Bidder must have capacity of minimum US\$ 3 million or equivalent amount as liquid assets and/or line of credit from a reputable Bank and an eligible country (in case the Bank is located outside the Employer's country, it shall have a	<p>Please provide explanation as to what documentation is needed to support the said criterion.</p> <p>Our organization does not have any debt in our books. We do not take any loans from Bank. Will a certified statement of account suffice the bidding criteria or is there a need to show LOC?</p>	<p>Documentary evidence from a reputable Bank and an eligible country.</p> <p>Bank certificate must state that the bidder has required amount of liquid assets or line of credit. In case the Bank is located outside the Employer's country, it shall have a correspondent Bank in the Employer's country to make it enforceable.</p>



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			correspondent Bank in the Employer's country to make it enforceable);		
11	58	1.4 (Qualification Information –Section IV).	Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below.	Please clarify what items need to be disclosed under this. Should Laptops be disclosed?	Employer assumption is that no major equipment is required for the services. However, the bidder may mention the list base on their proposal.
12	83	2(i) of TOR	Develop a brief and targeted sector investment strategy that assesses the potential of the IT/ITES market, with a specific focus the demand side activities needed to bring in international IT/ITES businesses and jobs enabled by validation of requisite supply side enablers. This strategy can leverage the LICT project's industry development strategy and industry promotion plan as needed.	Is it safe to assume that BCC will provide all materials that have constituted in the creation of the said "Industry development strategy roadmap and the industry promotion plan" and consultant would not be required to further research, refinement or updating of the report?	Yes. Industry development strategy roadmap <a href="http://lic.gov.bd/main/strategic">http://lic.gov.bd/main/strategic</a> Industry Promotion Plan will be shared with once the contract is signed.
13	84		Captives or non-captives entering into Bangladesh via natural organic process (not touched by any of the deal lifecycle elements) shall NOT be considered as part of the success parameter.	Is it safe to assume that BCC will share the list of organizations who have shown interest and are currently doing a due diligence on Bangladesh? What shall be the cutoff date for such ongoing deals?  What if the consulting company is able to fast track such decisions? Will they get credit for the deal closure?	No, BCC cannot share such a list.  Irrelevant if BCC does not share a list.





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14	85	3. i (c) of TOR	Develop a business development plan for the IT/ITES industry in Bangladesh. The Business Development Plan will be created for a pilot outreach program that will be conducted amongst select top tier (anchor) companies (5-7) by BCC with the necessary support from the Firm to achieve the overall job creation goal.	Please clarify how the anchor companies will be identified? Will it be part of the project for the consulting firm to identify the companies?	It will be the part of the assignment and responsibility of the firm.
15	13	ITB 5.1 (Qualification of the Bidder)		<ul style="list-style-type: none"> <li>Do we have any constraints (minimum or maximum number of slides/ pages) on the size of the work plan, schedule and methodology? Also, is there a preferred platform (MS Word or PowerPoint or any other) for creation of these documents?</li> <li>In which part of the proposal should the work plan, methodology and schedule be attached - Financial Part or Technical Part?</li> <li>Our confidentiality clauses do not allow us to share the name and address of our clients; however, we can share the client description and country, would this be acceptable?</li> </ul>	<p>MS Word is preferred, no page limit.</p> <p>In the Technical part.</p> <p>According to ITB clause 18 &amp; 21, the bidder shall have to submit documentary evidence/reference.</p>
16	16	ITB 15.8		Is the lump-sum amount which will be listed as remuneration for additional services considered to calculate the 'lowest evaluated cost' for Most Advantageous Bid?	<p>The bidder quoted amount in Letter of Bid-Financial Part will be considered to determine the Most Advantageous Bid.</p> <p>The total amount of remuneration shall be used to calculate the taxes. The rates of personnel will be required to amend (if needed) the contract for additional services. It is preferable that the bidder will submit rate of personnel with mentioning the names.</p>

