



# 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: 56.109.007.00.00.084.2018- 791

Date: 20 June 2018

**Sub: Minutes of the Pre-bid meeting for Delivery of Job Fairs, Roundtable Discussions & Workshops, Promotional Activities for Local Market Engagement and Marketing Material Development to Support Industry Promotion (Contract Package # AF-NS5).**

A Pre-bid meeting for the procurement of Delivery of Job Fairs, Roundtable Discussions & Workshops, Promotional Activities for Local Market Engagement and Marketing Material Development to Support Industry Promotion (Contract Package # AF-NS5) was held on June 10, 2018 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 welcomed the representatives of potential bidders those who attended the meeting.

3. Chairperson requested the participants to introduce themselves. After introduction he requested Deputy Project Director (DPD), LICIT to initiate the discussion. DPD started the discussion through power point presentation.

4. Deputy Project Director informed the milestones for this Contract Package. The last date of the bid submission is at 3.00 PM, 28 June 2018 and the opening of the bid 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 120 days after the deadline of bid submission and the bid security will remain valid for a period of 28 days (Total 120+28=148 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 authority has received the following queries 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.

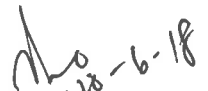
(Md. Rezaul Karim ndc)  
Project Director (Joint Secretary)

No: 56.109.007.00.00.084.2018-791

Date: 20 June 2018

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

1. INTERSPEED ACTIVATION LIMITED, E K HOUSE 4D (NEB), ROAD 73, GULSHAN-2, DHAKA 1212, BANGLADESH.
2. Asiatic Events Marketing Ltd., Address: House #41, Road #27, Block A, Banani, Dhaka.
3. Expressions Limited. House 10A, Road 25A, Block A, Banani, Dhaka-1213.
4. POWER STATION, Suite 5C, 4<sup>th</sup> floor, Concept Tower, 68-69 Green Road, Panthapath, Dhaka.
5. -----
6. Office Copy

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



Leveraging ICT for Growth, Employment and Governance Project

**Bangladesh Computer Council (BCC)**

Information and Communication Technology Division  
 Ministry of Posts, Telecommunications and Information Technology  
 ICT Tower, Plot # E-14/X, Agargaon, Dhaka-1207, Bangladesh  
 Phone: 8181392, 8181397 Fax: 8181383, E-mail: piu.ict@bcc.net.bd

**Attendance of Bidder/Bidder's representatives**

Ref.:No.56.109.007.00.00.085.2018-741

Date: May 28, 2018

Pre-Bid Meeting for "Delivery of Job Fairs, Roundtable Discussions & Workshops, Promotional Activities for Local Market Engagement and Marketing Material Development to Support Industry Promotion" (Contract Package # AF-NS5).

Date: June 10, 2018

Time: 11:00am

Sl.	Name and Designation	Name of the Firm with address, contract no. and e-mail	Signature
1.	S. M. SABIR MANAGER, STRATEGIC PLANNING	ASIATIC EVENTS MMT LTD H. 41, ROAD-27, BLOCK-A BANANI, DHAKA 01912091485 SABIR@ASIATICEXP.COM	
2.	Makfuzur Rahman Mammun Associate Director	Asiatic makfuz.mammun@asiaticexp.com 01713015941	
3.	Sobha Samia Supervisor,	Asiatic Marketing Communications 48. H#63, Road 7/B, Block H, Banani, Dhaka. <del>Sobha</del> sobha.samia@asiaticjot.com	
4.	MD. SHAHADAT HOSSAIN SHAMIM  Sr. Group Account Manager	Interspeed Activation Ltd. H- 373, R- 28, DDHS MOHAKHALI, DHAKA 01055 666 111 shahadat.shamim@interspeed.com.bd	



Leveraging ICT for Growth, Employment and Governance Project  
Bangladesh Computer Council (BCC)

Information and Communication Technology Division  
Ministry of Posts, Telecommunications and Information Technology  
ICT Tower, Plot # E-14/X, Agargaon, Dhaka-1207, Bangladesh  
Phone: 8181392, 8181397 Fax: 8181383, E-mail: piu.lcl@bcc.net.bd

SL	Name and Designation	Name of the Firm with address, contract no. and e-mail	Signature
5.	Partho Shorathy Saha Group Account Director Interspeed Activation Ltd.	Interspeed Activation Ltd. 01713148098 partho.saha@interspeed.com.bd	
6.	Sami Rahman Executive - Accounts Interspeed Activations Ltd.	Interspeed Activations Ltd. 01759315033 sami.rahman@interspeed.com.bd	
7.	Gazi Alim M Rany Manager ServiceEngine Ltd.	ServiceEngine Ltd. 01711924545 gazi.alim@sebpo.com	
8.	Joy Roy Executive. Power Station	Power Station 01738617039 de.joyroy@gmail.com	
9.	TASHFIN DELWAR Head of Digital Solution Interspeed	Interspeed 01715011210 tashfin.delwar@interspeed.com.bd	



Leveraging ICT for Growth, Employment and Governance Project  
Bangladesh Computer Council (BCC)

Information and Communication Technology Division  
Ministry of Posts, Telecommunications and Information Technology  
ICT Tower, Plot # E-14/X, Agargaon, Dhaka-1207, Bangladesh.  
Phone: 8181392, 8181397 Fax: 8181383, E-mail: piu.ict@bcc.net.bd

SL	Name and Designation	Name of the Firm with address, contract no. and e-mail	Signature
10.	MD. AKIK ANWAR EXPRESSIONS LTD. Asst Manager.	akik.anwar@expressions ltd.com 01707344365.	Akik.
11.	NAHID ISLAM TUSHER SENIOR MANAGER EXPRESSIONS LTD.	tusher@expressionsltd.com	Nahid Islam
12.	MOHAMMAD SAIF SALAH UDDIN Business Development Executive Dohatee New Media	Dohatee New Media Saif@dohatee.com.bd 0167 2527 076	Saif
13.	Masum Billah Business Development Executive Dohatee New Media 43, Puzonin Aulka Lane Dhaka - 1000.	Dohatee New Media 01228310285	

*(Handwritten mark)*

## Attachment-2

### Responses of Queries for Delivery of Job Fairs, Roundtable Discussions & Workshops, Promotional Activities for Local Market Engagement and Marketing Material Development to Support Industry Promotion (Contract Package # AF-NS5)

SL No.	Question/Clarification Sought	Project Response
1	Is there any list of areas for the job fairs and workshops to take place?	Areas for the job fairs and workshops are as following: Job Fair = Dhaka (1), Khulna-Jessore (1), Rajshahi (1) Workshops / Roundtable = Dhaka (3), Chottogram (1), Khulna (1), Rajshahi (1).
2	What types of venue LICT is expecting to organize the events in?	Secured, convenient and most suitable event venue must be chosen. For the job fairs, LICT expects convention centers (As such GEC Chottogram or BICC Dhaka) and to organize workshops / roundtables (Five star, BICC or equivalent level venues).
3	Preferred time to organize the job fairs and workshops / Roundtables?	The preferred to time to execute the job fairs and workshops / roundtables would be between August 2018 – October 2018 and January 2019 – March 2019. LICT prefers to give a pause in executing the event activities during election time. Apart from the on the ground event activities all other activities (Digital promotion for local market and Industry development activities) for will be on-going as per plan though out the contract period.
4	Will LICT help to reach out to the participant companies in job fairs and workshops/roundtables?	LICT will assist the selected service provider with logistics support as such authorization letters, invitation letters. But it will be sole responsibility of the selected firm to make the list of the potential companies who will hire our graduates from the job fairs and workshops, round table discussions. The selected service provider will also coordinate and ensure the participation of potential companies in the events as scheduled.
5	Does LICT have the database of the LICT graduates ready on the hand?	LICT already has the database of over 30000 students who have completed training during the project tenure. LICT expects to call them periodically to take details of their employment and update the list. Apart from the LICT graduate list, LICT also expects to develop database from the job fairs and workshops / roundtables to be organized throughout the year and run communication campaign through the call center. LICT especially expects to keep a track of the students who have been interviewed during the job fairs via call center, so then LICT can record the data of the placement once they are employed in the respective organization.
6	Who is responsible for ensuring participation at the job fairs?	The selected service provider will be responsible for ensuring participation at the job fair as per requirement in the ToR. LICT will share a list of companies as well as students database that can be used. The service provider will approach other participants beyond this list.
7	Where will the database management officers will be housed?	All database management officers shall be housed at LICT with proper logistical support as such Laptop, mobile phone, talk-time, printer, paper etc. LICT will ensure their seating plan in the office only.
8	How LICT thinks to achieve the recruitment targets for workshops and roundtables? Is it related to payment?	(i) Recruitment targets are expected as an outcome. If carefully read the ToR document and analyze the expectation from the activities then you would see that everything is leading to one common outcome "Placement". Therefore, it is expected that the selected service provider will facilitate to ensure a sizable amount of recruitment from each of the events. (ii) Recruitment target is not related with payment.



SL No.	Question/Clarification Sought	Project Response
9	LICT is expecting an ambitious Social Media Plan. Is there any way to revise it?	LICT has thought of the entire implementation plan from inside out and it is believed that the expectations are properly aligned and can be achieved. The service provider is expected to understand that context of the target audience and plan the execution calendar accordingly.
10	Is it necessary to submit technical proposal along with the financial bid document?	<p>Yes. The Employer shall examine the technical aspects of the Bid submitted in accordance with ITB 17 and ITB 18, in particular, to confirm that all requirements of Section VII, Employer's Requirements have been met without any material deviation or reservation, or omission.</p> <p>(Refer to ITB clause 30 of Section I - Instructions to Bidders of Bidding Document)</p>
11	How will the evaluation happen?	<p>The Employer shall use the criteria and methodologies listed in this ITB and Section III, Evaluation and Qualification Criteria. By applying the criteria and methodologies, the Employer shall determine the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:</p> <ul style="list-style-type: none"> <li>(a) substantially responsive to the bidding document; and</li> <li>(b) the lowest evaluated cost.</li> </ul> <p>(Refer to Part E. Evaluation and Comparison of Bids of Section I - Instructions to Bidders of Bidding Document)</p>
12	Would you please consider at least 1 weeks' time extension to submit the bid?	Due to time constraint for complete the assignment with in the March 2018, so it is not possible to extent the bid submission time.