



Government of the People's Republic of Bangladesh

Bangladesh Economic Zones Authority

Prime Minister's Office



Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project (Bangladesh PRIDE  
Project, Project No.: P170688, Credit No.: IDA 6676-BD)

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## **Pre-Proposal Meeting Minutes**

For

Selection of Regional Environmental & Social Consultancy Services (RESA) for  
BSMSN Development Project (Bangladesh PRIDE, P-170688, IDA Cr. No.:  
6676 BD)

(Package No: PMC16A-BSMSN-BEZA)

**05 July 2022**

**Government of the People's Republic of Bangladesh  
Bangladesh Economic Zones Authority  
Prime Minister's Office**

**Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project (Bangladesh PRIDE Project, Project No.: P170688, Credit No.: IDA 6676-BD)**

Minutes of Pre-Proposal Meeting for "Selection of Design and Supervision Consultant" for Bangabandhu Sheikh Mujib Shilpa Nagar Development Project (Bangladesh PRIDE, P-170688, IDA Cr. No.: 6676 BD) (Package No: PMC15-BSMSN-BEZA)

Venue : BEZA Conference Room, Biniyog Bhaban, E-6/B, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207  
Date & Time : 04/04/2022 at 12:00 PM  
Chairperson : Abdullah Al Mahmud Faruk  
Project Director  
Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project (Bangladesh PRIDE Project), BEZA

List of participants : Attached in **Appendix-1**.

At the beginning of the meeting, the chairperson welcomed the participants and delivered a brief introduction about Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project (Bangladesh PRIDE Project) and the scope of the work of Regional Environmental & Social Consultancy Services. He also highlighted objectives of the pre-proposal meeting and then deliver a short presentation on different issues of this consultancy services and Request for Proposal (RFP) document to get convenient the shortlisted firms for the preparation of proposal. In the meeting, it is stated the background of the consultancy services and selection method as well as major areas of RFP document, important clauses of Instructions to Consultants (ITC), Proposal Data Sheet (PDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), selection criteria, marks allocated for different criteria, sub-criteria, type of contract, objectives and the scope of the services.

Subsequently, the chairperson of this meeting highlighted the ITC, SCC and other relevant clauses of which major clauses are; (a) ITC reference Clause 17.4 of PDS: the prospective consultant shall submit one (1) original and one (1) copy and one (1) USB drive of the technical proposal and one (1) original copy of the Financial Proposal, (b) ITC Clause 11.1: Consultant including the individual members of any Joint Venture shall submit only one Proposal either in its own name or as part of a Joint Venture, if they submit or participates in more than one proposal, then all such proposals shall be disqualified and rejected, (c) ITC





Clause 12.3: Any Key Expert nominated in the Consultant's Proposal without his/her confirmation or not available at the time of proposal submission, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with ITC 5 (Fraud and Corruption), (d) ITC Clause 15.1.1: Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position and failure to comply with this requirement will make the Proposal non-responsive.

The Chairperson of the meeting then invited questions/queries from the participating Consultants and/or their representatives. Subsequently their queries along with the explanations/clarifications are provided as follows:

Sl. No.	Query raised	Clarifications provided
1.	Section-2 (ITC data sheet, Clauses 21.1) allocated points for the key experts  <b>Query:</b> Is there any point/number for the non key expert please clarify	No point/number is allocated for the non-key experts.
2.	Section-3 (Technical Proposal- Standard from Reference Tech-6)  <b>Query:</b> Please clarify if CVs of non-Key experts and Support staff need to be submitted; can the CVs of Support staff can be submitted in tabular format.	CVs of non-key experts needs to be submitted in required format but CVs of support staff can be submitted in tabular form to ensure that they meet the criteria set out in ToR.
3.	Section 7 – Terms of Reference, Page 96 Climate Change Specialist (CCS). .... The CCS should Have graduation in Environmental science/engineering with Master degree in Disaster Risk Management/Climate Change. .... The Education qualification of Climate Change Specialist will be Master's Degree in Civil Engineering/Water Resource Management/ Development Studies/ Environmental Science/ Sociology/ Social Science/Social Welfare or similar subject.  <b>Query:</b> Please clarify the required qualification of CCS	The CCS should have graduation in Environmental science/engineering with Master degree in Disaster Risk Management/Climate Change.
4.	Section 7 – Terms of Reference, Page 87 According to the Master Plan of BSMSN about 1.4 million jobs will create. The Consultant will analyse the Social and Environmental impact for 1.4 million jobs especially social aspects e.g. housing, education, livelihood, planned urbanization, planning of influence area and its management.  <b>Query:</b>	The Consultant will provide details in their technical proposal (methodology & approach) on the process of analyzing social and environmental impact of 1.4 million job creation on ensuring housing, education, livelihood, planned urbanization, planning of influence area and its management.

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Sl. No.	Query raised	Clarifications provided
	For the fulfillment of the requirement, what will be our target respondents and how many respondents will there?	
5.	<p>Section 7 – Terms of Reference, Page 87</p> <p>The Consultant will look for the development plans of other agencies for this region and assess the impacts of those plans.</p> <p><b>Query:</b> How many developments plan of other agencies will assesses?</p>	The Consultant will collect and review the relevant development plans e.g. UDD plan, Upazila Plan, LGED Plan, RHD, Gas, Railway and any others plan related to development in this region.
6.	<p>Section 7 – Terms of Reference, Page 87</p> <p>Identify key national, regional and project level stakeholders relevant to the project; organize public consultation meetings at various stages of the preparation of the RESA and incorporate the feedback of these consultations in the final report.</p> <p><b>Query:</b> How many public consultations will be organized under the assignment, how many stakeholders in PC, who will responsible for giving the TA/DA, Food and other allowances?</p>	The Consultant will organize as much stakeholder's consultation as possible from the influence area. The Consultant will provide details of stakeholder's engagement plan in the methodology and approach chapter of the technical proposal.
7.	<p>Section 7 – Terms of Reference, Page 87 and Page 99</p> <p>The Consultant will organize 6 validation workshops before finalization the RESA (one for each Upazila, 1 district level at Feni, 1 regional level at Chattogram, and one national level at Dhaka) as per stakeholder engagement plan of this project. But in page 99 we find the validation workshop number is 5.</p> <p><b>Query:</b> What is the accurate number of validation workshop 5 or 6? How many participants will be there in each validation workshop and who will responsible for giving the TA/DA, Food and other allowance?</p>	<p>The Consultant will organize 6 validation workshops (Three at Upazila level, One at district level, One at regional level and one at national level). The details of these workshops are given below:</p> <ul style="list-style-type: none"> <li>• <b>Upazila Level:</b> The number of participants will be maximum 50 including (Member of Parliament, UNO, AC Land, Upazila Chairman, Mayor, Utility Service Providers, Relevant Government departments, Journalists, investors NGOs, Business association etc.). The consultant needs to arrange venue, provide food, required printing and honorarium. The venue will be at Upazila level.</li> </ul>

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Sl. No.	Query raised	Clarifications provided
		<ul style="list-style-type: none"> <li> <b>District Level:</b> The number of participants will be maximum 50 including (Member of Parliament, BEZA, DC, ADC, Zilla Porishod Chairman, Utility Service Providers, DoE, Relevant Government Departments, Journalists, investors, NGOs, Business association etc.). The consultant needs to arrange venue, provide food, required printing and honorarium. The venue will be at district level. </li> <li> <b>Regional Level:</b> The number of participants will be maximum 80 including (Member of Parliaments, BEZA, Divisional Commissioner, DCs, ADC, Zilla Porishod Chairman, DoE, Utility Service Providers, Relevant Government Departments, Journalists, investors, NGOs, Business association etc.). The consultant needs to arrange venue, provide food, required printing and honorarium. The venue will be at a suitable hotel/hall in Chattogram. </li> <li> <b>National Level:</b> The number of participants will be maximum 120 including (Member of Parliaments, PMO, BEZA, Divisional Commissioner, DCs, ADCs, Zilla Porishod Chairman, DoE, Utility Service Providers, Relevant Government Departments, Journalists, investors, NGOs, </li> </ul>

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Sl. No.	Query raised	Clarifications provided
		Business association etc.). The consultant needs to arrange venue, provide food, required printing and honorarium. The venue will be at a suitable hotel/hall in Dhaka.
8.	<p>Section 7 – Terms of Reference, Page 88 (Regional socioeconomic and cultural environment)</p> <p>Population estimate; land use and patterns of land ownership and tenure practice; planned development activities; community structure; employment; distribution of income, ethnicity, cultural heritage, etc. It will also cover identification of the disadvantaged and vulnerable groups (such as female headed households, small ethnic communities etc. including their general characteristics; assessing existing status of gender-based violence (GBV) following the World Bank's Good Practice Note (GPN). For fulfill the requirement what is our survey area and how many respondents will select for interview purpose?</p> <p><b>Query:</b> For fulfill the requirement what is our survey area and how many respondents will select for interview purpose?</p>	The Consultant will provide details in approach and methodology section of the technical proposal about the number of respondents needed to be consulted for the interview.
9.	<p>Section 3 – Technical Proposal (Standard Forms)</p> <p>Description of the approach, Methodology, and Work Plan for performing the Assignment (Page limit-15 page)</p> <p><b>Query:</b> Either the page limit for technical proposal increased or not?</p>	Page limit for the Description of the approach, Methodology, and Work Plan for performing the Assignment (TECH-4) is increased from 15 pages to 30 pages.
10.	<p>Clause 16.1 – Page no. 39</p> <p>Cost of office accommodation, including overheads and back-stop support</p> <p><b>Query:</b> No. of office and its location?</p>	The consultant may propose the cost of office accommodation including overheads and back-stop support. The consultant should maintain an office in the BSMSN Project area.
11.	<p>Section 7 – Terms of Reference, Page 99</p> <p>Final comprehensive RESA report will be submitted within 11 months from contract signing</p>	The consultant will submit the final report within 11 months of contract. BEZA and the World Bank Group will review the final report within

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Sl. No.	Query raised	Clarifications provided
	<b>Query:</b> If the final comprehensive RESA report need to be submitted within 11 months, then why the Environmental Expert, Social Development Specialist and Climate Change Specialist man month 12 months?	the next 1 months and based on their review, the consultant will update the final report and submit the same to PIU.
12.	FORM TECH 6 CV Format, Page no-61 There is no Heading of a training, but there is mark for the training.  <b>Query:</b> In which Points we should mention training Please clarify?	The Consultants can include training under education heading of the CV format.
13.	ITC 17.7 and 17.9, Page No- 40 Proposal Submission Deadline is 8th August 2022  <b>Query:</b> Can you please extent the date of the submission at least two weeks?	Proposal Submission Deadline will not be extended.
14.	Form Tech-6, Page No-61 Experts Sign  <b>Query:</b> Is Electronic Signed accepted to the Clients?	Electronic signature is accepted but scanned signature is not accepted.

**Note: The above changes are an integral part of the tender document.**

As there was no other issue to discuss, the Chairperson then concluded the meeting with a vote of thanks to all participants.

(Abdullah Al Mahmud Faruk)

Project Director

Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project  
(Bangladesh PRIDE Project), BEZA