

**Minutes of Pre-bid Meeting held on 20 March 2024**  
**For**  
**Supply of Laptop to**  
**Activating Village Courts in Bangladesh Project Phase-III**  
**Reference: LGD/AVCBIII/Ops/Laptop-UC/40/2024/90**

**Venue: At AVCB III Project Meeting Room – UNDP, IDB Bhaban, Agargaon, Dhaka**

**Members attended the meeting:**

Name	Designation
A F M Abdul Hamid	Operations Manager, AVCB-III
Kawsar Hasan	IT Associate, AVCB-III
Mohammad Enamul Hasan	Procurement Analyst, AVCB-III
Participants from the Bidders	As per attached Attendance Sheet

In connection with the reference mentioned in Invitation for Tender issued on 13 March 2024, a pre-bid meeting held on 20 March 2024.

At the out-set of the meeting, the Operations Manager, AVCB III Project welcomed all the bidders who participated in the meeting. He briefly described the context of the meeting, background of the project and GoB procurement process. Then the discussion started on the major issues of the requirements of the bids, eligible and qualifications criteria and delivery destination etc. Section 3 and 5 of the Bid Documents was elaborately discussed. Fraud & Corruption issues was also discussed and made the bidders' awareness on this issue. Then IT Associate of AVCB-III project described some critical aspect of technical specification, packaging and distribution. Then the floor was opened to receive questions from the bidders and the following discussion and queries were raised by Invitees and answers thereto from AVCB III Project.

S/L	Queries from Bidders	Project's Response
1	Is there any problem if any bidder proposes higher quality Laptop comparing to the specification of the Tender?	Bidder may proposes higher quality Laptop comparing to the specification of the Tender, if the price is competitive and no additional cost is required.
2	In STD document (page-62), it is mentioned that delivery period to be mentioned by the bidder. What does it mean?	Allowable delivery period as per STD document is 8 weeks starting from the date of contract signing. The bidder may mention their proposed/required delivery period in their Price Schedules; but it will be evaluated as per the conditions mentioned in STD clause#52.6.
3	In specification, it is mentioned that Port will be 1xThunderbolt 4/USB4TM 40Gbps. Is it possible to make this port generic or alternative Port 1x USB Type-C?	This port is already generic as this port configuration matches with some renowned brand Laptops such as Lenovo/HP/Dell and other equivalent international standard laptop. No alternative is acceptable.
4	Sound system: Dolby Atoms Speaker system. Please amend Atoms/Sterio Dolby.	Dolby Atoms Speaker system is preferable, but Atoms/Sterio Dolby can be accepted if it's performance is equivalent or above.
5	Battery of the Laptop will be 3 Cell, 57 Wh or 3 Cell, 54 Wh?	Battery of the Laptop with 3 Cell, 57 Wh will be preferred, but it will not be less than 54Wh.
6	In STD, it is mentioned "On-site Warranty: minimum 02 (two) years Division/District	Minimum 2 years onsite or carry on warranty services in all Divisions or 61 District across the Bangladesh except 3 CHT districts is essential.

*EH 4/5/24*

*[Signature]*

*[Signature]*

	level onsite/carry on warranty for 61 districts (except CHT) across the country.”  Most of the international well reputed brand follow the standard 03(three) years warranty. If you amendment than you will get the ultimate 3 years warranty benefit with the same price.	More than 2 years of warranty services are also welcomed if the price is competitive, and no extra cost is involved.
7	In Technical Specification, it is mentioned that brand must be Lenovo/HP/Dell or equivalent. Here what does equivalent mean?	As it is clearly mentioned in the STD that brand must be <u>Lenovo/HP/Dell or equivalent</u> , here equivalent means internationally renowned brands as Lenovo/HP/Dell all are international brand.
8	Color: Deep Black, Carbon Fiber Casing. Please make Color: Deep Black/Black and Carbon Fiber/Aluminum Casing. Otherwise, Some specific Brand will get preference.	Color: Deep black carbon fiber casing is preferable.
9	OS: Windows 11 pro, English. Please change the OS specification to “Microsoft Windows 11 professional (CSP License or Open License)” Otherwise some bidder may quote pirated copy/Fake Copy of operating system.	OS: Microsoft Windows 11 professional (original CSP License or Open License)

**Note:**

- I. Corrected provision will be considered as integral part of the Tender Schedule/document and to be enclosed along with the bid submission by the Bidder.

*EH Hasan*  
*24.03.24*

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Mohammad Enamul Hasan  
Procurement Analyst  
AVCB III Project

*Kawsar Hasan*  
*24/03/2024*

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Kawsar Hasan  
IT Associate  
AVCB III Project

*A F M Abdul Hamid*  
*24.3.24*

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A F M Abdul Hamid  
Operations Manager  
AVCB III Project