

MINUTES OF MEETING

Subject: Pre-Bid Meeting for Consultant Hiring for OCHA Project (PR 15539)

DESCRIPTION Workshop Facilitation, Learning Documentation, Communication and Policy Support Services for the OCHA APHF-funded Cyclone Anticipatory Action Project, Cox's Bazar		
PR NUMBER PR 15539	MEETING TYPE Pre-Bid Meeting	DATE / VENUE 9 September 2026 Zoom Meeting

1. Participants

CARE Bangladesh

Name	Designation / Organization
Alima Jannat	Officer – Supply Chain
Fuad Ur Rabbi	Program Coordinator

Prospective Bidders

Name	Designation / Organization
NIRAPAD	Prospective Bidder
Dream Consultancy	Prospective Bidder
ACME Enterprise	Prospective Bidder
Shuvankar and Co.	Prospective Bidder
Corporate Ikon	Prospective Bidder

WE DISCUSSED ON BELOW POINTS-

2. Overview of the Assignment

CARE Bangladesh presented the scope and purpose of the assignment: to support consortium-wide learning, accountability, communication, stakeholder engagement, and knowledge generation throughout the project lifecycle,

under the OCHA APHF-funded Cyclone Anticipatory Action Project in Cox's Bazar. The engagement duration is approximately 7 months, ending by 30 April 2027.

The presentation highlighted that eligible applicants should be firms with demonstrated experience in workshop facilitation, documentation, communication, stakeholder engagement, policy analysis, and humanitarian or anticipatory action programming.

3. Key Deliverables — Three Core Focus Areas

Discussion centered on the three primary deliverable areas under this assignment:

a) Facilitating Workshops & Logistical Support

- Organizing and facilitating consortium workshops and stakeholder consultation meetings.
- Full logistical arrangement for resource persons' participation, including flight tickets, accommodation, venue booking, and other related logistics.

b) Printing of Visibility Items

- Printing of visibility and communication materials, including banners, leaflets, standees, and other promotional items.

c) Policy Brief on DDA Passporting

- Comparative review of Due Diligence Assessment (DDA) approaches used by OCHA, CARE, Start Bangladesh Hub, and other donors.
- Development of a policy brief and facilitation of validation discussions with relevant stakeholders.

4. Technical and Financial Proposal

- Bidders must submit the Technical Proposal and the Financial Proposal as two separate PDF documents.
- The Technical Proposal must include previous samples of similar work — specifically leaflet and standee designs — as evidence of relevant design and print capability.
- All costs, including the cost of machine/equipment proof (e.g., production or print-run proofs), must be fully inclusive in the quoted price.
- Penalty clauses will apply for non-compliance, delay, or unsatisfactory delivery of services, as detailed in the Terms of Reference. Bidders were advised to review these terms carefully before submission.

CARE Bangladesh confirmed that no cost incurred in the preparation or submission of proposals will be reimbursed or borne by CARE, regardless of the outcome of the bidding process.

5. Application / Submission Process

- Technical Proposal and Financial Proposal must be submitted as two separate PDF files — not combined into a single document.
- Previous samples of relevant visibility materials (e.g., leaflet, standee designs) should be attached with the Technical Proposal as supporting evidence.

- Bidders were encouraged to raise any clarification questions in writing; responses will be compiled and shared with all prospective bidders.

6. Evaluation Criteria / Scoring

Proposals will be scored on a weighted combination of Technical and Financial merit, as follows:

Evaluation Component	Weight
Technical Proposal	80%
Financial Proposal	20%

7. Closing Remarks

CARE Bangladesh thanked all participating organizations for attending the pre-bid meeting. We advised to go-through the ToR properly and share any question with us in written. It was confirmed that this Minutes of Meeting, along with any further clarifications arising from bidder queries, will be shared in writing with all prospective bidders to ensure a fair and transparent bidding process.

Prepared by: CARE Bangladesh – Supply Chain

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