

**Subject: Minutes of the Pre-bid Meeting  
held on 1 August 2019 at ILO Meeting Room**

With reference to the Invitation to Bid (ITB) for “Supply and Installation of Furniture for TVET Institutions” issued on 18 July 2019. According to ToR, a pre-bid meeting called on 1 August 2019. All concern is requested to find below the queries raised by the representative participated from different organizations and responses thereto by Skills 21, ILO Dhaka.

Sl. No.	Query(ies)	Response(s) from Skills 21, ILO Dhaka
1	Is it possible to submit proposal in Consortium (Joint Venture) with any other organization?	Yes, but must be substantiated by legal documents and the bidder must clearly mention which organization is the lead firm. Remember that the lead organization must meet all the conditions mentioned under Minimum Eligibility Criteria in ITB pages 37 and 38.
2	Is it possible to extend the delivery timeline?	The delivery must be made within one hundred and twenty (120) calendar days of award notification.  <b>Note:</b> Liquidated Damages will be imposed under the following condition: <ul style="list-style-type: none"> <li>• Percentage of contract price per week of delay: 0.5% of the total contract price</li> </ul>
3	Please confirm, Quotation (Financial Proposal) would be inclusive of VAT or not?	Proposed Quotation (Financial Proposal) must contain total net amount and VAT amount in separate line and finally the summation for grand total. During payment claiming contractor must provide relevant documents (like Mushok-11 and VAT challan) along with invoice. If any firm exempted from VAT, then the firm must provide relevant documents in favor of it.
4	Is there any scope to make partial payment after making partial delivery?	<u>Page-38 and Sl. No. 14 of ITB document</u>  ILO will make partial payment at actual after successful installation and delivery (100%) to 5 Institutions.
5	Please note, a few items specifications are incomplete. Can you amend those specifications please?	<b>Yes.</b> The amended Quantity and Specification of Items & Price Schedule is given below which replaced the Quantity and Specification of Items & Price Schedule under “Specifications and Instruction to Bidders” section in ITB document (pages 31 to 36).

**Note:** Below revised Specifications and above Clarifications in response to queries raised during the pre-bid meeting and amendments shall be an integral part of the ITB document and supersede all the provisions as applicable.

**Amended Quantity and Specification of Items & Price Schedule**

Sl.	Name of Furniture	Specification	UOM	Total Quantity	Unit Price	Total Amount
1	Arm Cushion Chair	Size: L 460 x W 480 x H 850 mm Description: 50mm thickness foam cushioning with 12 mm ply with rexine upholstery chemically derusted zinc phosphate coated oven backed Electro static powder paint finished mild steel 1" round tube structure with PVC stoppers and back seat round shaped.	Nos.	<b>38</b>		
2	Armless Chair	Size: 460 (L) x 480 (W) x 850 (H) Description: 50mm thickness foam cushioning with 12 mm ply with rexine upholstery chemically derusted zinc phosphate coated oven backed Electro static powder paint finished mild steel 1" round tube structure with PVC stoppers and back seat round shaped.	Nos.	<b>59</b>		
3	Bookshelf	Size: 1200LX400WX1800H mm Description: Color: Black Made of scratchproof pesticide treated melamine coated laminated board. Top & others are 16mm thick. All are pasted 1mm thick edging fixed by the automatic banding machine. Top and panel should be fastened by housing dowl, housing pin, JCVC Screw, T-nut.	Nos.	<b>36</b>		
4	File Cabinet	Size: 450 x 610 x 1370 mm Description: Made of high grade cold rolled steel sheet of 22 SWG thickness reinforced with stiffener's equipped with casters made high strength drawer channels nylon drawer grip and imported central locking system. All steel parts backed electro static paint finished	Nos.	<b>46</b>		

Sl.	Name of Furniture	Specification	UOM	Total Quantity	Unit Price	Total Amount
5	Full Secretariat Table	Size: L 1350 x W 700 x H 750 mm Description: Made of scratchproof pesticide treaded malimine coated laminated board. Table top 25mm and others panels are of 16 mm thickness. Edges of panels and top are to be sealed 1mm thick PVC edging by automatic edging banding machine top and panels should be joined by using housing dowel, bolt, screw T-nut and pneumatic nailing where necessary PVC stoppers and knock down facility with shelf standing 3 drawer unit with fixing manual (central locking)	Nos.	<b>48</b>		
6	Lecture Table	Size: L 1000 x W 600 x H 750 mm Description: Made of scratchproof pesticide treaded malimine coated laminated board. Table top 25mm and others panels are of 16mm thickness. Edges of panels and top are to be sealed 1mm thick PVC edging by automatic edging banding machine top and panels should be joined by using housing dowel, bolt, screw T-nut and pneumatic nailing where necessary PVC stoppers and knock down facility with fixing manual and one drawer with locking facility.	Nos.	<b>44</b>		
7	Steel Almirah	Size: 915 x 470 x 1820 mm Description: Made of high quality 20 x 21 SWG thick cold rolled steel sheet reinforced with S-Type locking system. All steel parts chemically derusted zinc phosphate coated with oven backed paint finished. Inside will be 3 shelves and 2 drawers unit	Nos.	<b>64</b>		
8	Stool	Size: 400 x 400 x 550 (H) mm Description: Made of 25mm round & 1.2mm thickness mild steel with srip Garjon Wood seat	Nos.	<b>180</b>		

Sl.	Name of Furniture	Specification	UOM	Total Quantity	Unit Price	Total Amount
9	Tabloid Chair	Size: 450 x 450 x 830 (H) mm Description: Made of 25mm round & 1.2mm thickness mild steel with strip Garjon Wood seat and back with plywood writing pad.	Nos.	<b>451</b>		
10	Tools Rack	Size: 1143 (L) x 305 (W) x 1829 (H) mm Description: Made of chemically derusted zinc phosphate coated 2mm thickness mild steel slotted angle with 1mm thick 5 shelves. Used for heavy duty shelving of files, book's etc. Individual shelves are adjustable and has load bearing capacity up to 0.5 ton	Nos.	<b>52</b>		
11	Whiteboard	Size: (2400 X 1200) mm Description: Made of 16mm thick. Particle board with white glossy formica covered and side covered by aluminium channel.	Nos.	<b>24</b>		
12	Work Table	1800 mm x 900 mm x 850mm Gorjon top, Thickness 1.5", Leg Thickness 2.5"x2.5" and Standard side shatter	Nos.	<b>74</b>		
13	Computer Chair	Major material : Mild Steel Color :Black Dimension : • Seat : 460(W)X460(L) mm. • Back : 430(W)X480(L) mm • Height : Floor to Seat 450 mm & Back 850mm Structure made of cold rolled mild steel. All surface of mild steel zinc phosphate coated oven backed Powder paint finish which will ensure durable anti peel off. 50 mm thick foam cushioning covered with best quality local rexine on 19 mm ply wood for seat & back which increase strength. High quality Revolving chair with back tilt facility and strong PVC arms. Manual height adjustable. PVC leg with 5nos castors which ensure no rust. Best quality rust free dual-wheel provides easy mobility, Star head binding screw. Free assembly service by expert technician. One Year Free Service warranty for any manufacturing fault (service warranty)	Nos.	<b>106</b>		

Sl.	Name of Furniture	Specification	UOM	Total Quantity	Unit Price	Total Amount
14	Computer Table	Major material: Laminated Board Dimension : 750(L)x475(W)x750(H)mm Finest quality imported screws and other accessories ensure the strong structure. Best quality smooth laminated paper is joined by heat pressed machine which enhance the longevity of the laminated paper as well as board. Table would be with key board tray. Free assembly service at home by expert technician. One Year Free Service warranty for any manufacturing fault.	Nos.	88		
15	Work Bench for Installing Bench Vice on 4 Corners	Wood type: Gorjon Wood Frame & Top (Gorjon) L´B´H = 1200mm x 1050 x 750 mm Bench top is made of 25mm wooden & legs are made of 75mm x 75 mm.	Nos.	20		
16	Work Bench for Welding Works	Iron frame, Top Iron lubber 1inch gap, L´B´H Size 90cm x 60 cm x 75 cm with funnel type base 22 gauge sheet	Nos.	111		
17	Work Bench for RAC Works	Wood type: Gorjon Wood frame, Top wood lubber 1inch , L´B´H Size 1800mm x 1200mm x 750 mm	Nos.	16		
18	Display Board	Dimension: Length 2400mm, Width-1200, With frame, Major material- Partex board with formica pasting	Nos.	25		
19	Display Board, 240cm x 120cm	Dimension: Length 2400mm, Width-1200, Wooden, formica and valvet Fabric pasting	Nos.	16		
20	Cutting Table	Size: L 2400 x W 1200 x H 750 mm Leg: 2 x 2 inches (Gorjon wood) Top: Garjon ply wood made, Formica Pasting, 18 mm thickness and standard side shatter	Nos.	4		
21	Iron Table	Size: L 1200 x W 900 x H 750 mm Leg: 2 x 2 inches Gorjon wood made , 18 mm thickness and standard site shatter	Nos.	4		
<b>Transportation cost</b>						
<b>VAT</b>						
<b>Grand Total (in BDT)</b>						

**Distribution list:**

Sl.	Name of Furniture	Quantity								
		Feni	Rangamati	Sylhet	Gaibandha	Jamalpur	Khulna	Bagerhat	Dhaka	Bogura
1	Arm Cushion Chair	9	5	0	7	1	5	3	4	4
2	Armless Chair	11	7	0	8	6	9	6	6	6
3	Bookshelf	7	5	2	4	4	4	6	2	2
4	File Cabinet	8	3	2	8	3	6	9	4	3
5	Full Secretariat Table	8	5	2	9	4	5	7	4	4
6	Lecture Table	7	3	3	7	5	7	6	3	3
7	Steel Almirah	11	7	4	10	5	10	5	6	6
8	Stool	15	5	15	5	15	50	25	25	25
9	Tabloid Chair	117	44	0	49	49	74	20	49	49
10	Tools Rack	8	6	1	11	3	6	11	3	3
11	Whiteboard	4	1	0	4	1	5	5	2	2
12	Work Table	13	8	3	15	5	5	15	5	5
13	Computer Chair	21	21	1	21	21	21	0	0	0
14	Computer Table	21	21	1	21	3	21	0	0	0
15	Work Bench for Installing Bench Vice on 4 Corners	5	3	2	0	1	0	4	2	3
16	Work Bench for Welding Works	20	16	15	10	20	0	10	0	20
17	Work Bench for RAC Works	6	0	4	0	0	0	0	6	0
18	Display Board	4	3	3	4	2	2	3	2	2
19	Display Board, 240cm x 120cm	0	0	0	8	0	8	0	0	0
20	Cutting Table	0	0	0	2	0	2	0	0	0
21	Iron Table	0	0	0	2	0	2	0	0	0