



Date: 13th May 2026

PRE-PROPOSAL MEETING MINUTES

Subject: **“Request for Proposal for Hiring Consultancy Agency”**.

Regarding the RFP/SCI/BDCO/FY-26/(Manual)/0005, for hiring a consultancy Agency for Production of Public Service Announcements-PSAs (SBC video spots) to Increase Awareness and Appropriate MNCH Health Behaviour Practices by The Community in Jononi Project Area -Rangpur Division dated 12.05.2026. The Pre-Bid ZOOM meeting took place on 13.05.2026 at 02:30 PM. On behalf of Save the Children, all topics related to this proposal’s terms, conditions, requirements, and assumptions will be discussed with all participants. The discussion summary concerning RFP/SCI/BDCO/FY-26/(Manual)/0005 is provided below.

1. All the questions the consultancy Firm/Agency raised were responded to in the meeting.
2. Sustainable criteria under the evaluation criteria: The details outlined have been included in the revised TOR.
3. Oral Presentation criteria under the technical evaluation criteria: The details outlined have been included in the revised TOR.
4. Documentation Mode:
5. All terms and conditions will remain unchanged as per the ***Revised Terms and Reference***.

Issued by

Supply Chain
Save the Children International